

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

SH-55, PEAR TO INDIANA (KN 23335)

and

SH-55, INDIANA TO MIDDLETON RD (KNs 22175, 22176, 21867)

PROJECT NO. A022(175), A022(176), A021(867) & A023(335)

KEY NO. 21867 & 23335

June 23, 2021

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 to provide project development services for the SH-55 Pear Lane to Middleton Road corridor. This RFP is soliciting design services through PS&E, which includes right-of-way acquisition, replacing several culverts and small structures, as well as implementing access control consisting of medians, Michigan U-turns and traffic signals.

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
- Not to enter into subsequent agreements with consultant if DBE goals or good faith effort is not met on components that are federally-funded.

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 who seek to work for the Idaho Transportation Department are required to be registered on ITD's Bidders List. If your firm is not registered, go to the following web site for instructions: <http://apps.itd.idaho.gov/apps/ocr/index.aspx>. Your subconsultants are also required to be registered. For further information regarding this requirement, call the ITD EEO Office at (208) 334-8884.

DBE PARTICIPATION

Federally funded projects require DBE participation goals. At this time it is the intent of the department to fund the project as noted in the General Scope of Work for this project with state funds, and therefore no DBE goals would be required. However, subsequent phases or agreements could potentially be funded with federal aid, which would require DBE participation goals.

The Consultant should consider their team make up for subsequent phases of work when proposing on this solicitation. The Consultant DBE Commitment form (ITD-2398) is not required at this time. When it is known that federal funds will be used for the work, ITD will follow the established RFP DBE submittal and approval process. Criteria 6 should be used to outline Consultant's plan for meeting these Goals. For more information regarding ITD's DBE Program, please contact ITD Office of Civil Rights at civilrights@itd.idaho.gov or call ITD DBE Coordinator Ester Ceja 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.

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 Erika Bowen at erika.bowen@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 Erika Bowen 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 July 14, 2021.

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 July 21, 2021. 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:

- Maximum length of the submittal shall be five (5) pages.
- The following items do not count in the proposal page total.
 - Introductory letter
 - Critical Path Diagram, which may be on 11 x 17 paper
 - Certification Regarding Debarment
- 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.
- Required File Format: pdf

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 - 2** *(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 and the agency or client the project was developed for.

CRITERIA 2: PROJECT MANAGER **Weight - 4**

- 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 Idaho professional registration (registration is required at the time of submittal).
- 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 delivered by the Project Manager, identifying the similarities to these projects. Include dates and specific services provided.
- 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 - 3 *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel and describe each person's role, duties, experience and qualifications related to this project.
- 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.
- Provide Idaho professional registration (if applicable) for each person identified.
- Provide an organizational chart identifying the key personnel, duties on the project and office location. Include the percentage of work anticipated to be completed by each firm.

CRITERIA 4: PROJECT UNDERSTANDING & APPROACH
Weight - 3

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish the project. Identify the significant features and potential issues that may be encountered and possible steps to eliminate or minimize those issues.
- Provide a Critical Path Diagram (CPD) based on major tasks and project milestones, clearly identifying the critical path to complete the project.
 - o Assume September 1, 2021 for Notice To Proceed (NTP).
 - o Show the tasks and major deliverables.
 - o Each task shown shall only have one responsible party/entity. Consultant team is considered one responsible party, ITD HQ and District are considered one party, and other agencies (if applicable) would be separate responsible parties. Allow at least two weeks for ITD reviews, and one week for re-reviews and back-checks. Submittals requiring Federal Highway Administration review will add one week to each of these reviews. Include appropriate application, review and processing time for deliverables with other resource agencies.
 - o If multiple submittals for the same discipline are submitted for review at/near the same time, assume that each additional submittal will require one extra week. E.g. If there are five structures reports submitted concurrently, the review timeframe will be two (2) weeks for the first submittal plus one additional week for each subsequent submittal in the same timeframe, thus totaling $3+1+1+1+1 = 7$ weeks to receive comments on the last submittal.
 - o Formal design reviews (preliminary, intermediate and/or final design) will require three weeks for each review. PS&E review requires two weeks after submittal to address any changes.

CRITERIA 5: QUALITY CONTROL
Weight - 2*(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.

CRITERIA 6: APPROACH TO DBE PARTICIPATION
Weight – 2

The Consultant's approach to achieving DBE participation on subsequent federally funded phases of work shall be covered in this criterion. Assume a portion of the design will be state-funded and not require DBE participation goals. Assume subsequent agreements related to design (preliminary, intermediate, and/or final design through PS&E) will require a 2-4% DBE participation goal. Please list the firms you anticipate using and include their qualifications in the other criteria as appropriate.

