

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

GEOTECHNICAL SERVICES

**NORTH FORK OF THE PAYETTE RIVER
RAINBOW BRIDGE**

Key No. 23187

June 2, 2023

REQUEST FOR PROPOSALS

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The following items are not included in this package, but can be located at the following web site:

<http://itd.idaho.gov/business/?target=consultant-agreements>

- ❖ General Information and Requirements
- ❖ Sample Agreement and Consultant Agreement Specifications
- ❖ Federal Per Diem Rates
- ❖ Certification Regarding Debarment, Suspension, and Other Responsibility Matters form

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal for providing project Geotechnical services for the SH-55 Rainbow Bridge Replacement project.

GENERAL TERMS

This Request for Proposals (RFP) does not commit ITD to enter into an agreement or to pay any costs incurred in the preparation of a proposal or in subsequent negotiations.

REVISIONS TO RFP

All addenda to this solicitation will be posted on the Consultant Services web page. No notice will be given by mail.

RESERVATION OF RIGHTS BY ITD

The issuance of this RFP does not constitute an assurance by ITD that any contract will actually be entered into by ITD, and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Proposals
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFP, and cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this proposal, each respondent agrees that any finding by ITD of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive, except as provided herein.

CONFLICT OF INTEREST

By the submission of a proposal, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice. Respondent further agrees to comply with all Federal, State, and Local equal employment opportunity requirements and the requirements of the ITD EEO Special Provisions, accessible at the following web site: <http://apps.itd.idaho.gov/apps/ocr/index.aspx>.

All firms working for the Department are required to register on the Bidder's List with the Office of Civil Rights. If your firm has not registered, go to the following website for instructions: <https://itd.dbesystem.com/>. Please make sure your subconsultants are also registered. For further information regarding this requirement, call the ITD EEO Office at (208) 334-8884.

DBE PARTICIPATION REQUIREMENTS

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 10% utilization, ITD respectfully requests and encourages responder to consider utilizing subcontractors and suppliers listed on our DBE Directory located at: <https://itd.dbesystem.com> . For more information regarding ITD's DBE Program, call the ITD DBE coordinator at (208) 334-8567.

FINANCIAL REQUIREMENTS

Prior to negotiating an agreement, the selected consultant and their subconsultants will be required to submit certified hourly rates and their last years' financial information and overhead schedule in accordance with the Federal Acquisition Regulations (FARs) and the ITD Overhead Rate Policy. The Overhead Rate Policy can be viewed at the following web site: <http://itd.idaho.gov/business/?target=consultant-agreements>.

PROPRIETARY MATERIAL

ITD assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

CERTIFICATION REGARDING DEBARMENT

All proposals must contain a signed Certification Regarding Debarment, Suspension, and other Responsibility Matters form for the prime and each subconsultant.

The certification form is located on the Consultant Services web page at <http://itd.idaho.gov/business/?target=consultant-agreements>.

PROPOSAL EVALUATION AND SELECTION

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Consultant to ensure that it complies with this RFP and provides the information requested. If the Consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score of the proposal or disqualification of the proposal.

It is the intent of the department to take approximately fifteen days, commencing on the submission date shown below, to evaluate the submitted proposals. The department intends to notify the successful and unsuccessful Consultants as soon as practicable after the evaluations have been completed, and after approval has been given on the Evaluation Committee's recommendations.

As part of the selection process, the top-ranked firms may be required, at their expense, to give a presentation and/or answer interview questions.

If your firm is selected and approved, negotiations will begin. If negotiations break down with a selected Consultant, they will be formally ended and negotiations will begin with the next ranked Consultant.

CONTRACT TYPE AND METHOD OF PAYMENT

The contract for this work will be a professional services agreement. It is anticipated that the method of payment will be *Cost Plus Fix Fee*.

CONTACT INFORMATION

All questions concerning the procedures of this request for proposal shall be directed to Andrea Aliev at ITD via email at Andrea.Aliev@itd.idaho.gov.

All project specific questions shall be directed by e-mail to Darren LaMay at Darren.LaMay@itd.idaho.gov. No questions will be accepted by telephone. All questions will be responded to by e-mail, within two days of receipt of the question(s).

