THE IDAHO TRANSPORTATION DEPARTMENT

And

THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL

And

City of Nampa

REQUEST FOR PROPOSALS

FOR

CONSTRUCTION ENGINEERING, INSPECTION, MATERIALS TESTING, AND PROJECT CLOSE-OUT SERVICES

NORTHSIDE BLVD & KARCHER RD, NAMPA

KEY NO. 23731

Date 11/3/2026

REQUEST FOR PROPOSALS

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- General Information
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- Scope of Work

The following items are not included in this package, but can be located at the following web sites:

Consultant Resources | Idaho Transportation Department

- General Information and Requirements
- Sample Agreement and Consultant Agreement Specifications (CE&I)
- Federal Per Diem Policy
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters form
- Idaho Code Certification Form

ITD Guidance & Manuals | Idaho Transportation Department

- ITD Quality Assurance Manual
- ITD Contract Administration Manual

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD), the Local Highway Technical Assistance Council (LHTAC), and the City of Nampa are seeking qualified and experienced respondents from interested firms to submit a proposal for providing construction engineering, inspection, and materials testing (CEI) services for the Northside Blvd & Karcher Rd, Nampa project in Canyon County.

GENERAL TERMS

This Request for Proposals (RFP) does not commit the ITD, the LHTAC, or the City of Nampa 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 the ITD, the LHTAC, or the City of Nampa that any contract will actually be entered into by the ITD, the LHTAC, or the City of Nampa, 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 solicitation, each respondent agrees that any finding by the ITD, the LHTAC, or the City of Nampa of any fact in dispute as to this solicitation 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: Office of Civil Rights | Idaho Transportation Department

All firms working for the Department are 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 Office of Civil Rights at (208) 334-8884.

DBE PARTICIPATION:

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 10% 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, 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 most recent version of the AASHTO Audit Guide. More information can be found at the following web site: Consultant Resources | Idaho Transportation Department

PROPRIETARY MATERIAL

The ITD, the LHTAC, and the City of Nampa assume 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 Consultant Resources | Idaho Transportation Department .

IDAHO CODE CERTIFICATION FORM

All proposals must contain a signed Idaho Code Certification form for the prime.

The certification form is located on the Consultant Services web page at 14

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 fourteen 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 *Specific Rates of Compensation.*

CONTACT INFORMATION

All questions concerning the procedures of this request for proposal shall be directed to Connie Rozean at ITD via email at Connie.Rozean@itd.idaho.gov.

All project specific questions shall be directed by e-mail to Megan Kautz at mkautz@lhtac.org. 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 mkautz@lhtac.org 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 11/23/2026.

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 11/30/2026. 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: consultantservices@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
- Certification Regarding Debarment
- The 5-Year ITD/LHTAC CE&I Project Log does not count in the proposal page total.
- Idaho Code Certification Form

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Connie Rozean
Contracts Officer
Consultant Services
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant's submittal, 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 the ITD's, the LHTAC's, and the City of Nampa's quality and schedule expectations. List each Subconsultant, their work tasks, and a contact name and telephone number. The Consultant shall include his/her acceptance of the terms and provisions of the Sample Agreement located at Consultant Resources | Idaho Transportation Department , 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 and Lead On-Site Inspector, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of the ITD, the LHTAC, or the City of Nampa. 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.

CRITERIA 1 – PROJECT MANAGER (Weight 3)

(Complete for Lead Consultant Project Manager Only)

- Identify the Project Manager who will be responsible for the quality, timeliness and delivery 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. CE&I experience in working on state and local Federal- aid construction projects within the past five (5) years should be included if available. List all ITD/LHTAC Federal-aid CE&I experience on the 5-year ITD/LHTAC Federal-aid Project Log included in this solicitation and provide home office location.
- List current IQP qualifications pertinent to this project.
- Provide Idaho registration (registration is required at the time of submittal) as a professional engineer.
- 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. Describe availability to the project as a percentage. Commitments should include but are not limited to: time spent performing design, construction engineering, inspection, management, and marketing. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.

