IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

BRIDGE INSPECTION

PROJECT NO. A024(446), A024(595), A024(596)
FY27, FY28, FY29 SHS BRIDGE INSPECTION
KEY NO. 24446, 24595, 24596

PROJECT NO. A023(705), A024(505), A024(506)
FY27, FY28, FY29 LOCAL/OFF-SYSTEM BRIDGE INSPECTION
KEY NO. 23705, 24505, 24506

10/26/26

REQUEST FOR PROPOSALS

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- General Information
- Preparation Instructions
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The following items are not included in this package, but can be located at the following web site:

Consultant Resources | Idaho Transportation Department

- General Information and Requirements
- Sample Agreement and Consultant Agreement Specifications
- Federal Per Diem Rates
- 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) is seeking qualified and experienced respondents from interested firms to submit a proposal for providing statewide bridge inspection services.

ITD intends to contract with multiple consultants, at ITD's discretion, depending on each firm's specific qualifications and how the firm is able to schedule and produce the work.

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:
Office of Civil Rights | Idaho Transportation Department

All firms who seek to work for the Idaho Transportation Department are required to be registered on ITD's Bidders List. If your firm is not registered, go to the following web site for instructions: http://apps.itd.idaho.gov/apps/ocr/index.aspx. Your subconsultants are also required to be 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:
Consultant Resources | Idaho Transportation Department.

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.

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 Consultant Resources | Idaho Transportation Department.

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 Cost Plus Fixed Fee and or Cost per Unit of Work.

CONTACT INFORMATION

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

All project specific questions shall be directed by e-mail to at Patty Fish at Patty.Fish@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 patty.fish@itd.idaho.gov 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 9, 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 November 16, 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 six (6) 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
  - Idaho Code Certification Form

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Heather Parker
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 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, 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)*

- Describe how the company is organized to perform inspection services.
- Provide descriptions of similar bridge and or tunnel inspection services successfully performed by the Consultant within the last three (3) years, identifying the similarities to this project. Include dates and specific services provided by the consultant. Please include experience related to inspections performed for the Idaho Transportation Department.
- Include experience working with AASHTOWare BrM software.
- 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 Idaho professional registration (registration is required at the time of submittal).
- List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 3: KEY PERSONNEL & RESOURCES AVAILABLE
Weight - 4 *(Complete for Consultant)*

- Identify the key personnel and describe each person's role and duties on this project and describe personnel's bridge access capabilities and qualifications
- Provide a brief summary of experience and qualifications, including Idaho professional registration (if applicable) for each person identified.
- Include an organization chart of the key personnel with their roles and office locations. Identify inspection equipment available and describe experience with equipment.

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.

CRITERIA 5: QUALITY CONTROL
Weight - 3 *(Complete for Consultant)*

- Describe the Consultant's procedures for scope change control, schedule and cost control and quality control. The submitted Quality Control plan shall specifically address the Consultant's quality control procedures for bridge & tunnel inspections.

GENERAL SCOPE OF WORK

The proposed project is to inspect local or state agency bridges and tunnels within an area at a frequency specified by ITD for a period of one year. These areas are statewide and generally follow county lines. The work primarily consists of performing routine l bridge inspections and tunnel inspections in accordance with 23 CFR 650 on local/off system or state system bridges and tunnels. Also included in this work is the performing of inventory, routine, in-depth, Non-Redundant Steel Tension Members (NSTM) inspections, damage inspections, and special inspections in accordance with the most current version of the Idaho Manual for Bridge Evaluation.

Inspection work will require review of construction plans and load rating documents. This will require access to ProjectWise.

As part of the inspection of bridges over water, a stream profile will be taken and recorded in the inspection report on the upstream side of the bridge. This work will be completed for all bridges over water with the exception of bridges that are receiving underwater inspections or special exceptions approved by BAME. If scour is occurring at foundations, in addition to documenting it with the scour defect, a detailed drawing of the scour as it relates to the foundation will be provided as part of the inspection report.

Included in this work may also be measurement of bridges, primarily superstructures, without construction drawings and providing ITD with drawings that contain all necessary information in order for ITD to perform an accurate load rating. Criteria for the measurement of bridges will be provided.

The bridge and tunnel inspection services include thorough field inspections, preparation of reports in computerized format with digital pictures. The inspection duties and procedures are more fully outlined in the current edition of AASHTO's *Manual for Bridge Evaluation* with interims, the current edition of the federally approved *Bridge Inspection Reference Manual (BIRM), FHWA Specifications for the National Bridge Inventory (SNBI) &* FHWA *Tunnel Operations, Maintenance, Inspection, and Evaluation (TOMIE) Manual,* and the *Idaho Manual for Bridge Evaluation &* the *Idaho Manual for Tunnel Evaluation which* documents inspection practices and procedures specific to Idaho and ITD.

Bridge Inspections shall be performed during the month specified by the schedule provided by ITD. Inspection reports are due in the bridge inspection office by the 10th day of the month following the month the inspections are performed. The agreement will be set up on a cost per square foot of bridge deck basis. The agreement will be setup on Cost Plus Fixed Fee work and or Per Unit of Work generally will begin January 1, 2027 and end December 31, 2029