

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

### **THIRD RIVER CROSSING PLANNING AND ENVIRONMENTAL LINKAGE (PEL) STUDY**

**KN23340**

*9/20/2021*

# 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 for providing *project development* services for the Third River Crossing 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 area 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:**

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 8.3% 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 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](mailto:Andrea.Aliev@itd.idaho.gov).

All project specific questions shall be directed by e-mail to Nathan Jerke at [Nathan.Jerke@itd.idaho.gov](mailto:Nathan.Jerke@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. Jerke 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 4, 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 12, 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:**

- 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 - 2** *Complete for Consultant and each Subconsultant*

- Describe how the company is qualified and organized to develop this type of project. Describe role and responsibility for each firm on the team.
- Provide descriptions of no more than three (3) similar projects successfully developed by the Consultant identifying the similarities to this project (project websites may be included but will not be used in scoring). Include any innovative practices or new technologies used to improve outcomes.

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

- Identify the Project Manager who will be responsible for the quality and timeliness of the consultant's work. Describe the project management style used to ensure adequate personnel and other resources are available to meet project goals.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of this project. Provide Idaho professional registrations (registration is required at the time of submittal).
- Provide descriptions of no more than three (3) similar projects successfully developed by the Project Manager, identifying the similarities to this project. 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 on each of those projects. Include estimated completion date for each of those projects. Estimate time that will be dedicated to the management of 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 and duties on this project.
- Provide a brief summary of experience and qualifications. Include experience and qualifications working on PEL studies (or similar corridor planning) if available.
- Provide Idaho professional registration (if applicable) for each person identified.
- List all projects the key personnel are currently assigned, percent of time committed to each, and expected completion date. Estimate percentage of time for each to be dedicated to this project.
- Include an organization chart of the key personnel and primary staff with their roles and office locations.
- Describe the level of participation necessary by ITD staff for each portion of the study.

**CRITERIA 4: PROJECT UNDERSTANDING**  
**Weight - 4**

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish this PEL study as outlined in the General Scope of Work.
- Identify significant features and greatest needs for this project. Identify challenges and potential issues that may be encountered and possible steps to eliminate or minimize those issues.
- Describe key tasks. Outline the approach your team proposes to meet goals and objectives.
- Describe any innovative practices and/or technology that could be used to improve project outcomes.
- Provide a Critical Path Diagram (CPD) based on major tasks and project milestones, clearly identifying the critical path to complete the project.
  - o Assume December 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 review by other agencies will add two week to each review. 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.
  - o Formal reviews will require three weeks for each review.



**CRITERIA 5:           QUALITY CONTROL**  
**Weight – 2***(Complete for Consultant and each Subconsultant)*

- Provide the Consultant’s procedure for scope change control, schedule and costs controls, and quality control.
- Describe risk/issue tracking and communication procedures between Consultant, Subconsultants, and Owner.

**CRITERIA 6:           APPROACH TO DBE PARTICIPATION**  
**Weight – 2**

This project is state-funded and no DBE goals are assigned for this study. The Consultant’s approach to achieving DBE participation on subsequent potentially federally funded phases of work shall be covered in this criterion. Assume subsequent agreements related to NEPA and design (Preliminary, intermediate, and/or final design through PS&E) will require a 4-8% DBE participation goal. Please list the firms you anticipate using and include their qualifications in criteria as appropriate.

## GENERAL SCOPE OF WORK

The Snake River Canyon is a significant obstacle to transportation in South-Central Idaho. Three existing crossing locations in the Twin Falls/Jerome/Gooding County area have been utilized for nearly a century. The primary crossing for traffic accessing Twin Falls is at the US-93 Perrine Bridge, which is expected to reach functional capacity within a decade. Access across the canyon and discussion of a new crossing has been discussed locally for over forty years. The Snake River Crossing PEL Study will investigate capacity improvements across the Snake River and identify potential locations for a new crossing. The study area is between the Hansen Bridge (SH50) to the east of Twin Falls and the Clear Lakes crossing (SH46) between Buhl and Wendell.

There is substantial regional interest in a new Snake River Crossing. However, with the value of the Snake River Canyon as a tourist attraction, recreational destination, and home to wildlife, wetlands and cultural resource, the environmental implications of a new crossing are expected to be great. Land use and socioeconomic impacts, including traversing farmland and residential areas, associated with a new crossing and the new or expanded roadway system could also be contentious.

As this may be the basis for a new corridor that may or may not follow existing public roadways, review and implementation of applicable planning procedures will be investigated and used to inform local and state decision making.

The objective of the Third River Crossing PEL Study is to:

- Define the purpose and need for a new crossing given updated traffic, land-use projections, and transportation infrastructure;
- Complete an environmental scan;
- Describe land use and community characteristics;
- Perform appropriate survey and mapping;
- Identify viable alignments, conduct preliminary screening of alternatives;
- Provide local entities updated information to assist in potential corridor preservation;
- Provide estimated costs for potential alternatives;
- Develop strategies to inform NEPA and further project implementation.

Project management, including management of subconsultants, staff scheduling, project progress reports, coordination of conference calls and team meetings, budget and schedule updates (monthly), and administering ITD invoicing (monthly) is required. Coordination of a project kickoff meeting, public meetings and stakeholder contacts is required.

Public involvement will include coordination with county and local jurisdictions in Twin Falls and Jerome Counties, community stakeholders, and other agencies and organizations as required. Coordinating with property owners may be required for alternative scoping and general information. A public involvement plan will be required and could include, but not limited to, development and coordination of public meetings, stakeholder and group meetings, media releases, newsletters, web page information and other communication as necessary.

Subsequent project phasing at the conclusion of this the study is not currently scheduled or funded. The selected consultant may continue to provide services beyond the completion of the PEL through completion of an approved NEPA document and design services, at ITD's sole discretion.

The Department's goal is a timely completion of this study in order to proceed to subsequent phases as appropriate. The consultant shall seek every possible opportunity to expedite the activities and overall delivery to meet project goals and public expectation. Anticipated completion is within 24 months.

Additional information can be found here:

❖ [24033\\_TwinFalls Destination Study Final Draft Report\\_withAppendices.pdf](#)