

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

PROJECT DEVELOPMENT SERVICES

**US-95, PARKS RD IC & FRONTAGE RDS
KOOTENAI CO
PROJECT NO. A023(429)
KEY NO. 23429**

November 23, 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 a project on US-95: Parks Rd Interchange & Frontage Roads in Kootenai 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 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.

REVISIONS TO RFP

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.

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

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-eight 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 Steven Bakker at Steven.Bakker@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. Steven Bakker 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 December 8, 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. MST on December 15, 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 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 1/2 x 11 inches, with minimum of 1/2" 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
Consultant Services
Contracts Officer
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant, identify the Project Manager, 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 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.
- Include examples of similar bridge designs performed by the Consultant.
- List three (3) verifiable professional services references with a contact person and phone number.

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 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 developed by the Project Manager, identifying the similarities to this project. Include dates and specific services provided.
- Provide Idaho professional registration (registration is required at the time of submittal).
- 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.

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.
- Provide a brief summary of experience and qualifications.
- Describe how the Consultant plans to structure staff in order to meet the requirements outlined in this scope.
- Identify the structural lead who will integrate with ITD staff in order to assist with the bridge design. Include experience the structural lead has had mentoring junior engineers.
- Provide Idaho professional registration (if applicable) for each person identified.
- 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.

CRITERIA 4: PROJECT UNDERSTANDING

Weight – 4

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish the portions of this highway project as outlined in the General Scope of Work.
- Describe your plan for augmenting ITD staff in the design of bridge elements.
- Identify the significant features and potential issues that may be encountered and possible steps to eliminate or minimize those issues.
- Include a schedule outlining completion of the tasks and milestones required to accomplish the work outlined in the general scope.
- Identify innovative business practices to be included in this project that you plan to use to successfully integrate with the design teams. Previous projects and experience may be used to explain concepts.
- Outline a communication plan that enables the Consultant to effectively communicate with ITD throughout the iterative design process.

CRITERIA 5: QUALITY CONTROL

Weight – 3 *(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

KN23429 - PARKS RD IC & FRONTAGE RDS, KOOTENAI CO

PROJECT DESCRIPTION

This project is on US-95 south of Athol and includes the design of a new Interchange at the junction of US-95 and Parks Rd in partnership with the Lakes Highway District (LHD). The project includes realignment of the existing Parks Rd, a new bridge structure over US-95, and new frontage roads to connect to existing roads in the project area. LHD is planning to replace a bridge on old US-95 and wishes to coordinate the design and construction to coincide with this project. This project does not currently have a construction year, but is scheduled to submit for PS&E in fall of 2024.

The goal of this project is to improve safety and mobility by providing safer access to US-95 and provide greater connectivity to US-54 to accommodate projected traffic demand. The project will be led by ITD and seeks to integrate the design efforts of ITD Design/Construction Residencies A and B. In addition, this project is intended to be an opportunity to more closely integrate ITD design efforts with consultant design efforts to enable more efficient project partnerships in the future.

This project will require consultant services including the preparation and delivery of Survey Data, Geotechnical Explorations and Materials Reports, Hydraulic Design, Public Involvement assistance, an Environmental re-evaluation, and assisting ITD with Bridge Design and Review from Preliminary Design to Final Design. ITD will be designing and delivering the remainder of the project.

BRIEF SCOPE OF WORK/ACTIVITIES

All work and documentation will be in accordance with the most current AASHTO (American Association of State Highway Transportation Officials) Policy on Geometric Design of Highway and Streets, FHWA (Federal Highway Administration) Manual on Uniform Traffic Control Devices, Americans with Disabilities Act (ADA) Standards for accessible Design, and all applicable ITD Standards, Manuals, and Guides.

Work Underway or Completed to Date – An Environmental Impact Study (EIS) and subsequent Record of Decision (ROD) were approved in 2010. A re-evaluation will be required for the improvements included in this project and will be completed by the consultant. Though some survey data exist, ITD expects that more information will be needed. During Fall/Winter of 2021/2022 ITD will be conducting a planning study to determine the configuration and layout of the interchange and frontage roads.

Administration – The consultant will create and maintain project development files and attend regular scheduled progress meetings. Consultant will prepare a project communication guide for use by the project team and be in frequent contact with ITD and all team participants in regards to status of their respective assignments. Consultant will track their internal progress and be able to address questions and resolve issues before they become delays or cause significant rework. Consultant will coordinate directly with the ITD Project Manager and provide information periodically for reporting purposes.

Conceptual Design – The consultant will prepare and/or perform all necessary or required surveying, mapping, geological reconnaissance and materials reports, hydraulic analysis and reports, roadway drainage analysis and review reports for all structure design items. ITD expects that Lidar and traditional survey will be required to augment the existing surface data, as well as mapping utilities. The consultant will also conduct Stakeholder Meetings and facilitate one Public Involvement Meeting, to include both a physical and virtual component. The consultant will develop a TS&L for the bridge overpass, coordinating closely with ITD staff.

Preliminary Design – The consultant will perform any additional survey work and update the materials and hydraulic reports as needed. Consultant will utilize current digital 3D terrain modeling techniques. An environmental re-evaluation will be required. Consultant shall work closely with ITD staff to complete the preliminary bridge design, which may include structural drafting.

Right of Way Acquisition – The consultant will provide official right of way plans, legal descriptions, record of survey, estimates, individual parcel sketches and details if necessary, any required field staking of existing and new right of way, easements, etc., and potentially condemnation exhibits for right of way acquisition. Consultant shall assist ITD during the acquisition process for such items as clarification of the design plans, changes or additions to the ROW plans, etc.

Final Design – The consultant will prepare the final materials and hydraulics reports as required by the ITD Design Manual through final design review. Consultant shall work with ITD staff to complete the final bridge design, which may include structural drafting and detailing, and perform an independent check of the bridge design.

Option for Bridge Design

ITD may choose to engage the consultant to fully design the bridge without additional ITD staff involvement. If ITD chooses to, this work would be added to the original agreement through a supplemental agreement, following the completion of the bridge TS&L.

ASSUMPTIONS

- ITD will be designing the roadway, any signals and illumination.
- ITD will produce final plans for roadway, traffic control and staging, illumination, and hydraulics.
- ITD will perform all necessary utilities coordination.
- Once the TS&L is completed and approved, ITD will determine if the bridge will be designed by ITD with assistance from the Consultant or if the Consultant will conduct the entire effort. If needed, the supplemental agreement will be negotiated at this time.