

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

PROJECT DEVELOPMENT SERVICES

SH 50 & ROCK CREEK RD, TWIN FALLS CO

KEY NO. 24100

November 13, 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)
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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 SH 50 & Rock Creek Rd, Twin Falls 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 7% 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 7% 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>.

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 <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 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 December 4, 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 December 11, 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
 - Idaho Code Certification Form

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 one (1) verifiable professional services references, for each of the projects described, with a contact person and phone number.
- 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, key number, and specific services provided.
- Provide Idaho professional registration if applicable (registration is required at the time of submittal).

- List one (1) verifiable professional services references with a contact person and phone number for each of the projects above.
- 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 intersection and alignment 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".
- 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.
- Summarize public involvement and outreach plan

CRITERIA 5: RURAL DESIGN CONSIDERATION
Weight - 3 *(Complete for Consultant and each Subconsultant)*

- Give your teams experience in working with roadway drainage in rural agricultural regions.

GENERAL SCOPE OF WORK

Idaho Transportation Department, District 4 (ITD) is currently planning a federally funded roadway safety project on State Highway 50 (SH 50) from MP 3.10 to MP 3.7. This project is scheduled for construction in 2031. The SH 50 and Rock Creek Rd Safety project is located 1.8 miles north of Hansen in Twin Falls County. Rock Creek road is also known as North 3800 East.

ITD will realign the Intersection with Rock Creek Road from its current location at MP 3.39 to MP 3.27. ITD is doing this to improve the angle of the current intersection. The current skew angle has led to a higher than average rate and severity of crashes for the roadway type. ITD will realign North 3800 East (Rock Creek Rd.) to remove the existing 50-degree skew and align the new intersection at 90 degrees. This will improve the line of sight for vehicles approaching SH 50. ITD will install a traffic signal to control cross traffic's opportunity to safely navigate across SH 50. The new signal will also allow left turning movements on SH 50 to be made under controlled conditions. Other intersection improvements include free running right turn movements, and advanced warning signage of the upcoming signal. This treatment will address the frequency and severity of crashes that occur on this rural stretch of state highway.

ITD will also realign East 3900 North, locally known as Addison Ave, from its current location at MP 3.53 to the same location as Rock Creek Road MP 3.27. ITD will restrict vehicle access to right-in / right-out movements at the current location of Addison Ave. and SH 50. Its current configuration allows traffic to turn on to and off of Addison Ave using left turn movements. The constructed project will address the fatalities and serious injuries at this intersection.

ITD will Install Cul-de-sacs at North 3800 East at SH 50 (north & south of SH 50) because of the realignment, this will allow local access to properties that are currently adjacent to North 3800 East, and permit agriculture equipment and vehicles the ability to turn around.

Right of Way (ROW) along SH 50 is a consistent 200-foot-wide, no ROW is anticipated to be needed to widen SH 50 to fit the new intersection and alignment. Right of way will need to be secured in order to accomplish this projects goals of realigning Rock creek road and Addison Ave to one intersection on SH 50. The amount of right of way needed to accomplish the realignment and roadway improvements will be approximately 12 acres. Right of Way to be acquired consists of agriculture land, no houses or buildings are anticipated to be impacted by ROW purchase. Land use along current alignment and future realigned sections is mainly used for row crops. There are no know natural waterways to be disturbed along the new alignment. There is one known irrigation drainage culvert (at MP 3.32) that will need to be addressed by extending the ends, within existing ITD ROW, in order to facilitate the intersection.

A full coverage pedestrian survey of the project APE will be required, resulting in an AHSR for SHPO review under Section 106. Required disciplines include both archaeology and architectural history.

Link to supporting documents can be found [HERE](#)