

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

PROJECT DEVELOPMENT SERVICES A CANAL BRIDGES EBL & WBL, MINIDOKA CO

Key No. 23597

January 4, 2024

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
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- ❖ Consultant DBE Commitment form (ITD-2398)

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 the A Canal Bridges EBL & WBL, Minidoka CO 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

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 working for the Department area required to register on the Bidder's List with the Office of Civil Rights. If your firm has not registered, go to the following website for instructions: <https://itd.dbesystem.com/>. Please make sure your subconsultants are also registered. For further information regarding this requirement, call the ITD EEO Office at (208) 334-8884.

DBE PARTICIPATION REQUIREMENTS

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 10% utilization, ITD requires responder to utilize certified subconsultants and suppliers listed on its DBE Directory located at: <https://itd.dbesystem.com/>. For this project, the Consultant must propose a minimum of 3% DBE utilization or demonstrate "Good Faith Effort" toward achieving that goal.

Use Consultant DBE Commitment form (ITD-2398) to show all DBE firms, their specific work task or services, and their utilization percentage. The ITD-2398 is located on the Consultant Services web page at <http://itd.idaho.gov/business/?target=consultant-agreements> .

If the proposal does not show a minimum DBE utilization of 3% or it is determined that it does not show a good faith effort toward achieving that goal, the proposal will be considered non-responsive and will not be accepted.

If the proposal is ranked number one, and the firm is awarded the project, the DBE commitment for the contract will be the total DBE percentage identified by the Consultant on the ITD-2398.

For more information regarding ITD's DBE Program, please contact ITD Office of Civil Rights at civilrights@itd.idaho.gov or call the ITD DBE Coordinator 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.

CONTRACT TYPE AND METHOD OF PAYMENT

The contract for this work will be a professional services agreement. It is anticipated that the method of payment will be *Cost Plus Fixed Fee*.

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 Brent Brumfield at Brent.Brumfield@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. Brumfield 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 **1/25/2024**.

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 **February 1, 2024**. 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 ½ x 11 inches, with minimum of ½" 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
 - Consultant DBE Commitment form (ITD-2398) and accompanying confirmation from DBE firms

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.
- 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. Federal-aid projects successfully developed by the project manager should be included if available. 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. Include experience and qualifications working on Federal-aid projects.
- 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.
- Include an organization chart of the key personnel with their roles and office locations.

CRITERIA 4: PROJECT UNDERSTANDING
Weight - 4

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish this federally funded highway project as outlined in the General Scope of Work.
- Identify the significant features and potential issues that may be encountered and possible steps to eliminate or minimize those issues.
- 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".

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

This project will replace the aging structures (Eastbound #16380 and Westbound #16385) over the Lateral “A” Canal on Interstate 84 (MP 214.4) in Eastern Minidoka County. The bridges are currently five-span structures with a length of 235 feet and an out-to-out width of 34 feet 8 inches. The structures were built in 1961 and have served the Interstate well. With the age and condition of the structures, they are reaching the end of their designed service life.

It is anticipated that two lanes for I-84 traffic in each direction (Eastbound and Westbound) will need to be provided throughout the construction of the replacement bridges. The access road on each side of the canal will need to be retained. The vertical clearance over each access road will need to be at least as much as the existing clearance.

It is the intent of ITD to have this design completed and ready for PS&E in 18 months from Notice To Proceed.

SCOPE OF WORK OUTLINE (This is a general outline and may include or exclude some items not necessarily pertaining to the project).

1.0 Project Management

- 1.1 Project Initiation- set up files, accounting, subconsultant agreements, and Project execution plan.
- 1.2 Project Administration- Manage all subconsultants, provide staff scheduling, project progress reports.
- 1.3 Coordinate kickoff meeting.
- 1.4 Coordinate periodic conference calls and team meetings (number TBD)
- 1.5 Budget and Schedule updates (monthly)
- 1.6 Coordinate Preliminary and Final Design Reviews.