CRITERIA 2 – LEAD ON-SITE INSPECTOR (Weight 4)

(Complete for the Lead Inspector only)

- Identify the Lead Inspector to be assigned to the project and describe the duties and qualifications (WAQTC & IQP) on this project. IQP certifications must be current. The Lead Inspector must be **on-site** for no less than 70% of the inspection hours submitted for payment.
- List the CE&I experience and role that this individual has had on state and local Federal-aid roadway construction projects as well as home office location. List that ITD/LHTAC Federal-aid experience on the 5-year ITD/LHTAC CE& Project Log included in this solicitation. Include the estimated percentage of time spent on each completed Federal-aid construction project.
- Include Idaho professional registration (if applicable).
- List project duties that will be handled by the Lead Inspector. Will the Lead Inspector

complete relevant project paperwork and software entries while on site; list the extent of these duties.

- List all projects that the Lead Inspector is 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.

CRITERIA 3 – KEY PERSONNEL ASSIGNED TO THE PROJECT (Weight 2)

(Complete for Consultant and each Subconsultant)

- Identify the following key personnel to be assigned to the project:
-
    - Additional Inspector/Alternate Inspector
    - Document controller/Records Inspector
    - Materials Testing Coordinator/Manager
    - Lead Materials Technician

- The first individual listed for each role will be considered in scoring. Additional personnel will be excluded from consideration.
- Describe each person's role, duties and qualifications (WAQTC & IQP) on this project. Include their office and/or lab location. Indicate clearly who will serve as the certified stormwater inspector in the appropriate resume section.
- Key Personnel should have direct applicable CEI experience in working on state and local Federal-aid construction projects within the last five (5) years. List that experience on the 5-year CE&I ITD/LHTAC Federal-aid Project Log included in this solicitation.
- Include Idaho professional registration (if applicable) for each person identified.
- Describe availability to the project as a percentage. Commitments should include but are not limited to: time spent performing design, construction engineering or inspection, and marketing. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If staff members are currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.
- The proposed material testing firm must have a current, approved Schedule of Testing fees approved by the LHTAC at the time of selection.

CRITERIA 4 - PROJECT MANAGEMENT PLAN (Weight 3)

- Describe the Consultant's project management strategy. This should include, but not be limited to:

    - The number and type of field staff expected. How much involvement/time is expected from each member of field staff for the duration of the work.
    - Administrative personnel anticipated and their level of involvement.
    - Proposed Project Managers anticipated level of involvement including specific

project duties, detailed as percentage.

- All involvement/time should be expressed as a percentage of the contract working/calendar days.
- Overall strategy to meet the project Scope of Work.
- Strategy to maintain staffing continuity in light of project duration.
- Any anticipated staffing concerns/considerations.
- List construction projects that have been closed out to Federal-aid standards by the proposed team, only, in the last five (5) years.
- Additional project observations.

Describe your procedures for maintaining adequate and timely communications to project staff, LHTAC, ITD and interested stakeholders.

5-Year ITD/LHTAC CE&I Federal-aid Project Log										
Project Information							Assigned Staff			
Project Key Number	Project Name	Project Type*	Date Completed	Approximate Construction Contract Value**	Project Owner (Organization & Representative Name)	Contact Info (Phone & E-mail)	Project Manager	Lead Inspector	Other	Project Work Completed as Prime CE&I Consultant
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*Roadway or Bridge
**Contractor contract value, not the value of the Consultant contract

SCOPE OF SERVICES FOR
CONSTRUCTION ENGINEERING, INSPECTION & SAMPLING (CEI&S) SERVICES

PROJECT NAME: Northside Boulevard
PROJECT NO: A023(731)
KEY NO: 23731

This scope of work is to provide Construction Engineering, Inspection & Sampling (CEI&S) Services to include contract administration, inspection, materials sampling, and project office documentation under the general direction of the assigned Local Highway Technical Assistance Council (LHTAC) Resident Engineer, for construction of the Northside Blvd & Karcher Rd project located in Canyon County, Idaho. CONSULTANT (CONSULTANT) intends to provide the LHTAC and the local sponsor with experienced management, construction administration, and inspection/sampling personnel. Through this contract, CONSULTANT will inspect and document to ITD standards, the activities associated with the project to the level necessary to administer the contract.

The following tasks represent the individual services that are to be provided by CONSULTANT under this agreement:

PRIMARY TASKS:

1. Construction Administration – CONSULTANT will provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of the project to ensure the project is accepted by the City of Nampa, the LHTAC, the ITD and the Federal Highway Administration (FHWA). The following sub-tasks represent a partial list of those activities necessary to administer the contract.