Interested firms are encouraged to submit a contact e-mail address to Mr. LaMay with a request to be included on an electronic mailing list. Firms on the mailing list will receive copies of the response to all project questions submitted. No firms will be identified in the responses. No project specific questions will be accepted after June 16, 2023.

PREPARATION INSTRUCTIONS

Proposals must conform to the following instructions. Any non-conforming proposal will be rejected.

Proposals must be received by ITD by 4:00 p.m. MDT on June 23, 2023. Proposals must be submitted via e-mail with the project name and the consultant's name clearly indicated in the subject line. Late proposals will not be considered.

E-Mail Address for proposal submittal is: consultantadminunit@itd.idaho.gov

FORMAT:

- Required File Format: pdf
- Maximum length of the submittal shall be five (5) pages.
- Cover pages are discouraged. If they are included, they will be counted in the proposal page total.
- The introductory letter is limited to one (1) page.
- Except as otherwise noted, pages shall be 8 ½ x 11 inches, with minimum of ½” margins and a minimum font size of 11.

- The following items do not count in the proposal page total.
 - Introductory letter
 - Critical Path Diagram
 - Certification Regarding Debarment

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Andrea Aliev
Contracts Officer
Consultant Services
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant, identify the Project Manager, and list a contact telephone number, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet ITD's quality and schedule expectations. The Consultant shall include his/her acceptance of the terms and provisions of the Sample Agreement located at <http://itd.idaho.gov/business/?target=consultant-agreements>, and indicate willingness to execute said agreement.

PROPOSAL

It is essential that the consultant provide an adequate staff of experienced personnel or subconsultants capable of and devoted to the successful accomplishment of work to be performed under this contract. The specific individuals or subconsultants listed in the proposal, including Project Manager, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of ITD. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal.

The following criteria will be considered in the evaluation and selection, and apply only to the Consultant, except where specifically requested for the Consultant and each Subconsultant. The weights listed will be applied to the scoring for each criteria.

CRITERIA 1: COMPANY EXPERIENCE AND QUALIFICATIONS **Weight - 5** *(Complete for Consultant and each Subconsultant)*

- Describe how the company is organized to develop this type of project.
- Provide descriptions of no more than three (3) similar projects successfully developed by the Consultant identifying the similarities to this project. Federal-aid projects successfully developed by the consultant should be included if available.
- List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 2: PROJECT MANAGER **Weight - 3**

- Identify the Project Manager who will be responsible for the quality and timeliness of the consultant's work, and for ensuring that adequate personnel and other resources are available for this project.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of this project
- Provide descriptions of no more than three (3) similar projects successfully developed by the Project Manager, identifying the similarities to this project. Federal-aid projects successfully developed by the project manager should be included if available. Include dates and specific services provided.
- Provide Idaho professional registration (registration is required at the time of submittal).
- List three (3) verifiable professional services references with a contact person and phone number.

- List all projects that the Project Manager is currently managing and the percent of time spent by him/her on each of those projects. Include estimated completion date for each of those projects. Identify availability for this project.

CRITERIA 3: KEY PERSONNEL & RESOURCES AVAILABLE
Weight - 5 *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel and describe each person's role and duties on this project.
- Provide a brief summary of experience and qualifications. Include experience and qualifications working on Federal-aid projects.
- Provide Idaho professional registration (if applicable) for each person identified.
- List all projects that the Key Personnel are currently assigned to and the percent of time spent by him/her on each of those projects. Include estimated completion date for each of those projects. Identify availability for this project.
- Include an organization chart of the key personnel with their roles and office locations.

CRITERIA 4: PROJECT UNDERSTANDING
Weight - 4

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish this federally funded highway project as outlined in the General Scope of Work.
- Identify the significant features and potential issues that may be encountered and possible steps to eliminate or minimize those issues.
- Include a Critical Path Diagram based on major tasks and project milestones. The sheet size for the Critical Path Diagram shall be 11" x 17".

CRITERIA 5: QUALITY CONTROL
Weight - 3 *(Complete for Consultant and each Subconsultant)*

Describe the Consultant's procedures for scope change control, schedule and cost control and quality control. This should also include a description of the Consultant's control measures regarding their Subconsultants' project related work.

