IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

CONSTRUCTION ENGINEERING, INSPECTION, MATERIALS TESTING, AND PROJECT CLOSE-OUT SERVICES

ST. MARIES RIVER BR, SHOSHONE CO

KEY NO. 23257

Date 11/4/2026

REQUEST FOR PROPOSALS

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

Consultant Resources | Idaho Transportation Department

- General Information and Requirements
- Sample Agreement and Consultant Agreement Specifications (1A)
- Federal Per Diem Policy
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters form
- Idaho Code Certification Form

ITD Guidance & Manuals | Idaho Transportation Department

- ITD Quality Assurance Manual
- ITD Contract Administration Manual

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal to provide construction engineering, inspection, sampling and testing services for St. Maries River Br, Shoshone Co., CE&I projects.

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 Office of Civil Rights | Idaho Transportation Department

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 Office of Civil Rights at (208) 334-8884.

DBE PARTICIPATION:

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 year's 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: Consultant Resources | Idaho Transportation Department

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 Consultant Resources | Idaho Transportation Department.

IDAHO CODE CERTIFICATION FORM

All proposals must contain a signed Idaho Code Certification form for the prime and each subconsultant.

The certification form is located on the Consultant Services web page at Consultant Resources | Idaho Transportation Department.

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 question.

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 Specific Rates of Compensation.

CONTACT INFORMATION

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

All project specific questions shall be directed by e-mail to James Dorman at James.Dorman@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 James.Dorman@itd.idaho.gov 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 11/30/2026.

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 December 7, 2026. 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: consultantservices@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
    - Certification Regarding Debarment
    - The 5-Year ITD CE&I Project Log
    - Idaho Code Certification Form

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Connie Rozean
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 Consultant Resources | Idaho Transportation Department 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 and Lead Inspector, 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 - PROJECT MANAGER

(Weight 3) *(Complete for Lead Consultant Project Manager Only)*

- Identify the Project Manager who will be responsible for the quality, timeliness and delivery 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. CE&I experience in working on state and local Federal-aid roadway construction projects should be included if available. List all CE&I experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
- List current IQP qualifications pertinent to this project.
- Provide Idaho registration (registration is required at the time of submittal) as a professional engineer.
- 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.

CRITERIA 2 - LEAD INSPECTOR ONSITE
(Weight 4) *(Complete for the Lead Inspector only)*

- Identify the Lead Inspector to be assigned to the project and describe the duties and qualifications (WAQTC & IQP) on this project. The Lead Inspector must be **on-site** for no less than 70% of the time worked by the Contractor.
- List the CE&I experience and role that this individual has had on state and local Federal-aid bridge construction projects. List that experience on the 5-year CE&I Project Log included in this solicitation. Include the estimated percentage of time spent on each completed Federal-aid construction project.
- Include Idaho professional registration (if applicable).
- List all projects that the Lead Inspector is currently working on 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.

CRITERIA 3 – KEY PERSONNEL AND SUBCONTRACTORS ASSIGNED TO THE PROJECT
(Weight 3) *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel to be assigned to the project, to include material sampling and testing personnel or subcontractor. Describe each person's role, duties and qualifications (WAQTC & IQP) on this project. Include their office and lab location.
- Key Personnel should have direct applicable CEI experience in working on state and local Federal-aid construction projects within the last five (5) years. List that experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
- Include 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.

CRITERIA 4 – AVAILABILITY
(Weight 2) *(Complete for Consultant and each Subconsultant)*

Describe the availability of all key personnel and subcontractors with time that can be committed to the project.

CRITERIA 5 - PROJECT CONTROL & CLOSE-OUT
(Weight 3)

- Describe the Consultant's procedures for scope change control, schedule and cost control and quality control. This should include a description of the Consultant's control measures regarding the Sub consultant's project-related work and the ability to close-out the project in a timely and cost-effective manner.
- Describe the consultant procedures for maintaining quality assurance documentation to include IA tracking and scheduling, file management, and previous experience administering the ITD QA program. Describe the procedures to ensure all required testing and documentation is completed and filed.
- List construction projects that have been closed out to Federal-aid standards in the last five (5) years.

CRITERIA 6 – SOFTWARE EXPERIENCE
(Weight 2)

Describe the Consultant's experience with Site Manager, AASHTOWare Project and ProjectWise. Include what projects you have used them on as well as the roles and responsibilities you have had with this software. Be specific about who on your proposed team has experience and what experience they have.

