

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

PROJECT DEVELOPMENT SERVICES

**US-2, PRIEST RIVER, BONNER CO; I-90, MORNING MILL
RD IC, SHOSHONE CO**

KEY NO. 23616 & 23617

June 27, 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
- ❖ Certification Regarding Debarment, Suspension, and Other Responsibility Matters form
- ❖ 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 US-2, PRIEST RIVER, BONNER CO and I-90, MORNING MILL RD IC, SHOSHONE CO projects.

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 10% 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 10% 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 Christina Straub at ITD via email at Christina.Straub@itd.idaho.gov.

All project specific questions shall be directed by e-mail to Joey Sprague at Joseph.Sprague@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. Sprague 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 **July 18, 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. MDT on **July 25, 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:

Christina Straub
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 - 4**

- 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 - 3 *(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

KN 23616 – US-2, Priest River, Bonner Co: The existing bridge is a 7-span concrete structure, 352 feet long and 37 feet wide out to out, over the Priest River (US-2 MP 6.8) in the town of Priest River. The structure was built in 1962 and is reaching the end of its design and service life. The project will improve safety and mobility by constructing a new structure with modern standards.

KN 23617 – I-90, Morning Mill Rd IC, Shoshone Co: The existing bridge is a 6-span concrete overpass structure, 240 feet long and 33 feet wide out to out, over I-90 (MP 67.4) and the South Fork Coeur d'Alene River near the town of Mullan. The structure was built in 1963 and is reaching the end of its design and service life. The existing interchange layout is substandard, which will require some additional effort in Phase 1 to develop a purpose and need for the project.

The Department intends to select either one or two consultants for these two projects. The Consultant should state in their introductory letter whether they wish to be considered for one or both projects and which project they prefer to work on if they were to be selected for only one. If the Consultant wishes to be selected on both projects, they must show in their proposal how they intend to staff both.

DEVELOPMENT PHASE 1

Project Management

Consultant will provide project administration to assure management of all subconsultants, staff scheduling, and project progress. This is anticipated to include:

- Project Initiation and set up.
- Coordinate kickoff meeting, public meetings, and stakeholder contacts.
- Coordinate periodic conference calls and team meetings.
- Budget and Schedule updates.

Survey

Existing survey, floodplain, and bathometric data will be collected. Supplemental survey(s) will be collected to compliment and complete all necessary topography, location, utility, and boundary survey work.

Materials

Consultant will be responsible for all tasks involved in the submittal of materials reports per the ITD Materials Manual.

Hydraulics

A detailed hydraulics report and scour analysis will be required. This effort is to include, but not be limited to:

- 2-D hydraulic modeling using SRH-2D.

- Floodplain impact analysis using effective HEC-RAS model. No-Rise Certificate.
- Floodplain Development Permit. Approved Letter of Map Revision (LOMR), as needed.
- Design of riverbank stabilization and scour countermeasures, as needed.
- Hydraulic report following FHWA outline.
- Hydraulic QC per ITD Bridge Manual – Art 0.12. Utilize FHWA 2D model checklist.

Environmental

Environmental scoping, any environmental work for Phase 1 development tasks, and long duration critical path environmental items that are beneficial to scope will be included. It is anticipated that this will include, but not be limited to the following:

- T & E Species, Biological Assessment
- Aquatic Resource Delineation Report
- Cultural resource evaluation and coordination
- 404 Permitting
- ITD-0654 Environmental Evaluation and Documentation

Public Involvement

Public involvement is anticipated during this phase. This effort is to include, but not be limited to:

- Provision of a Public Information Plan as outlined by ITD Guide to Public Involvement; include a Public Outreach Plan (POP).
- Coordination of meetings with the public and stakeholders as necessary for alternatives analysis and preliminary design.

Alternatives Analysis

The Morning Mill Rd Interchange has an unintuitive layout and substandard ramp lengths, so before proceeding with bridge design, the interchange and the I-90 corridor through Mullan needs to be analyzed to develop a purpose and need for the project. The Consultant will develop alternatives and evaluate based on cost, environmental concerns, impacts to road users, etc. Stakeholder meetings and at least one public meeting will likely be necessary. Potential alternatives may include:

- Bridge replacement
- Bridge replacement with interchange modifications
- Interchange removal
- Interchange relocation

Design

Phase 1 roadway, bridge, and traffic design work will be limited to that required to develop a TS&L.

DEVELOPMENT PHASE 2

Phase 2 will include the remainder of work required for PS&E including, but not limited to

Roadway Design, Environmental, Environmental Permitting, Public Involvement, Geotechnical, and potentially Bridge Design (see Assumptions).

SCHEDULE

KN 23616 is funded for construction in FY 2029 and KN 23617 is funded for construction in FY 2030. District 1 wishes to have PS&E packages ready to advance construction by up to two years in case funding comes available. The Consultant will deliver complete PS&E packages by September 2026 for KN 23616 and September 2027 for KN 23617.

ASSUMPTIONS

- Both projects will be done under 2-phase agreement(s). When Phase 1 is completed, ITD Bridge will determine if ITD will design the bridges or if the Consultant will conduct this effort. The agreement for Phase 2 will be negotiated at that time. Proposals should be written with the assumption that the Consultant will design the bridges.
- A separate Engineer of Record agreement will be negotiated prior to construction.
- Bridge reconstruction will be limited to existing ROW.
- ITD will act as coordinator in all issues pertaining to FHWA
- ITD will provide all Environmental clearances with support exhibits provided by the Consultant.
- ITD will coordinate with prime Consultant on all environmental tasks completed by ITD