    1.1 Submittal Log & Minimum Testing Requirements (MTRs) – CONSULTANT will develop a list of required submittals for the project prior to start of construction and will also track and maintain a log of shop drawings and submittals, and encourage reviewers to complete their review in a timely manner. Deficiencies will be promptly reported. CONSULTANT will also develop the MTR list for the project prior to start of construction. This information will be used to track the materials testing required on the project and coordination of the testing lab responsible for processing samples and reporting results.

    1.2 Pre-Construction Conference – CONSULTANT will facilitate the Pre-Construction Conference including forms and exhibits provided by or coordinated with the LHTAC.

    Performance Assumptions:

    i. Coordination of meeting with the City of Nampa, the LHTAC, and Utilities.
    ii. Prepare and distribute meeting minutes.

    1.3 Labor Compliance – The Contractor's and Sub-contractor's certified payroll wage rates will be verified, documented, and tracked for format, classification, pay scale, timely submissions, and concurrence with field reviews.

    Performance Assumptions:

    i. Maintain filing system for payrolls and labor interviews and notify contractors on incorrect classification, pay scales, etc.

ii. Maintain records in compliance with Title VI requirements.

1.4 Civil Rights Compliance – CONSULTANT and the contractor personnel will be monitored for civil rights compliance. The LHTAC Resident Engineer will be notified of instances of non-compliance.

1.5 Filing & Records Verification – All project files will be posted to ProjectWise and maintained on a weekly basis and will be readily available to the LHTAC Resident Engineer. Periodic checks of the files will occur during the project to ensure that all records are being accurately kept and the filing system is up to date.

Performance Assumptions:

i. Maintain project filing system electronically using ProjectWise and activate the project in AASHTOWare.
ii. Address periodic review comments.
iii. Post test results to MSR Spreadsheet.

1.6 Progress Estimate Preparation – For each scheduled progress estimate, documentation will be prepared for and presented to the LHTAC Resident Engineer that contains the quantities and justification for each bid item payment with a summary sheet showing the amounts to be paid.

Performance Assumptions:

i. Prepare bi-weekly or monthly pay estimate packages.
ii. Prepare monthly Contractor budget projections to be submitted to the Engineer.
iii. ITD-2242 Time Accounting form will be provided monthly.

1.7 Materials Certifications – Certifications, as required by bid item, will be requested for all materials incorporated into the project. No materials will be accepted for payment until the certifications are received and reviewed for acceptance.

Performance Assumptions:

i. Contractor Source Approval Requests, Staging Area Requests, and Waste Site Approval Requests will be reviewed and approved through coordination with the LHTAC Resident Engineer.
ii. Contractor Hot Mix Asphalt designs will be reviewed and approved in accordance with the current ITD 405 specification.

1.8 Contract Changes – Requests received from the contractor for time extensions, contract changes, and extra work will be reviewed and analyzed in coordination with the LHTAC Resident Engineer.

1.9 Pre-paving Meeting – CONSULTANT will facilitate a pre-paving meeting with the contractor.

1.10 Weekly Progress Meetings – Weekly/periodic progress meetings will be held on site. These meetings will be of an informal nature due to the estimated short project duration.

Performance Assumptions:

i. Attend weekly/periodic progress meetings and prepare minutes for distribution and review.

1.11 Monthly Invoicing – Monthly invoices of CONSULTANT labor will be submitted to the LHTAC Resident Engineer for review and processing each month. Each invoice package will contain approved timesheets and specific task descriptions for all labor expended and appropriate backup for all direct costs. Mileage and associated travel time invoiced will not be allowed to exceed the distance and time required to travel to the project from an employee's home office location, on-project mileage will be allowed as negotiated. The Consultant will formally notify the Agreement Administrator upon reaching 75% of the expended contract amount. No payment will be made outside of the current agreement amount. If a supplemental agreement is negotiated, work cannot be billed to that agreement until the supplemental PSA is executed.

1.12 Subcontracts – CONSULTANT will review and present subcontracts for approval by the LHTAC.

1.13 Change Orders – CONSULTANT will prepare and analyze Change Orders for review and processing by the LHTAC Resident Engineer and Local Sponsor.

