

**IDAHO TRANSPORTATION DEPARTMENT,**

**LOCAL HIGHWAY TECHNICAL  
ASSISTANCE COUNCIL**

**And**

**SHOSHONE COUNTY**

**REQUEST FOR PROPOSALS**

**FOR**

**MOON PASS RD TUNNELS AND BRIDGES, SHOSHONE CO**

**KEY NO. 24299**

**October 31, 2023**

# 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 Policy
  
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- ❖ Consultant DBE Commitment form (ITD-2398)

# GENERAL INFORMATION

## **PROPOSAL**

The Idaho Transportation Department (ITD), the Local Highway Technical Assistance Council (LHTAC), and Shoshone County are seeking qualified and experienced respondents from interested firms to submit a proposal for providing *project development* services for the MOON PASS RD TUNNELS AND BRIDGES project in Shoshone County.

## **GENERAL TERMS**

This Request for Proposals (RFP) does not commit ITD, LHTAC, or Shoshone County 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, LHTAC, or Shoshone County that any contract will actually be entered into by ITD, LHTAC, or Shoshone County, 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 ITD, LHTAC, or Shoshone County 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: <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.

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

## **PROPRIETARY MATERIAL**

ITD, LHTAC, and Shoshone County 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 <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 45 days, commencing on the submission date shown below, to evaluate the submitted proposals. The department intends to notify the successful and unsuccessful Consultants as soon as practicable after the evaluations have been completed, and after approval has been given on the Evaluation Committee's recommendations.

As part of the selection process, the top-ranked firms may be required, at their expense, to give a presentation and/or answer interview questions.

If your firm is selected and approved, negotiations will begin. If negotiations break down with a selected Consultant, they will be formally ended and negotiations will begin with the next ranked Consultant.

## **CONTRACT TYPE AND METHOD OF PAYMENT**

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

## **CONTACT INFORMATION**

All questions concerning the procedures of this request for proposal shall be directed to Andrea Aliev at ITD via email at [Andrea.Aliev@itd.idaho.gov](mailto:Andrea.Aliev@itd.idaho.gov).

All project specific questions shall be directed by e-mail to Amanda LaMott at [alamott@lhtac.org](mailto:alamott@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 Amanda LaMott 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 November 21, 2023.

# 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 November 28, 2023. 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](mailto:consultantadminunit@itd.idaho.gov)

## **FORMAT:**

- Required File Format: pdf
- Maximum length of the submittal shall be five (5) pages CPM schedule is not counted in page limit.
- 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 10
  
- The following items do not count in the proposal page total.
  - Introductory letter
  - CPM
  - Certification Regarding Debarment
  - Consultant DBE Commitment form (ITD-2398) and accompanying confirmation from DBE firms

## **INTRODUCTORY LETTER**

The introductory letter should be addressed to:

Andrea Aliev  
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, 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, LHTAC's, and Shoshone County 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 <http://itd.idaho.gov/business/?target=consultant-agreements>, and indicate willingness to execute said agreement.

## **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 4% 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 4% 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](mailto:civilrights@itd.idaho.gov) or call the ITD DBE Coordinator at (208) 334-8567.

## **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, LHTAC, or Shoshone County. 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. 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)*

- What makes your firm uniquely qualified to provide professional services for this project?
- Provide descriptions of no more than three (3) tunnel projects successfully developed by the Consultant, identifying the similarities to this project.

**CRITERIA 2: PROJECT MANAGER**  
**Weight – 4**

- Identify the Project Manager who will be responsible for the quality and timeliness of the consultant's work.
- 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).
- Does your firm currently have the necessary resources available to complete this work within the proposed time frame?

**CRITERIA 3: KEY PERSONNEL & RESOURCES AVAILABLE**  
**Weight - 3**

- 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 – 3**

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish this federally funded multimodal 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 coordination with and minimization of impacts to schedule due to the railroad and with the Tribes.
- 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 – 0.5**

- 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.



### **Brief History and Available Information:**

All of the tunnels and bridge were built in approximately 1909 as part of Chicago, Milwaukee, & Puget Sound (a.k.a. The Milwaukee Road) Railroad's Pacific Extension. The tunnels were likely mined using drill and blast techniques. The railroad operated their line for approximately 70 years and eventually abandoned their Pacific Extension in 1980, with the tracks and ties in these tunnels removed shortly thereafter. In the early 1990s, the rail bed, including these tunnels were incorporated into the local road system. Exhaustive searches have been unable to locate any construction plans, as-built drawings, or maintenance records from the time these tunnels were used by the railroad. Inspections in accordance with the National Tunnel Inspection Standards have been performed on these tunnels about every 12-24 months since 2015.

An in-depth inspection was performed on all 8 tunnels in October, 2021 by Shannon & Wilson, Inc. Findings from this work were documented in a detailed final report, dated March 17, 2022. The report summarizes geology, rock mass classifications, conditions, and conceptual improvements that may be appropriate for the tunnels.

Review of recent NTIS inspection reports (1 for each tunnel) and the Shannon & Wilson final report (1 report for all tunnels) is highly recommended for understanding conditions in the tunnels and when responding to this RFP. Inspection reports are also available for bridge #20404 to understand its conditions and where improvements are needed. A 2021 Federal Lands Access Program application describing this project in more detail is also available. All of these documents may be obtained from LHTAC upon request.

### **Project Stakeholders and Administration:**

These tunnels are located in the Idaho Panhandle National Forest. The roads are a part of the Shoshone County local road system. These two entities will be key stakeholders in this project in addition to various local, recreational, businesses, and general public that frequent this area.

- July 2025