

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**US-95, Sagle to South Longbridge**

**Key Number 23348**

*9/30/2021*

# 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 *planning, conceptual design, and environmental services* for US-95 between the area of Sagle and the south end of the Longbridge.

## **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 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 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 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 October 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 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 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 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 funding type used.

### **CRITERIA 2: PROJECT MANAGER**

**Weight - 3**

- 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 performed.
- 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 and estimated percent of time dedicated to 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 for and estimated percent of time dedicated to this project.
- Provide Idaho professional registration (if applicable, which is required at the time of submittal) 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 the significant features and potential issues that may be encountered and possible steps to eliminate or minimize them.
- 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.
  - o Allow at least two weeks for ITD reviews, and one week for re-reviews and back-checks. Formal submittals and design reviews will require three weeks for each review. Include appropriate application, review and processing time for deliverables with other resource agencies.

**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.



## GENERAL SCOPE OF WORK

The US-95 corridor between Coeur d'Alene and Sandpoint is a vital corridor for commerce, freight and recreation. This area has experienced tremendous growth in recent years, which increases demand on the highways.

The focus of this study is safety and capacity improvements in the area between the town of Sagle and the southern side of the Longbridge that crosses Lake Pend Oreille. Two environmental documents cover this area (described below).

The Consultant will lead a study to re-evaluate one or both of the environmental documents, depending upon the scope of the improvements, while staying true to the purpose and need of the document, including all work necessary to obtain an approved NEPA re-evaluation meeting FHWA and ITD requirements. It is anticipated that the following tasks (among others) could be part of this contract:

- Traffic Analysis
- Value Engineering
- Land Survey/Right-of-Way Identification
- Geotechnical Considerations
- Hydraulics, Drainage, Irrigation, and Stormwater Management Identification
- Structures Alternatives
- Utilities Identification
- Preliminary Design
- GIS Analysis/Geovisualization
- Public Involvement
- Environmental Re-Evaluation
- Project Management

### PROJECT DESCRIPTION:

This project is located on US-95 between the town of Sagle and the southern side of the bridge crossing Lake Pend Oreille south of Sandpoint. This project will build upon work completed under two previously approved EIS's and ultimately deliver a NEPA re-evaluation(s). The project may require updating traffic forecasts, alternatives analysis, value engineering, and access modification documentation.

There are two NEPA environmental evaluations that cover this area:

- Environmental Impact Statement (EIS) and Record of Decision (ROD) for Sandpoint North and South in 1999/2000
  - Environmental Assessment (EA) and Finding of No Significant Effect (FONSI) in 2005
  - Re-evaluation in 2006
- Environmental Impact Statement (EIS) for Garwood to Sagle in 2010
  - Numerous re-evaluations for work completed to date, including improvements in the Sagle area in 2011 and work completed between Garwood and Granite Hill

The match line between these two projects is Gun Club/Monarch Road on the northern boundary of the town of Sagle. It is anticipated that the Purpose and Need of each EIS remains valid and the Federal Highway Administration (FHWA) will be the lead agency on the re-evaluation(s). This project will determine whether one or the other EIS, or both, will need to be re-evaluated.

District 1 has an interim safety project underway to reduce the conflict at Lakeshore Drive, which includes constructing a southbound acceleration lane at Lakeshore Drive (under construction this fall), U-turns just north of Bottle Bay Road, and a signal at Sagle Road (construction scheduled in 2022).

The Department's goal is to accelerate the services associated with this scope of work in order to define the scope of improvements and seek funding for design and construction. The consultant shall seek every possible opportunity to expedite the activities and overall delivery of these services.

**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.

Environmental Impact Statement (EIS) for Sandpoint North and South

Environmental Impact Statement (EIS) for Garwood to Sagle