

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

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

**KN 23956: SH-16, I-84 SYSTEM IC & FRANKLIN ROAD IC
ADA & CANYON COUNTY, MP 93.3 TO 94.1**

**KN 23957: SH-16, USTICK ROAD BRIDGE
ADA & CANYON COUNTY, MP 95.4 TO 96.4**

**KN 23958: SH-16, SH-44 IC
ADA COUNTY, MP 99.6 TO 100.5**

August 30, 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 sites:

<http://itd.idaho.gov/business/?target=consultant-agreements>

- ❖ General Information and Requirements
- ❖ Sample Agreement and Consultant Agreement Specifications (1A)
- ❖ Federal Per Diem Policy
- ❖ Certification Regarding Debarment, Suspension, and Other Responsibility Matters form

<http://apps.itd.idaho.gov/apps/manuals/manualsonline.html>

- ❖ ITD Quality Assurance Manual
- ❖ ITD Contract Administration Manual

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal to provide construction engineering, inspection, sampling and testing services for SH-16, I-84 to SH-44 CE&I 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:

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 ITD Overhead Rate Policy. The Overhead Rate Policy can be viewed at the following web site:

<http://apps.itd.idaho.gov/apps/ocr/index.aspx>.

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 Specific Rates of Compensation.

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 Jeff Nettleton at Jeff.Nettleton@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 Jeff Nettleton 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 Friday, September 13, 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 Friday, September 20, 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 seven (7) 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 CE&I Project Log

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://apps.itd.idaho.gov/apps/ocr/index.aspx>, 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 Inspector, 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.

The State reserves the right to select one firm for either one, two or all three projects. Please state in proposal if interested in one, two or all three projects. If interested in multiple projects, a project manager and lead inspector will need to be listed for each project.

CRITERIA 1 - PROJECT MANAGER

(Weight 4) *(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 roadway construction projects should be included if available. List all CE&I experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
- 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. Identify availability.

CRITERIA 2 - LEAD INSPECTOR ONSITE

(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. The Lead Inspector must be **on-site** for no less than 70% of the time worked by the Contractor.
- List the CE&I experience and role that this individual has had on state and local Federal-aid roadway construction projects. List that experience on the 5-year CE&I 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 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 3) *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel to be assigned to the project. Describe each person's role, duties and qualifications (WAQTC & IQP) on this project. Include their office and lab location.
- 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 Federal-aid Project Log included in this solicitation.
- Include 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 – COMMUNICATION

(Weight 2) *(Complete for Consultant and each Subconsultant)*

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

**CRITERIA 5 - PROJECT CONTROL & CLOSE-OUT
(Weight 3)**

- Describe the Consultant's procedures for scope change control, schedule and cost control and quality control. This should include a description of the Consultant's control measures regarding the Sub consultant's project related work and the ability to close-out the project in a timely and cost effective manner.
- List construction projects that have been closed out to Federal-aid standards in the last five (5) years.

**CRITERIA 6 – SOFTWARE EXPERIENCE
(Weight 2)**

Describe the Consultant's experience with Site Manager, AASHTOWare Project and ProjectWise. Include what projects you have used them on as well as the roles and responsibilities you have had with this software. Be specific about who on your proposed team has experience and what experience they have.

5-Year CE&I Federal-aid Project Log

Project Information						Assigned Staff		
<i>Project Key Number</i>	<i>ITD Dist.</i>	<i>Project Name</i>	<i>Project Type*</i>	<i>Date Completed</i>	<i>Const. Amt.</i>	<i>Project Manager</i>	<i>Lead Inspector</i>	<i>Other</i>

**Project Type: i.e. Bridge or Roadway*

SCOPE OF WORK

The Idaho Transportation Department (ITD) is soliciting the full CE&I services of consultants or consultant teams to augment District 3 Design/Construct staff during the 2025 - 2027 construction seasons for the SH-16, I-84 System Interchange (IC) and Franklin Road IC (KN 23596), the SH-16, Ustick Road IC (KN 23957), and the SH-16, SH-44 IC (KN 23598) projects. The selected consultant(s) will be expected to proactively represent ITD and effectively function as a member(s) of the D3 Design/Construct team while providing the CE&I services required to assure timely completion and closeout of the construction projects listed.

The scope of work is to provide full CE&I Services, including contract administration, inspection, materials sampling, project office documentation, and project closeout under the general direction of the Resident Engineer. This RFP includes three CE&I solicitations which are anticipated to be constructed concurrently and are described below. ITD reserves the right to select one firm for one, two, or three projects. Please explain in your proposal how your firm is cable of managing multiple projects.

PROJECT DESCRIPTIONS

1. KN 23956: SH-16, I-84 System IC & Franklin Road IC, MP 93.3 TO 94.1

The south project for SH-16 is the I-84 System Interchange (IC) and Franklin Road IC (MP 93.3 – MP 94.1). This includes six new structures including the two I-84 flyover bridges which are 474' and 863' steel plate girder bridges, the three single span bridges over various ramps which are an 89' prestressed concrete bridge and a 110' and 156' prestressed concrete girder bridge, and a 224' steel plate girder bridge over Franklin Road. Key roadway items are as follows:

