

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**TECM Project-Specific Technical Services**

**Various Key Numbers**

*November 4, 2021*

# 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

# GENERAL INFORMATION

## **PROPOSAL**

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal to provide ITD with *technical on-call engineering and design peer review services* on Transportation Expansion and Congestion Mitigation (TECM) projects and corridors. The Peer Review Services are intended to verify the adequacy, accuracy, constructability and cost effectiveness of the designs at various stages of development. A detailed description of the Peer Review Services is provided in the Scope of Work section below.

ITD intends to short-list individuals from multiple firms through this RFP. ITD desires responses from individuals that can provide the services in the Scope of Work; proposals including subconsultants will be disqualified. ITD may short-list individual personnel and not necessarily all personnel presented by a firm. ITD intends to use this solicitation for up to two years, although agreements entered into from solicitation may extend beyond two years.

## **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
- Select any firm/firms from the list of qualified firms to work on individual projects or disciplines
- Not guarantee that interested or short-listed firms will be selected for or awarded work

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. A firm or individual performing any service in either a prime consultant or subconsultant role on a project will not be eligible to perform technical or peer review services for that particular project. 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 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**

No DBE goal is required for this agreement, however, 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, please contact Ester Ceja 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 twenty one 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 terminated and negotiations will begin with the next ranked Consultant.

## **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 Crystal Craig at [Crystal.Craig@itd.idaho.gov](mailto:Crystal.Craig@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 Crystal Craig 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 26, 2021.

## 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 2, 2021. 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:**

- Responses are limited to one page per individual and no more than three (3) individuals per Category. If the same person is being proposed in multiple Categories, all categories must be included in the one page per individual limit.
- The following items do not count in the proposal page total.
  - Introductory letter, limited to one (1) page
  - Certification Regarding Debarment
- Cover pages are discouraged. If they are included, they will be discarded.
- Except as otherwise noted, pages shall be 8 ½ x 11 inches, with minimum of ½” margins and a minimum font size of 11.
- Required File Format: pdf

### **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 identify the Point of Contact and list a contact telephone number. Identify all projects/corridors that you would be interested in performing Peer Review Services.

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**

The following criteria will be considered in the evaluation and selection. The weights listed will be applied to the scoring for each criteria.

### **CRITERIA 1: PERSONNEL QUALIFICATIONS** **Weight - 5**

Each key personnel identified must have a minimum of ten (10) years of experience performing services as applicable to the Peer Review Services they are submitting for, as defined in the Scope of Work.

For each personnel:

- List area(s) of specialization, title and/or position within your firm, and the services able to be performed.
- Describe experience and qualifications performing the engineering and design and/or reviewing work products related to each specific discipline you are submitting for. Provide examples of your experience performing services for projects of a similar size, scope, and complexity as the services requested in this RFP, including an identification of the number of years you have been performing similar services and the most recent projects for which you have performed similar services. ITD experience and/or ITIP project familiarity is desired.
- Provide three (3) client references for whom you have performed similar work to that requested in this RFP. For each client, describe the project, the project's date, and services performed, and provide the name, address, and telephone number for a person at client's firm familiar with such work.

### **CRITERIA 2: APPROACH TO QUALITY** **Weight - 3**

Describe your approach to providing quality Peer Review Services. Indicate where and how efficiencies of time may be achieved. Describe experience with collaborative software review programs including BlueBeam, OneDrive, etc.

## GENERAL SCOPE OF WORK

The Idaho Transportation Department (ITD) is initiating corridor studies and final design services on the projects listed below. As these are in addition to the already-programmed Idaho Transportation Improvement Plan (ITIP), there may be a need to augment ITD's staff to assist with technical reviews of work products.

It is ITD's intention to have the option to enter into a Professional Services Agreement with short-listed firms for specific services on one or more projects. ITD would provide notification to a selected firm/individual at least one month prior to a review being needed. Comments and feedback from technical reviews are expected to be returned to ITD in no more than two weeks. Selected firms/individuals would provide feedback or findings from technical reviews directly to ITD along with specific recommendations regarding the acceptability of reviewed work products and detailed review comments to bring the work product in compliance with ITD requirements. Individuals may be asked to attend design reviews to discuss findings and provide feedback.