GENERAL SCOPE OF WORK

SH-55, North Fork of the Payette River (Rainbow Bridge)
Geotechnical Services
Valley County
Key No. 23187

Project Name: SH-55, North Fork of the Payette River (Rainbow Bridge) Geotechnical Design
Project No.: A023(187)
Key No: 23187
County: Valley

BACKGROUND:

Built in 1933, the historic Rainbow Bridge (Bridge Key No. 14805) carries State Highway 55 (SH-55) over the North Fork of the Payette River and one Idaho Northern & Pacific Railroad Company (INPR) railway track, north of Smiths Ferry in Idaho, and does not meet current standards for state highway bridges. The corridor and existing structure contain several sub-standard conditions including limited capacity for overweight truck permits, limited sight distance, narrow lane and shoulder widths, and high superelevation rates.

PURPOSE AND NEED:

The purpose of the project is to provide a bridge crossing that meets current standards and to remove a Poor Condition bridge from ITD's inventory. The ITD Bridge Section and District 3 have investigated the feasibility of building a new bridge on an offset, adjacent to the existing bridge, to improve site conditions for mobility of vehicles and to preserve the existing Rainbow Bridge. Reference the *Rainbow Bridge Feasibility Study, Final Report, January 2021*, prepared by WSP.

The feasibility study evaluates bridge replacement options that maintain the current Rainbow Bridge and its place on the National Historic Register by shifting the replacement bridge approximately 150 feet to the north of the existing bridge and transitioning into the existing alignment of SH-55. The feasibility study indicates several bridge structure options, roadway geometries, and approaches that include construction cost estimates to perform the work.

It is envisioned that the new approaches to the replacement bridge will include retaining walls and rock cuts on either side of the river to safely retain the existing hillside and slopes.

ANTICIPATED OVERALL BRIDGE SCHEDULE:

- Phase 1 by Fall 2023
- Pause for development of roadway alignment and bridge type, size, & location reports
- Phase 2 by Fall 2024
- Final Design by Fall of 2026
- PS&E by Spring of 2027

SCOPE OF WORK OUTLINE:

Due to the complex nature of the project, consultant design services will be split into two phases. Phase one will consist of geotechnical investigations and geological reconnaissance reports for the proposed rock cuts east and west of the North Fork of the Payette River as well as roadway material investigations per Section 240 of the ITD Materials Manual. The consultant will be responsible for all environmental coordination required for investigations. A separate RFP will be used to retain a roadway and bridge design consultant that will finalize a roadway alignment as well as a type, size, and location report after the geotechnical consultant retained in this RFP has completed Phase 1 work. Coordinating with outside consultants retained by ITD will be required throughout the duration of this project. Once the alignment has been finalized, phase two will consist of bridge foundation investigations and material reports, geotechnical engineering reports, roadway materials reports, material and geotechnical design for roadway alignment stabilization and bridge foundations as well as Preliminary, Final, and PS&E design packages for geotechnical aspects of the project. Project management and administration activities shall be expected in both phases of the contract. (Below is a general outline and may include or exclude some items not necessarily pertaining to the project.)

1.0 Phase 1: Roadway Conceptual Design Services

- 1.1 Geotechnical Investigations – East & West Road Cuts
- 1.2 Roadway Materials Investigation
- 1.3 Geological Reconnaissance Report

2.0 Phase 2: Bridge Foundation Investigation, Preliminary, Final, & PS&E Design Services

- 2.1 Bridge Foundation Geotechnical Investigations
- 2.2 Material & Geotechnical Design (Coordination with Bridge Consultant RFP)
 - 2.2.1 Roadway alignment stabilization
 - 2.2.2 Bridge abutment & pier foundations
- 2.3 Geotechnical Engineering Report
 - 2.3.1 Preliminary Design Package
 - 2.3.2 Final Design Package
 - 2.3.3 PS&E Design Package
- 2.4 Roadway Materials Report
 - 2.4.1 Preliminary Design Package
 - 2.4.2 Final Design Package
 - 2.4.3 PS&E Design Package
- 2.5 Engineer's estimate

3.0 Project Management/Administration Services

- 3.1 Set up hard copy and electronic files
- 3.2 Prepare and update project schedule
- 3.3 Weekly project coordination meetings
- 3.4 Coordination with ITD District 3
- 3.5 Progress reports and invoicing