

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

TECM PROJECT-SPECIFIC TECHNICAL SERVICES

FOR

I-15, POCA TELLO TO BLACKFOOT

KEY NO. 23346, 23579, 23608

August 3, 2022

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 ITD with *survey related engineering and design peer review services* for the I-15, 5th Avenue to Blackfoot Transportation Expansion and Congestion Mitigation (TECM) Projects. The Peer Review Services are intended to verify the adequacy, accuracy, constructability and cost effectiveness of the designs at various stages of development. A detailed description of the Peer Review Services is provided in the Scope of Work section below.

ITD desires responses from individuals that can provide the services in the Scope of Work; proposals including subconsultants will be disqualified. ITD may short-list individual personnel and not necessarily all personnel presented by a firm. ITD intends to use this solicitation for up to the life of the 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
- Select any firm/firms from the list of qualified firms to work on individual projects or disciplines
- Not guarantee that interested or short-listed firms will be selected for or awarded work

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. A firm or individual performing any service in either a prime consultant or subconsultant role on a project will not be eligible to perform technical or peer review services for that particular project. 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

No DBE goal is required for this agreement, however, 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 ITD EEO Office 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.

All project specific questions shall be directed by e-mail to Matthew Heinichen at Matt.Heinichen@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 Craig 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 17, 2022.

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 24, 2022. 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:

- Responses are limited to one page per individual and no more than three (3) individuals per Category. If the same person is being proposed in multiple Categories, all categories must be included in the one page per individual limit.
- The following items do not count in the proposal page total.
 - Introductory letter, limited to one (1) page
 - Certification Regarding Debarment
- Cover pages are discouraged. If they are included, they will be discarded.
- 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 identify the Point of Contact and list a contact telephone number. Identify all projects/corridors that you would be interested in performing Peer Review Services.

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

The following criteria will be considered in the evaluation and selection. The weights listed will be applied to the scoring for each criteria.

CRITERIA 1: PERSONNEL QUALIFICATIONS **Weight - 5**

Each key personnel identified must have a minimum of ten (10) years of experience performing services as applicable services in the General Scope of Work.

For each personnel:

- List area(s) of specialization, title and/or position within your firm, and the services able to be performed.
- Describe experience and qualifications performing the engineering and design and/or reviewing work products related to each specific discipline you are submitting for. Provide examples of your experience performing services for projects of a similar size, scope, and complexity as the services requested in this RFP, including an identification of the number of years you have been performing similar services and the most recent projects for which you have performed similar services. ITD experience and/or ITIP project familiarity is desired.
- Provide three (3) client references for whom you have performed similar work to that requested in this RFP. For each client, describe the project, the project's date, and services performed, and provide the name, address, and telephone number for a person at client's firm familiar with such work.

CRITERIA 2: APPROACH TO QUALITY **Weight - 3**

Describe your approach to providing quality Peer Review Services. Indicate where and how efficiencies of time may be achieved. Describe experience with collaborative software review programs including BlueBeam, OneDrive, etc.

GENERAL SCOPE OF WORK

The Idaho Transportation Department (ITD) is initiating several adjacent corridor studies and design services on I-15 from 5th Avenue to Blackfoot. Design selection and funding for the Northgate to Fort Hall project (MP 73.5 to MP 80) has already been established and may require on-call technical review services to provide additional feedback to the department on work products and constructability. Environmental studies have been initiated from the 5th Avenue to Northgate corridor (MP 66 to MP 73.5) and the Northgate to Blackfoot corridor (MP 73.5 to MP 94). These adjacent corridors may require on-call services in the future depending on the results of their respective environmental studies. As these are in addition to the already-programmed Idaho Transportation Improvement Plan (ITIP), there may be a need to augment ITD's staff to assist with technical reviews of work products.

ITD would provide notification to a selected firm/individual at least one month prior to a review being needed. Comments and feedback from technical reviews are expected to be returned to ITD in no more than two weeks. Selected firms/individuals would provide feedback or findings from technical reviews directly to ITD along with specific recommendations regarding the acceptability of reviewed work products and detailed review comments to bring the work product in compliance with ITD requirements. Individuals may be asked to attend design reviews to discuss findings and provide feedback.

Reviews will generally be performed in Bluebeam Revu or OneDrive, however, other programs may be used as well.

The following list of disciplines represents the anticipated Peer Review Services that may be needed on any given project:

Category A: *not used*

Category B: *not used*

Category C: *not used*

Category D: *not used*

Category E: *not used*

Category F: *not used*

Category G: Survey/Legal Descriptions/ROW Plans/Condemnation Exhibits

Provide map checking services including records of survey, total ownership maps, and boundary surveys. Review right-of-way plans, legal descriptions, easements and condemnation exhibits.

Services specifically excluded from this RFP: environmental, signals/ITS/Illumination, geotechnical/materials, design/roadway/plan review, constructability/traffic control plans, irrigation/drainage, traffic analysis, hydraulics, and bridge/structures.