

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**ITD TECM Program Risk Management**

**Key Number 23338**

**October 6, 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 risk assessment and management support services to the Building Idaho's Future, Transportation Expansion & Congestion Mitigation (TECM) Program.

## **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 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**

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, please contact 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 twenty one 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 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](mailto:Andrea.Aliev@itd.idaho.gov).

All project specific questions shall be directed by e-mail to Amy Schroeder at [Amy.Schroeder@itd.idaho.gov](mailto:Amy.Schroeder@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 Amy Schroeder 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 October 21, 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 October 27, 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, which is limited to one (1) page.
  - Certification Regarding Debarment
- Cover pages are discouraged. If they are included, they will be counted in the proposal page total.
- 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 adequate staff of experienced personnel or subconsultants capable of and devoted to the successful accomplishment of work to be performed under a 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 complete Scope of Work.
- Provide an organizational chart identifying the key personnel, duties related to this request and office location. Include the percentage of work anticipated to be completed by each firm.

### **CRITERIA 2: PROJECT MANAGER & KEY PERSONNEL** **Weight - 3** *(Complete for Consultant and each Subconsultant)*

- Identify the Project Manager who will be responsible for the quality and timeliness of the work, and ensuring adequate personnel and resources are available for this effort.
- For the Project Manager and all Key Personnel:
  - o Provide a brief summary of education, experience, and qualifications.
  - o Describe each person's role, duties, experience and qualifications.
  - o Identify availability to start and complete this work.
  - o Provide descriptions of no more than three (3) similar efforts successfully delivered. Include dates and specific services performed.
  - o List three (3) verifiable professional services references with a contact person and phone number.

**CRITERIA 3: PROJECT UNDERSTANDING & APPROACH**

**Weight - 4**

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish the Scope of Work.
- Describe the coordination anticipated with ITD, specific people who would be involved in the effort, and resources or materials that will be needed from ITD to begin and complete this work.
- State the timeline anticipated to complete the work.
- Describe how the Consultant will facilitate the process and/or develop the work product(s) so that ITD can utilize them throughout the life of the program.

## **GENERAL SCOPE OF WORK**

In an effort to address Idaho's rapid growth and aging infrastructure, the Idaho Legislature passed a historic transportation revenue package that was signed into law in May 2021. The percentage of sales tax going towards the "Building Idaho's Future" Transportation Expansion and Congestion Mitigation (TECM) program increased from 1% to 4.5% and dedicated \$80 million per year to ITD to address capacity and safety needs across the state. The legislation and having a guaranteed, consistent funding source allows ITD to use the funds for debt service on bond issuances. The combination of direct pay and bonding is estimated to net as much as \$1.6 billion (based on various assumptions about interest rates and the term of the bonds used), making it the single largest investment in transportation infrastructure in the history of the state.

This additional funding, and the ability to use the fund to pay debt service, essentially doubles the Idaho Transportation Investment Program (ITIP). ITD desires to accelerate development of projects within the program to take advantage of any potential funding source – federal, state or potentially grants. All of the projects that will use this fund source are not yet known and will be determined by the Idaho Transportation Board and based on project readiness. The anticipated timeframe to deliver the projects that will use the TECM funds is 5-6 years, with construction completed within 8 years.

The Consultant will lead a program-wide risk assessment to identify potential threats and opportunities at the program level. This information will be used to develop a risk management plan that ITD can use to monitor and review risks throughout the life of the program.

This will start with a facilitated session of internal parties and perhaps some individual stakeholder interviews. It is not anticipated that this effort will include risk identification on each individual project, however, there may be some common elements that will rise to the program level that will be included to evaluate potential threat to the overall program delivery.

Anticipated topics could include environmental, study and design timeframes; timeframe and complexity of acquiring right-of-way; third parties such as resource agencies or permitting agencies; contractor availability; effects of bond size and timing on overall program size; etc.

ITD desires to continue risk management throughout the life of the program, with a preference toward performing this internally and apply the methodology and process at the project level. Criteria 3 should detail any leave-behind tools, materials, training, etc. that will set ITD to successfully apply risk management methodology to the program and to individual projects.

ITD may request the Consultant to provide continued assistance or risk management support on an on-call or as-needed basis.

### **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.

Building Idaho's Future Transportation Expansion & Congestion Mitigation (TECM)  
Program maps and corridor descriptions