GENERAL SCOPE OF WORK

This project will be phased by priority segments to complete design through PS&E submittal. Currently ITD is finalizing a Categorical Exclusion as part of the SH-55 Pear to Middleton Road project (KN 21906) for the entire project limits with an anticipated approval in fall 2021. Preliminary design (approximately 30% design) for the Indiana Road to Middleton Road segment will also be available at that time. The department's priority order for this corridor is as follows:

Phase 1: SH-55 Ashland Drive (MP 11.15) to Middleton Road (MP 15.63)

Preliminary Design, Final Design and PS&E Submittal. Upon approval of the categorical exclusion, the Consultant shall carry the project through the completion of the design and delivery of the final Construction Contract Plans, Specifications, and Estimate (PS&E submittal).

Phase 2: SH-55 Pear Lane (MP 6.18) to Ashland Drive (MP 11.15)

Preliminary Design, Final Design and PS&E Submittal. Upon approval of the categorical exclusion, the Consultant shall carry the project through the completion of the design and delivery of the final Construction Contract Plans, Specifications, and Estimate (PS&E submittal).

The scope of work could include all of the work necessary to complete each of these phases or subphases. Services shall leverage work that has been completed to date and produce all work products to successfully complete final design and deliver PS&E for advertisement. It is anticipated that the following tasks (among others) could be part of this contract:

- Public Involvement
- Value Engineering
- Field Survey
- Geotechnical
- Hydraulics, Drainage, Irrigation and Stormwater Management
- Structural Design
- Noise Wall Design
- Traffic Signal Design
- Roadway and Intersection Design
- Subsurface Utilities Coordination
- Coordination with Local Entities and Irrigation Districts
- Major Project Reporting Requirements
- Right-of-Way
- GIS Analysis/Geovisualization
- Project Management & Administration
- Engineer of Record Services

PROJECT DESCRIPTION:

ITD is investing in the widening of a ten-mile segment on Idaho State Highway (SH) 55 between Pear Lane and Middleton Road to prepare for regional growth in Canyon County west of the City of Caldwell. The vision of the corridor is a five-lane facility. Access to and from the highway is primarily concentrated at mile and mid-mile public road intersections. Per the draft SH-55 Pear to Middleton Road corridor study, Michigan U-turn intersections are identified at the intersections of Indiana Ave, Lake Ave, Midway Road and Middleton Road. Restricted U-turn crossings (RCUTS) will be located primarily on the mid-mile between Middleton Road to Farmway Road. Standard traffic signals at the mile are identified between Pear Lane and 10th Avenue.

Additional access points along SH-55 shall follow Idaho Administrative Code (IDAPA) and be reviewed and permitted through District 3's Development Services section.

There are multiple canals and small structures located throughout the corridor that will either need extension or replacement. Significant coordination with multiple irrigation districts is anticipated.

Right-of-way acquisition is required to accommodate a future seven-lane section throughout the project limits.

Creating bicycle and pedestrian facilities are corridor priority. East of Farmway Road a separated pathway is required. West of Farmway Road roadway shoulders shall be widened to 10 feet. There may also need to be coordination with the city of Caldwell for integration of future off-system bicycle and pedestrian facilities.

The draft Noise Report has identified three potential sites for sound walls. Effected residences shall be engaged in a balloting process to determine if sound walls are desired. Sound wall designs shall be incorporated into final plan sheets for approved locations.

Construction for the segment between Indiana Road to Middleton Road is currently programmed in ITD's ITIP under these three projects:

- SH 55, KARCHER RD; MIDWAY TO MIDDLETON (KN 21867)
- SH 55, KARCHER RD; INDIANA TO LAKE (KN 22715)
- SH 55, KARCHER RD; LAKE TO MIDWAY (KN 22716)

ITD ITIP and COMPASS RTIP Administrative Modifications will be needed to adjust project limits, which will be completed later in this calendar year.

TIMELINE:

The Department's goal is to accelerate the services associated with this scope of work in order to proceed to construction as quickly as possible. The consultant shall seek every possible opportunity to expedite the activities and overall delivery of these services. ITD estimates Phase 1 can be delivered for PS&E within one year from Notice to Proceed (NTP).

DOCUMENTS BEING PROVIDED:

The following documents are being provided to support the development of proposals, although this is not a comprehensive list of documents that have been developed.

Draft Documents: These are provided to offer additional context to the RFP. Information in documents and preliminary and any findings may change.

- DRAFT Hydraulic Screening Report
- DRAFT Analysis of Traffic Noise Environment and Impacts

Approved Documents: These have been reviewed and approved.

- Structure Concept Report – Pear Lane to Farmway
- Structure Concept Report –Farmway to Middleton
- Phase I(R), II, and III Materials Geotechnical Reports
- Traffic Report
- Waters of the United States including Wetlands
- SH-55 Pear to Middleton Road Project Website <https://itdprojects.org/projects/idaho55study/>
- SH-55 Pear to Middleton Road Online Public Meeting (July 2020)
<https://storymaps.arcgis.com/stories/3c4a2858d05d4b35ae92e6165acb057e>