

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**US-20/26, MIDDLETON RD TO STAR RD  
PROJECT NO. A023(337)  
KEY NO. 23337**

*June 23, 2021*

# REQUEST FOR PROPOSALS

## Table of Contents

- General Information
- Preparation Instructions
- Evaluation Criteria
- Scope of Work

**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 development and design services for the US-20/26 Middleton Rd to Star Rd project in Ada and Canyon Counties. Final design through PS&E services and Engineer of Record services may be included under a separate phase or contract, at ITD's sole discretion.

## **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](mailto: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 terminated and negotiations will begin with another 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](mailto:Andrea.Aliev@itd.idaho.gov).

All project specific questions shall be directed by e-mail to Crystal Grasmick at [Crystal.Grasmick@itd.idaho.gov](mailto:Crystal.Grasmick@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 Crystal Grasmick 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](mailto: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 11x17 inch 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 criterion.

### **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 throughout the environmental process. 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 the environmental evaluation 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

The project will be for the ultimate design of US-20/26 as laid out in the US-20/26 Corridor Study.

The scope of work could include all of the work necessary to complete each of these phases. It is anticipated that the following tasks (among others) could be part of this contract:

- Public Involvement
- Environmental Re-Evaluation
- Traffic
- Land Survey
- Geotechnical
- Hydraulics, Drainage, Irrigation, and Stormwater Management
- Structures
- ITS Design
- Subsurface Utilities Coordination
- Railroad Design and Coordination
- Roadway and High Capacity Intersection Design
- Right of Way
- GIS Analysis/Geovisualization
- Project Management
- Engineer of Record Services

**US-20/26 Middleton Rd to Star Rd** is located in Ada and Canyon Counties, approximately from MP 27.254 to MP 33.270. This project includes roadway widening, the replacement of existing canal crossings, high capacity intersections, drainage design and a separated multi-use pathway. The US-20/26 Corridor Study from I-84 to Eagle Rd, completed in 2017, indicated a need for six travel lanes (three in each direction), a 16-ft wide median area with an 8-ft raised island, 4-ft inside shoulders, and 8-ft outside shoulders. Currently, interim improvements have been completed or are underway for the remainder of the segments along this corridor. These improvements typically widened the road to one side, with four travel lanes (two in each direction), a 12-16 foot wide median area, and shoulder and pedestrian improvements.

Analysis on the impacts to traffic will need to be completed comparing the widening of this segment to either the ultimate or interim configurations. Final Design will include one of these two scenarios. Some alignment shifts may be necessary to mitigate impacts to utilities and residences, and are described in detail in the Corridor Study. It is intended that this work tie into existing and planned work on either end of these project limits.

ITD anticipates including signalized intersections at Midland Blvd, Northside Blvd, Franklin Blvd, 11<sup>th</sup> Ave, and Can-Ada Rd. There may also be traditional signalized intersection improvements added at the unnamed intersection east of Middleton Road. The Environmental Assessment for the corridor called for access control in the form of cul-de-sacs being added at Knott Lane, Madison Rd and Prescott Ln, assuming the supporting local road network has been constructed. This approach will need to be analyzed and vetted. Also, a ½ CFI or full CFI is envisioned at Star Rd. This work may include signal timing adjustments.

It is assumed that the existing bridge crossing Phyllis Canal on Star Road, north of US-20/26 will require replacement to accommodate the high capacity intersection. The stiff leg structures at Mason Creek, Fifteen Mile Creek and Caldwell Highline Canal crossing will also need to be extended to accommodate the widened roadway. Any structure widening will need to accommodate the ultimate design configurations. Lastly, the culvert at Weymouth Lateral will also need extended. Roadside ditches are anticipated on both sides of the roadway, tying into drainage from adjacent projects.

The railroad track crossing west of Midland Blvd will need to be analyzed and accommodated if it is still active. Estimated current and projected track use will need to be coordinated with the UPRR and recommendations made based on results. This could require a scope ranging between in-ground tracks at an at-grade crossing to a cantilever/bridge structure spanning the ultimate 6-lane roadway section.

#### **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 expects right-of-way plans to be accelerated and also design to be complete within 18 months from Notice to Proceed (NTP).

#### **DOCUMENTS BEING PROVIDED:**

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

- Environmental Assessment (approved in 2017)
- Air Quality Analysis (approved in 2016)
- Noise Analysis (approved in 2016)
- Preliminary Jurisdictional Determination of Wetlands for the Corridor (dated 2016)
- Letter of No Effect for Endangered Species (dated 2016)