2.0 Survey & Mapping

- 2.1 Complete boundary survey of I-84 including recovering existing field survey monumentation.
- 2.2 Hydrographic survey of the A Canal by cross section on 25’ spacing from 1000 feet North to 1000 feet South of I-84 ROW.
- 2.3 Complete topographic survey of all features to meet design level survey in the area, including existing break lines on roadways, banks, ditches and all above-ground features including culverts, utilities and trees over 6” in diameter.
- 2.4 Recover existing Public Land Survey System (PLSS) monumentation necessary to depict the appropriate Section/Quarter/Sixteenth lines.

3.0 Geotechnical

- 3.1 Conduct Geologic Reconnaissance as needed for construction footprint as directed.
- 3.2 Prepare Roadway Materials and Geotechnical Engineering Reports.

4.0 Environmental

- 4.1 It is anticipated that this will be a Categorical Exclusion Determination as approved by FHWA.
- 4.2 Prepare an ITD-Form 654 Environmental Evaluation and supporting documentation for approval. Anticipated environmental inventories and report submittals are identified in the following subtasks.
- 4.3 Listed T & E Species, Biological Evaluations to support “No Effect” determinations as documented on the ITD-Form 654. Biological documentation should also include State of Idaho Department of Fish and Game Species of Greatest Conservation Need (SGCN) Tier one only and anticipated effects. Must have documented correspondence (usually emails) with IDFG Region 4.
- 4.4 Cultural resource evaluation and coordination and preparation of an Archeological and Historical Survey Report (AHSR) for approval in accordance with Section 106 National Historic Preservation Act.
- 4.5 Prepare an Aquatic Resources Delineation Report (ARDR) for use in acquiring an Approved Jurisdictional Determination (AJD) from USACE and then in the Clean Water Act Section (CWA) 404 Permitting process. Aquatic resources delineation data and exhibits will also be used to estimate project related impacts in support of the Environmental Evaluation (ITD-Form 654) and subsequent aquatic resources permitting
- 4.6 Inspect the bridge for the presence of asbestos and lead. Submit formal report for reviews and approvals.

5.0 Roadway Design

- 5.1 Provide Preliminary/Final roadway design, identify practical design issues, establish mainline, road geometrics (plan and profile), typical section sheets.
- 5.2 Provide utility, signage, pavement marking, and traffic control plans and coordination as required.
- 5.3 Provide formal declaration of canal as a WotUS, or not a WotUS, from IDEQ, or higher authority (EPA), and provide Initial/Final Drainage and SWPPP Design (including cost estimate) as necessary.
- 5.4 PS&E submittal

6.0 Right of Way and Utilities

- 6.1 Utility plans (if applicable).

7.0 Hydraulics

Since there is more than the required vertical clearance between the canal and the low chord of the bridges, the full hydraulic process may not be necessary.

- 7.1 Hydrologic analysis
- 7.2 Provide 2-D hydraulic model.
- 7.3 Hydraulic design for replacement bridge
- 7.4 Scour analysis and scour countermeasures design, if needed.

- 7.5 Hydraulic Risk Assessment Memo (HRAM) following ITD Bridge Hydraulic Manual (BHM) outline.
- 7.6 Hydraulic report following ITD BHM outline, if needed.
- 7.7 Hydraulic QC per ITD Bridge Manual – Art 0.12. Utilize FHWA 2D model checklist, if needed.

8.0 Bridge Design

- 8.1 Develop the Type, Size, and Location of replacement bridges.
- 8.2 Develop situation and layout.
- 8.3 Provide Final bridge design and plans
- 8.4 Provide QA/QC review of bridge design and calculations
- 8.5 PS&E submittal

9.0 General Design

- 9.1 Develop Special Provisions as needed.
- 9.2 Develop CPM for construction.
- 9.3 Provide Cost Estimate in AASHTOWare Estimation.
- 9.4 Provide Roadway and Bridge Quantities.

10.0 Advertisement and Construction Support

- 10.1 Be available to answer bidder questions.

11.0 Public Information / Public Outreach

- 11.1 Stakeholders Meetings
- 11.2 Mailing lists and public notice
- 11.3 Public meetings