- 114,000 CY Excavation
- 734,000 CY Borrow
- 45,000 Tons $\frac{3}{4}$ " Agg Type B
- 17,300 Tons Superpave HMA SP-T, SP-NS, and SP-5
- 20,500 SY Concrete Pavement
- 15,100 FT Concrete Barrier
- 7 EA Overhead Cantilever Sign Structures
- 24 EA High Mast Lighting (Drilled Shaft)
- 14,800 FT Temporary Concrete Barrier
- 1,200 CY Concrete (Class 40-A)
- 2,500 CY Concrete (Class 40 AF)
- 3 LS Steel Bridge (Approx. WT. 677,000 LB, 1,478,000 LB, and 1,567,000 LB)
- 944,000 LBS Metal Reinforcement
- 6,200 FT Steel Shell Pile Driving
- 34,600 SF MSE Retaining Wall

Project Status: Anticipate advertisement Late Fall/Winter 2024

Construction Start Window: Spring 2025

Contract Time: Completion Summer/Fall 2027

2. KN 23957: SH-16, Ustick Road Bridge, MP 95.4 TO 96.4

The middle project for SH-16 is for the bridge over Ustick Road to complete the Ustick Road IC (MP 95.4 – MP 96.4). Improvements include construction of the 168’ prestressed concrete bridge over Ustick Road. Key roadway items are as follows:

- 700 CY Concrete (Class 40-A & Class 40 AF)
- 2,200 FT Prestressed Stringer (WF 74” Depth)
- 113,000 LBS Metal Reinforcement
- 2,200 FT Steel Shell Pile Driving

Project Status: Anticipate advertisement Winter 2025

Construction Start Window: Spring 2026

Contract Time: Completion Summer/Fall 2027

3. KN 23958: SH-16, SH-44 IC, MP 99.6 TO 100.5

The north project for SH-16 is the for the improvements to SH-44 to convert the stop light intersection into a full IC (MP 99.6 to 100.5). Improvements include construction of on-ramps and off-ramps, a new 8’ concrete box culvert for Little Pioneer Canal, and a new 176’ steel plate girder bridge over SH-44. Key roadway items are as follows:

- 80,200 CY Excavation
- 417,900 CY Borrow
- 90,500 Tons $\frac{3}{4}$ ” Agg Type B
- 32,500 Tons Superpave HMA SP-T, SP-NS, and SP-5
- 105,900 SY Concrete Pavement
- 4,000 FT Irrigation Pipe (Various Sizes: 12-inch to 48-inch)
- 8,900 FT Concrete Barrier
- 7 EA Overhead Bridge/Cantilever Sign Structures
- 11 EA Overhead Sign (Drilled Shaft)
- 16,600 FT Temporary Concrete Barrier
- 27,200 FT Conduit (2-inch)
- 850 CY Concrete (Class 40-A & Class 40 AF)
- 1 LS Steel Bridge (Approx. WT. 953,000 LB)
- 153,400 LBS Metal Reinforcement
- 1,500 FT Steel Shell Pile Driving
- 1 LS Precast Concrete Culvert (5’x8’x495’)
- 6,500 SF MSE Retaining Wall

Project Status: Anticipate advertisement Late Winter 2024

Construction Start Window: Late Spring 2025

Contract Time: Completion Fall 2027

PRIMARY TASKS

An overview of the tasks and level of effort for all projects are identified below. Final level of effort and required tasks will be detailed during scoping and negotiation conducted with the selected consultant(s).

Coordination, CPM Review, & Quantity Verification – Extensive coordination with the District 3 Resident Engineer (RE) will be required as well as monthly reviews of the contractor’s CPM schedule. The RE will need a full analysis and breakdown of the contractor’s CPM schedule that highlights any potential risks to ITD. Quantity verification is also a key task that needs to be tracked and documented during the submittal review and approval process as well as in the field.

Construction Administration - CONSULTANT will provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of the projects to ensure the projects are accepted by ITD. The following sub-tasks represent a partial list of the activities necessary to administer the contract.

Submittal Log & Minimum Testing Requirements (MTR's)

Pre-construction Conference

Filing & Records Verification

Materials Certifications

Progress Estimate Preparation

Contract Changes

Progress Meetings

Subcontracts & Certified Payroll Reviews

Change Orders

Contract Submittal Review

Monthly Invoicing

Claims

Coordinate with Engineer of Record

Project Closeout – Materials & DRI acceptance

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

Staffing- Staffing for field work shall be maintained at an acceptable level for the work being performed. An ITD employee may be staffed as an inspector with the consultant.

Anticipated staffing needs:

- Bridges
- Roadway
- Earthwork
- Traffic Control
- SWPPP

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

Materials Sampling & Testing – The CONSULTANT will provide materials sampling & testing services as required by ITD specifications. All testing and sampling equipment will be provided by the CONSULTANT. The D3 Materials Summary workbooks will be utilized. The CONSULTANT will utilize the QASP v1.1 Worksheet to track pay factors.

Monitor quantities and IA testing requirements. Notify ITD to schedule IA inspection.

Record Drawings & Project Close-Out - CONSULTANT will track changes and deviations from the plans to review the contractors record drawing submittal. At the completion of each project, marked drawings will be submitted to the Resident Engineer for preparation of the record drawings. At project close-out, all records will be finalized and quantity calculations verified. A final package of records will be submitted to the D3 Materials Engineer for review and acceptance no later 120 days following substantial completion. Upon acceptance, the CONSULTANT will be readily available to assist the Design/Construct Team and District Records Inspector (DRI) in final reconciliation of project records.

KEY UNDERSTANDINGS

It is required that each CONSULTANT personnel assigned to the projects be furnished with a vehicle, and cellular phone with digital camera by CONSULTANT and all work will be under the supervision of the Resident Engineer or his assigned representative.

PROJECT SCHEDULE

The scope of work for these projects will run in accordance with the contractor's construction schedule. It is anticipated that CONSULTANT will be engaged in CE&I services from the date of consultant NTP through closeout on each project.