Performance Assumptions:

i. CONSULTANT will consult with the LHTAC Resident Engineer and in coordination with other assigned LHTAC and ITD personnel, as required by the ITD Contract Administration Manual, and prepare the Draft ITD-2317 and necessary backup documents for the RE's review.
ii. For pending claims concerning extra work or work beyond the original scope, CONSULTANT will maintain accurate force account records showing actual cost of such work.
iii. CONSULTANT has two weeks from the date that the last required information was received from the Contactor to complete the required Change Order documents and submit to the Resident Engineer for further processing.

1.14 Contract Submittal Review – Contract submittals will be reviewed as necessary. It is understood that some interpretations and clarifications will be directed to the LHTAC Resident Engineer.

Performance Assumptions:

i. Traffic Control Plans – Traffic Control Plans will be reviewed for compliance with MUTCD and ITD specifications.
ii. CPM Review – The contractor's CPM will be reviewed to ensure that activity dates are correctly recorded for accuracy.
iii. Interpretations and Clarifications – It is expected that CONSULTANT will perform routine interpretations and clarifications on the project. Sensitive decisions and interpretations or those that affect Erosion and Environmental permitting will be reviewed by the LHTAC Resident Engineer prior to final disposition.

1.15 Public Relations - CONSULTANT will respond to and coordinate all public inquiries and/or concerns with the Contractor and the LHTAC Resident Engineer for appropriate action. Records of contacts and responses will be maintained.

1.16 511 Reporting – CONSULTANT will complete and submit the ITD – 0511 form before the start of construction. CONSULTANT will update the form monthly and following any major changes to project traffic control or limitation due to construction activities.

2. Survey Control – CONSULTANT will check and verify the contractor surveys for accuracy and compliance with the plans and specifications.

3. Project Inspection – Inspection will be performed by CONSULTANT with qualified and certified inspection staff. A spread sheet with qualifications and certifications will be prepared and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements.

3.1 Inspector Diaries – Daily reports on ITD forms will be prepared to record the contractor's hours on the site, weather conditions, data relative to questions of change orders, filed orders, or changed conditions, site visitors, daily activities, labor compliance, civil rights compliance, decisions, observations in general, and specific observations in more detail as the case of observing test procedures. Project files will be maintained and copies will be updated in project wise on a weekly basis. Certificates of inspections, tests, and approvals required by the Contract Documents will be received and reviewed.

3.2 Identify and Recommend Corrections – Any omissions, substitutions, defects and deficiencies in the work of the contractor will be identified and documented with recommendations reported to the engineer.

3.3 Pay Quantity Collection – Pay quantities and quantity measurements will be checked for accuracy and prepared for processing for payment to the contractor.

3.4 Environmental & Erosion Control Monitoring –

i. For SWPPP projects - The CONSULTANT will provide a certified NPDES inspector, which has at a minimum the WPCM qualification, who will ensure compliance with all permits and storm water plans. SWPPP reports are to be submitted to the Resident Engineer & LHTAC Environmental Engineer within 24 hours following the inspection.
ii. For PPP projects – The CONSULTANT will provide a certified inspector, which has at a minimum the SEEP qualifications, who will ensure compliance with all permits and storm water plans.
iii. Weekly monitoring reports will be prepared and filed in the project office. Formal notification if personnel are changed or expiration of the needed certifications occurs will be required.

Performance Assumptions:

i. This scope includes one inspection per week and 3 storm driven inspections. The scope includes one hour per inspection. Attendance at the weekly meeting is not included by the environmental inspector. A daily diary will not be prepared by the environmental inspector for site visits, only the ITD inspection record necessary for the SWPPP/ESCP reporting. Daily diaries will be completed by the assigned project inspector.

3.5 Asphalt and Fuel Price Adjustment Calculations – Asphalt and Fuel Price adjustment will be calculated monthly. Record of each month's calculation must be included in the project files.

4. Materials Sampling & Testing – CONSULTANT will provide materials sampling & testing services as required by applicable project specifications and the LHTAC Resident Engineer. The following items represent the major sub-tasks required for administering this portion of the agreement.

