

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

**SH-75, TIMMERMAN JCT TO TIMBER WAY
PROJECT NO. A023(342)
KEY NO. 23342**

July 28, 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 environmental expertise and development services for the SH-75 Timmerman Jct to Timber Way project. 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 phases 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 Crystal Grasmick at 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 August 18, 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 August 25, 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. Federal-aid projects successfully developed by the consultant should be included if available.

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 - 4

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish the project. Identify potential issues that may be encountered that would threaten the preferred delivery dates 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 October 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.
- List specific items you need from ITD to begin work as quickly as possible.

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 BDE 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

The scope of work could include all of the work necessary to complete each of these phases or subphases. 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
- Subsurface Utilities Coordination
- Roadway Design
- Federal Highway Administration Access Policy Evaluation and Reporting
- Major Project reporting requirements
- Right of Way
- GIS Analysis/Geovisualization
- Project Management
- Engineer of Record Services

PROJECT DESCRIPTION:

The purpose of the project is to increase the safety and capacity of SH-75 to accommodate design year traffic. Peak-hour congestion is primarily from commuters traveling within the project limits. Lack of shoulders, right-turn lanes and center left-turn lanes at intersections create safety and capacity concerns throughout the corridor. Pedestrians and bicyclists need safe access across SH-75 to access community resources. Current bus transit and rideshare programs experience peak-hour congestion as well.

An environmental re-evaluation will be necessary prior to acquiring right-of-way or beginning final design. Consultant will need to provide all technical reports required for approval by federal and state agencies which include, but are not limited to: noise study, aquatic resource delineation report and cultural resource study. The project will be phased from the environmental re-evaluation through design to PS&E submittal.

Phase 1 is the environmental re-evaluation of all remaining segments in this corridor.

Phase 2 could be funded separately or perhaps combined. These segments will likely be designed as separate agreement for final design thru PS&E. ITD's desired progression for design and construction of the three remaining segments are:

1. SH-75, McKercher Blvd to Timber Way
2. SH-75, Gannet Rd to Fox Acres
3. SH-75, US-20 to Gannet Rd

The following is additional scope for each segment:

Segment 1: SH-75, McKercher Blvd to Timber Way

Milepost 117.4 to 122.93

The existing highway will be reconstructed and widened to two 12-foot lanes in each direction with a 14-foot center turn lane and 8-foot shoulders. Where the center turn lane is not needed, the 14-foot center turn lane median is reduced to a 4-foot paved safety median, which will need to be analyzed and recommended during the re-evaluation. Traffic signals will be provided at the intersections of SH-75 and Buttercup Road/Zincspur Road and at SH-75 Ohio Gulch/Starweather Road. Bus pullouts are included at Buttercup/Zincspur Road, north Treasure Lane and Ohio Gulch/Starweather Road.

The ROD shows improvements of a pedestrian tunnels at North Treasure Lane (milepost 118.24 or 118.48), Spruce Way and at Buttercup Rd. The environmental re-evaluation combined with context sensitivity is needed to determine the most prudent locations for the pedestrian underpasses. These locations will need to be included in the re-evaluation.

Segment 2: SH-75, Gannet Road, to Fox Acres Rd

Milepost 111.85 to 115.6

Construct two 12-foot lanes in each direction, a 4-foot safety median with 8-foot shoulders. Curb and gutter from existing curb and gutter (north end of Bellevue) to existing curb and gutter at Fox Acres, east side. The traffic signals at Woodside Blvd and Countryside Blvd have been installed. Construct a retaining wall to accommodate the additional SB lane into Bellevue. The old railroad berm could contain hazardous materials, possible mitigation required if disturbed; investigation will be necessary. Possibly move ditch 113.53 to 113.63 to left side of roadway from underneath the roadway.

Segment 3: SH-75, US20 to Gannett Rd

Milepost 102.11 to 111.85

The existing US-20 and SH-75 intersection will be reconstructed to provide for turn lanes and 8-foot shoulders. North of the intersection, the roadway will be widen to two 12-foot lanes, a 14-foot center turn lane and 8-foot shoulders. A northbound passing lane extending up to Baseline Road and a southbound passing lane between Walker Road and Baseline Road will be provided. Realign and widen Walker Rd intersection with left and right turn lanes. Improve Glendale Rd intersection and provide left and right turn lanes. The intersection of Gannett Rd and SH-75 will be reconstructed to a roundabout with SH-75 being widened to match the existing two lanes in each direction with a center turn lane through Bellevue.

Additional limited improvements between Milepost 115.6 to 117.4 may be necessary and may be added to segment 1 or segment 2. These improvements are from the EIS between Fox Acres and McKercher Blvd and include an at-grade pedestrian crossing, signal analysis and installation at the intersection with Myrtle Street. Bus pull-outs are also needed near the intersection of McKercher Blvd, and McKercher Blvd to Timber Way northbound and southbound.

A Final Environmental Impact Statement (FEIS) and Record of Decision (ROD) for this corridor were completed in 2008, and several projects have been constructed, pursuant to the ROD. A re-evaluation of the remaining segments will be required prior to starting final design.

Projects completed:

- SH-75, Timber Way to Big Wood River Bridge. Key Number 07836
- SH-75, Big Wood River Bridge. Key Number 11622

Project currently awarded:

- SH-75, Hailey Main Street. Key Number 19998

Project currently in development:

- SH-75, Elkhorn Rd to River St. pavement rehab. Key Number 20033

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). Right-of-way acquisition should be accelerated as well. The highest priority segment would then be delivered for PS&E in one year from approval of the environmental re-evaluation.

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.

- Record of Decision and Final Environmental Impact Statement (ROD/FEIS)