

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**US-20, ARCO TO IDAHO FALLS, DESIGN**

**Key 24394**

*February 16, 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 to provide planning, conceptual design, environmental services, final design, and PS&E delivery for six projects on US-20 west of Idaho Falls between milepost 249 and milepost 301.4. If additional funding becomes available, for safety and capacity improvements on the US-20 corridor between Arco and Idaho Falls, additional scope may be included under a separate phase or contract. Subsequent services for design through PS&E and Engineer of Record may be authorized as the project scope is better defined and as funding for subsequent phases becomes available at ITD's sole discretion.

## **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 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 3% 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 3% 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.

## **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 firm 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 Todd Sherwood at [todd.sherwood@itd.idsho.gov](mailto:todd.sherwood@itd.idsho.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. Sherwood 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 March 8, 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 March 15, 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](mailto: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
  - Critical Path Diagram
  - Consultant DBE Commitment form (ITD-2398) and accompanying confirmation from DBE firms
  - Table of Services requested in Criteria 3

## **INTRODUCTORY LETTER**

The introductory letter should be addressed to:

Andrea Aliev  
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/team is organized to deliver the services in the Scope of Work, including the company(s) capability, experience, and unique qualifications. Describe which specific services each firm, vendor or team member will perform.

Discuss in detail how your team will make this project a success, include best practices and/or lessons learned from other projects.

### **CRITERIA 2: PROJECT MANAGER**

**Weight - 3**

Identify the Consultant Project Manager who will be responsible for the quality and timeliness of the 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 these services.

Describe the Consultant's procedures for scope change control, schedule and cost control and quality control throughout the process. This should also include a description of the Consultant's control measures regarding their Subconsultants' project related work.

Provide descriptions of no more than three (3) projects successfully managed and delivered by the Consultant Project Manager, identifying the similarities to these projects. Include dates and specific services provided.

List three (3) verifiable professional references with a contact person and phone number.

List all projects that the Consultant Project Manager 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 for this project.



### **CRITERIA 3: KEY PERSONNEL & RESOURCES AVAILABLE**

**Weight - 5** *(Complete for Consultant and each Subconsultant)*

Identify the key personnel your team deems necessary to complete the requested services. Describe their technical expertise to perform the services in the draft Scope of Work. Describe each key personnel's title, role, duties, experience and qualifications for the services described in the Scope of Work. Provide a project team organizational chart identifying the key personnel (including sub-consultants and vendors) and including their office location. Identify each key personnel's availability for this project and estimated amount of time needed on this project. Provide a table of services completed or in progress by each team member during the last five years. The table headings may be determined by the proposer but should include the following information.

- Name of firm
- Name of key personnel for each project listed\*
- Services performed / Specific role on project
- Client
- Project name
- Project location
- Type of project / Project description
- Date of services
- Number of total parcels, relocations, and those that were referred for condemnation
- For active projects, list the percent of time being spent and estimated completion date
- Reference contact and telephone number

*\*If work was performed while a team member was at a different firm, identify firm name.*

Confirm that appraisers have an understanding and will abide by State of Idaho Real Estate and Appraisal license requirements, including all persons conducting business in Idaho as a real estate principal broker, associate broker, sales agent, or appraiser must possess an appropriate Idaho license. Real estate licensing requirements are found in Idaho Code (Title 54, Chapter 20). Firms may refer to the Idaho Real Estate Commission website for additional information on licensing requirements.

Confirm that negotiators have an understanding and will abide by all applicable state, federal laws and implementing regulations when acquiring property. (See: Federal Uniform Relocation Assistance and Real Property Acquisition Act, Idaho State Code Section 40-20, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 710.)

Confirm that relocation specialists have an understanding and will abide by the Uniform Act.

#### **CRITERIA 4: PROJECT UNDERSTANDING & APPROACH**

##### **Weight - 4**

Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish the services described in the Scope of Work, including an understanding of all applicable state and federal laws and regulations. If applicable, describe any additional tasks not included in the draft Scope of Work that Consultant would want added during negotiations. Identify risks, challenges, conflicts and potential issues that may be encountered and possible steps to eliminate or minimize those issues to ensure favorable property owner experiences and cohesive interaction with the project team.