4.1 Quality Assurance and Verification Sampling & Testing – Sampling & Testing will be performed according to ITD Quality Assurance requirements and the LHTAC Resident Engineer (including verification sampling). Sampling of component materials and completed work items will be performed to verify that the materials and workmanship incorporated in the project are in substantial conformity with the plans, specifications and contract special provisions. CONSULTANT will meet the minimum sampling frequencies per the MTRs as presented by the LHTAC Resident Engineer and as required due to project phasing, or other factors which could affect minimum testing frequencies. CONSULTANT will provide daily monitoring of the Contractor's Quality Control activities at the project site.

4.2 Prepare and Transmit Test Results – The Contractor's Quality Control Plan will be monitored pursuant to QC/QA Special Provisions. All sampling data generated by CONSULTANT will be documented and submitted to the Engineer for inclusion in the Materials MAP and QC/QA statistical analysis for penalty/bonus calculations.

4.3 Schedule for Sampling – LHTAC will be informed of the project sampling and testing schedule and all documentation reports of sampling and testing will be completed and submitted the same week the work is done or as otherwise directed.

4.4 Acceptability of "or-equal" Products – CONSULTANT will evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the contractor. Recommendations will be made to the LHTAC Resident Engineer for change orders before allowing any substitutes.

5. Record Drawings & Project Close-Out – At the completion of the project, CONSULTANT will review and verify Record Drawings submitted by the Contractor. At project close-out, all records will be finalized and quantity calculations verified. Notify the Engineer when all records are final and available in ProjectWise within 30 days of project substantial completion.

Performance Assumptions:

5.1 Verify that all necessary documents have been received for submission of the contractor's affidavit of payment.

5.2 Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents, including certificates of inspection, tests and approvals, shop drawings, samples, and the annotated record documents which are to be assembled by the Contractor in accordance with the Contract Documents to obtain final payment. CONSULTANT to provide before and after pictures of the project.

5.3 Promptly conduct an inspection after notice from the contractor that the entire work is ready for its intended use, in the company of the City of Nampa, LHTAC Resident Engineer and the contractor, to determine if the work is Substantially Complete. If there are no objections

from the ITD, CONSULTANT will deliver a certificate of substantial completion to the LHTAC Resident Engineer and the contractor.

5.4 Participate in a final inspection, to include representatives from the Sponsor and LHTAC, to determine if the completed work by the contractor is acceptable so that CONSULTANT and the LHTAC may recommend in writing final payment to the contractor. CONSULTANT will also provide a notice that the work is acceptable to the best of their knowledge, information and belief based on the extent of the services provided under this agreement.

6. Key Understandings - It is anticipated that each CONSULTANT personnel assigned to the project will be furnished with a vehicle, digital camera and cellular phone by CONSULTANT and all work will be under the supervision of the LHTAC Resident Engineer or their assigned representative.

    i. Principle level involvement is not anticipated or required on a project of this nature.

7. Project Schedule - CONSULTANT proposes to implement its services within the following schedule: The scope of work for this project will run in accordance with the contractor's construction schedule. It is anticipated that CONSULTANT will be engaged in CE&I Services from December 2026 to November 2027.

8. Professional Service Fee - CONSULTANT will invoice the LHTAC Resident Engineer for professional services described in this Scope of Work. CONSULTANT will invoice the LHTAC Resident Engineer for professional labor and reimbursable expenses based on the Cost Estimate and will bill only for the efforts actually expensed to complete the project in accordance with the provisions of the ITD Task Order for this work.

9. Direct Expenses:

    - Direct expenses will be allowed as required by the project, as negotiated, and as defined herein.

    - All testing will be billed at approved, Schedule of Fee rates, no allowance will be made to modify this billing method.

    - Direct reimbursement for vehicle expenses will be made by the current, established GSA mileage rate only. Compensation by other methods will not be considered.

    - Mileage invoiced will not be allowed to exceed the distance to the project from an employee's established office location or as negotiated by the Resident Engineer.

The fee estimate, level-of-effort projections, and schedule assumptions represent CONSULTANTS professional judgment. They are presented to allow a review of our approach. As we initiate activities, it may become apparent some modifications to this proposal are necessary due to changes in the contractor's schedule. CONSULTANT will advise the LHTAC Resident Engineer and Local Sponsor of such issues and any fee and/or schedule impact prior to implementing revised activities.