5-Year CE&I Federal-aid Project Log								
Project Information						Assigned Staff		
Project Key Number	ITD Dist.	Project Name	Project Type*	Date Completed	Const. Amt.	Project Manager	Lead Inspector	Other

**Project Type: i.e. Bridge or Roadway*

SCOPE OF WORK

The Idaho Transportation Department (ITD) is soliciting CE&I services for the SH-3 St Maries River Br, KN 23257. The selected consultant will be expected to proactively represent ITD and function as a member of the D1 Design/Construct team while providing the CE&I services required to ensure timely completion and closeout of this project.

The scope of work is to provide full CE&I services, which includes contract administration, onsite inspection, materials sampling, material testing, project office documentation, and project closeout under the general direction of the Resident Engineer. Project records will be filed in AASHTOWare and ProjectWise. The new AASHTOWare material module is expected to be used on this project.

PROJECT DESCRIPTION

This project will replace the existing St Maries River bridge at MP 57, just north of Clarkia, with a new single span steel girder bridge. Construction is staged to maintain one lane of traffic, accomplished by removing and building half the bridge at a time. The river will require diversion to excavate and install geofabric and rip rap. The window for in water work begins July 15th.

The project is expected to bid in 2026 with steel girder production over the winter and on-site work beginning as early as weather allows in 2027. It is estimated that one full-time inspector is dedicated to the site, one project manager half time, and personnel for material sampling/testing as needed.

Contract time is anticipated to be 160 working days with a start window of Mar 1 – Mar 15, 2027.

This project includes the following key work items:

- Removal of old bridge
- Pile driving
- Concrete abutments and steel girders
- Stream diversion and scour protection installation
- Guard rail, paving, striping

PRIMARY TASKS

The expected level of effort for the project is identified below. Final level of effort and required tasks will be detailed during scoping and negotiation conducted with the selected consultant.

Construction Administration – Consultant will provide the qualified personnel necessary to administer the Plans, Special Provisions and Specifications of the project to ensure a quality project, built on schedule, with all required acceptance documentation. Consultant PM will be responsible for timely completion of reviews and other administrative tasks. Ensuring all required certifications and acceptance testing are received, completed and filed in project wise. The following sub-tasks represent a partial list of those activities necessary to administer the contract.

Develop an IA tracker for all anticipated IA's on the project and coordinate IA inspections.
Review of contractor submittals and maintain a submittal log.
Weekly internal update to ITD on the status of change orders, open reviews, site work, upcoming testing and other items as needed.
Contractor Schedule Reviews

Pre-construction Conference
Filing & Records Verification
Materials Certifications
Progress Estimate Preparation
Preparing CO's as directed
Progress Meetings
Monthly Cost to Complete Projection
Initial Review of Claims
Project Closeout – All material acceptance documentation to be filed in Project Wise during construction and monthly updates to the MSR linking documentation to files in Project Wise.

Project Inspection – Inspection will be performed by consultant with qualified and certified inspection staff. The full-time on-site inspector should have previous experience with new bridge construction, traffic control, paving and environmental inspection. Daily inspectors will submit a DWR into AASHTOware and approved by consultant PM.

Materials Sampling & Testing – The Consultant will provide materials sampling & testing services as required by ITD specifications. All sampling equipment will be provided by the Consultant. Testing will occur in either the consultant lab or the District Residency lab, determination to be made later. Concrete breaks performed by the department.

Steel Girders - It is unknown where the steel girders will be fabricated, the expectation is for the consultant to coordinate either in-house personnel or a subcontractor with the proper certifications and equipment to inspect the steel girders at the fabrication location. Consultant to also provide any welding inspections required.

Record Drawings & Project Close-Out - Consultant will track changes and deviations from the plans and prepare the As-Built drawings. A shared set of digital plans will be used during construction for the owner and consultant staff to annotate changes as they happen. At completion marked drawings will be submitted to the Design Construction Engineer for preparation of the record drawings. At project close-out, all records will be finalized and quantity calculations verified. A final package of records will be submitted to the D1 Materials Engineer for review and acceptance no later 60 days following the RE Project Completion letter for the project. Upon acceptance, the Consultant will be readily available to assist the Design/Construct Team and District Records Inspector (DRI) in final reconciliation of project records.

PROJECT SCHEDULE

The scope of work for these projects will run in accordance with the contractor's construction schedule. It is anticipated that Consultant will be engaged in CE&I services from the date of consultant NTP through closeout on the project.