It is anticipated that Key No. 23244 US-20, Bonneville Co. Line to Idaho Falls and Key No. 24097 US-20, Alternating Passing Lanes, Bonneville Co. will have a delivery date of (1) year from Notice to Proceed (NTP). Provide a schedule of key project milestones. Include within the narrative a discussion of the rationale behind this schedule. If the Consultant does not believe the completion date for either projects in the Scope of Work is attainable, explain why. If Consultant anticipates advancing ahead of this anticipated completion date, please explain that as well.

#### **CRITERIA 5: QUALITY CONTROL**

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

Describe the Consultant's procedures for scope change control, schedule and cost control and quality control throughout the environmental process. This should also include a description of the Consultant's control measures regarding their Subconsultants' project related work.

# GENERAL SCOPE OF WORK

## 1. Introduction and Project Overview:

The Idaho Transportation Department (ITD) is seeking proposals from project development consultants to assist in the planning and development of a series of roadway projects. These projects will be delivered in two phases. Delivery priority is as follows:

Phase 1, which consists of the reconstruction of Key No. 23244, BONNEVILLE CO LINE TO IDAHO FALLS, and the installation of periodic passing lanes for Key No. 24097, ALTERNATING PASSING LANE, BONNEVILLE CO, needs to be delivered (1) year from Notice to Proceed (NTP) or as early as possible.

Phase 2 includes four projects. Key No. 23212, ARCO TO JCT SH-33, Key No. 23238, JCT SH-33 TO ARCO REST AREA, BUTTE CO, Key No. 24149, ARCO REST AREA TO BONNEVILLE CO LINE, which consist of thin lift overlays with either HMA leveling courses or full with milling. Key No. 23572, INL PUZZLE, BUTTE CO, which consists of adding a two way left turn lane at the intersection with possible alternatives analysis and design for access to INL facilities. Staff augmentation may also be needed.

## 2. Survey and Data Collection

Task 1: Conduct boundary survey to define project limits.

Task 2: Perform topographic survey to gather detailed elevation data.

Task 3: Survey existing horizontal and vertical control points.

## 3. Roadway Design

Task 4: Design roadway reconstruction, including the addition of alternating passing lanes, turn lanes, and overlays as appropriate for each project.

Task 5: Include full-width milling or leveling course as necessary.

## 4. Alternatives Analysis

Task 6: Perform alternatives analysis for access to INL facilities, including the evaluation of bridge structures.

Task 7: Conduct all attendant investigations and prepare comprehensive reports for PS&E (Plans, Specifications, and Estimates) delivery.

## **5. Geotechnical and Materials Investigation**

Task 8: Conduct geotechnical investigations and provide reports as needed.

Task 9: Perform materials investigations and provide relevant reports for design and construction.

## **6. Environmental Investigation and Documentation**

Task 10: Conduct environmental investigations to assess the project's impact on the environment.

Task 11: Prepare all necessary documentation to comply with environmental regulations and permitting.

## **7. Right of Way Investigation and Documentation**

Task 12: Investigate and document the right of way requirements for the project.

Task 13: Ensure compliance with land acquisition regulations and prepare relevant documentation.

## **8. Drainage Investigation and Documentation**

Task 14: Perform drainage investigations and design stormwater management systems.

Task 15: Develop stormwater pollution prevention plans to comply with environmental regulations.

## **9. Traffic Analysis and Traffic Control Plans**

Task 16: Conduct traffic analysis to assess the project's impact on traffic flow.

Task 17: Prepare permanent and temporary traffic control plans to ensure the safety of road users during construction.

## **10. Contract Documents**

Task 18: Develop contract special provisions, cost estimates, and all other documents necessary to bid the project.

## **11. Utility Investigation and Coordination**

Task 19: Investigate existing utilities and coordinate necessary relocations.

Task 20: Develop utility plans as needed for project construction.

## **12. Public Involvement and Stakeholder Coordination**

Task 21: Engage in public involvement activities to gather input and address concerns.

Task 22: Coordinate with relevant stakeholders, including local authorities and communities.

## **13. Staff Augmentation**

Task 23: Provide staff augmentation as needed to ensure the project's successful completion.

## **14. Timeline and Milestones**

The project's timeline and milestone schedule will be developed in consultation with ITD.