

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS FOR PLANNING AND ENVIRONMENTAL LINKAGES (PEL)

FOR

**ITD District 2
SH-8, MOSCOW TO TROY
PROJECT NO. A023(354)
KEY NO. 23354**

November 9, 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 Policy

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal to provide project planning and development services for the District 2, SH-8, Moscow to Troy project in Latah County.

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 Administration Unit 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) 334-4442.

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 at the end of this document.

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 (15) working 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 Shawn Smith and Bob Schumacher at Shawn.Smith@itd.idaho.gov and Shawn.Smith@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 Michael Hartz and Shawn Smith 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. All questions and answers will be anonymous, and no firms will be identified in the responses. No project specific questions will be accepted after November 30, 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 **December 7, 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:

- Required File Format: pdf
- Maximum length of the submittal shall be **eight (8)** 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. The letter does not count in the proposal page total.
- The **Organization Chart** may be one (1) 8 ½ x 11 inch or 11 x 17 inch sheet and does not count in the proposal page total.
- The **Critical Path Diagram** may be 8 ½ x 11 inch or 11 x 17 inch sheets and do not count in the proposal page total.
- The Certification Regarding Debarment does not count 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.

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

- Describe how the company is qualified and organized to develop this type of project. Describe each firm's role in the project.
- 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 team's work, and for ensuring that adequate personnel and other resources are available for this project.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of this project.
- Provide Idaho professional registration, if applicable. (Project Manager is not required to have an Idaho Professional Engineering license).
- 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 to work on this project as well as percent of time dedicated to this project.

CRITERIA 3: KEY PERSONNEL & RESOURCES AVAILABLE
Weight - 4 *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel and describe each person's role and duties on this project.
- Why are they the best person for this role on this project?
- Provide a summary of experience and qualifications, including planning and environmental studies similar to this project.
- Provide Idaho professional registration, if applicable, for each person identified (registration is required at the time of submittal).
- Include an organization chart of the key personnel with their roles and office locations. Sheet size may be 11x17 and will not be included in the page count.
- List all projects that key personnel are currently working on 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 to work on this project as well as percent of time that will be dedicated to this project.

CRITERIA 4: PROJECT APPROACH
Weight - 4

- What have you identified as the most important project goals and objectives?
- What have you identified as some of the greatest needs and challenges on this project?
- Without presenting any specific design solutions, outline the approach your team proposes for addressing the needs and challenges on this project.
- Describe the key tasks. When in the process would each task be started and completed and how would that benefit the project?
- Include a Critical Path Diagram based on major tasks and project milestones. The sheet size for the Critical Path Diagram shall be 11" x 17" and will not be included in the page count.
- Once under contract, what would you need from ITD to get started on this project immediately?

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 throughout the environmental process. This should also include a description of the Consultant's control measures regarding their Subconsultants' project related work.

GENERAL SCOPE OF WORK

Introduction

The Idaho Transportation Department, District Two has prepared this Request for Proposal (RFP) seeking consultant services for the development of a Planning and Environmental Linkage (PEL) study in Latah County, Idaho. The intent of this PEL study is to evaluate potential transportation solutions for meeting current and future traffic mobility needs in and around the City of Moscow and surrounding Latah County on US-95 and SH-8. The PEL study will recommend refined transportation solution(s) that can be brought forward for project level engineering design and federal approval in accordance with National Environmental Policy Act (NEPA) requirements. This study will involve a comprehensive review of previous transportation planning actions and determinations, update current environmental, social and economic conditions in the study area, and conduct additional stakeholder and public outreach.

The Department's goal is a timely completion of this PEL Study (24 months) in order to proceed to subsequent phases as appropriate.

SH-8 Moscow to Troy

With Latah County's population increasing, the SH-8 corridor has become a significant commuter route for those that live in and around the communities of Moscow, Troy, Deary, Bovill and Elk River.

In addition to being a commuter route, SH-8 is also a commercial route for the transportation of goods, especially lumber and agricultural products. This segment was recently approved as a 129,000-pound legal truck load route.

Background

Portions of this roadway does not meet modern design standards and is nearing the end of its design life. This corridor has specifically identified High Accident Locations (HAL) with safety concerns.

This corridor presents several challenges including: rapidly expanding cities and Latah County, right of way constraints and numerous access concerns, environmental considerations, wildlife populations and steadily increasing vehicular traffic.

A Corridor Study was completed in 2011 for this route. These studies evaluated several options focused on reducing crashes and providing long-term efficient traffic flow. These documents are available upon request.

PEL Study

ITD recognizes the complexity of this project and project area and would like to explore viable solutions including both on and off existing alignment.

The Consultant will lead a Planning and Environmental Linkages (PEL) study to determine a solution to the challenges in the project areas, including mobility, safety, and economic opportunity. The PEL should fully support integration into the NEPA process with a final goal of a preferred alignment to carry forward for obtaining an approved NEPA document meeting Federal and ITD requirements. Preliminary Design (roll plots) will also be completed as part of this study.

This project will require extensive public outreach. The local population has voiced strong opinions on previous projects. Keeping the public informed will be a key element for a successful project.

The ultimate scope of work would include all of the work necessary to complete each of these tasks. It is anticipated that the following items (among others) could be part of this contract:

- Public Involvement
- Environmental Field Work, Analysis and Reports
- Traffic
- Origin – Destination Study
- Aerial LIDAR Survey
- Preliminary Geotechnical
- Hydraulics and Drainage
- Structures
- Subsurface Utilities Coordination
- Preliminary Roadway and Bridge Design
- GIS Analysis / Geo-visualization
- Value Engineering and Analysis
- Project Management