Reviews will generally be performed in Bluebeam Revu or OneDrive, however, other programs may be used as well.

The following list of disciplines represents the anticipated Peer Review Services that may be needed on any given project:

### **Category A: Traffic Analysis**

Review traffic engineering studies, traffic operations analysis, traffic models and transportation planning studies. Traffic models refer to both the Highway Capacity Manual (HCM)-based traffic analyses and microscopic simulation (microsimulation) analyses. The purpose of these reviews are to ensure that the traffic analysis conforms to industry standards, to confirm that the traffic study methods are appropriate for the setting, and to ensure that the recommendations and proposed mitigation adequately address potential project impacts.

### **Category B: Signals/ITS/Illumination**

Review traffic signal systems, ITS components and illumination fixtures including plans, specifications, engineer's cost estimate and contract bid documents. Review the results of traffic signal coordination studies and lighting plans and provide input regarding recommended equipment, traffic signal coordination parameters, etc. as necessary. Ideally, personnel will have familiarity with ITD's traffic signal, ITS and illumination.

### **Category C: Geotechnical/Materials**

Review and evaluate geotechnical engineering reports, investigations and materials reports. Review foundation and grading plans for proposed projects to ensure compliance with applicable geotechnical recommendations.

### **Category D: Design/Roadway/Plan Review**

Preliminary, intermediate and/or final design reviews may include roadway, utilities, irrigation, erosion control, and traffic related plans not already listed in another categories. Plans and specifications will be checked against applicable reports that informed project scope. Quantity calculations will be reviewed to assure accuracy and completeness. Documents shall be reviewed to ensure compliance with ITD's standards, specifications, procedures and standard drawings. Knowledge of ITD's standards is required. Documents shall also be reviewed for compliance with the Americans with



Disabilities Act (ADA). Consultant shall review construction cost estimates with relation to quantities, unit prices, and consistency with construction documents.

**Category E: Constructability/Traffic Control Plans**

Provide an independent and structured review of construction bid documents by construction professionals to make certain that the work requirements are clear, the documents are coordinated and that they assist the contractor in bidding, construction and project administration to result in reduced impacts to the project. Review temporary traffic control plans, construction staging plans, and detours plans to ensure appropriateness of traffic mitigation methods and that impacts to bicycles and pedestrians have been addressed. Personnel in this category may not be employed by a contractor that intends to or may bid on the construction contract for a particular project.

**Category F: Irrigation/Drainage**

Review and evaluate irrigation laterals hydraulic assessment reports, drainage and irrigation system designs, and drainage reports. Review irrigation and drainage plans for proposed projects to ensure compliance with applicable recommendations and standards.

**Category G: Survey/Legal Descriptions/ROW Plans/Condemnation Exhibits**

Provide map checking services including records of survey, total ownership maps, and boundary surveys. Review right-of-way plans, legal descriptions, easements and condemnation exhibits.

Services specifically excluded from this RFP: environmental, hydraulics, and bridge/structures.

ITD may enter into an agreement with successful firm(s) on any of the following projects:

District	Corridor/Project	Key Number	A Traffic Analysis	B Signals/ITS /Illum	C Geotech/ Materials	D Design/ Roadway	E Construct./ TCP	F Irrigation/ Drainage	G Survy/ ROW
1	I-90, Washington State Line to Coeur d'Alene	22293	X	X	X	X	X	X	X
2	US-95 Spalding & US-12 Arrow Bridges	23333/4	X		X	X	X	X	X
3	SH-16, I-84 to US-20/26 & SH-44 IC, Phase 3	20788	X	X	X	X	X	X	
3	I-84, Karcher IC (exit 33)	23336		X	X	X		X	X
3	I-84, Centennial IC to Franklin IC (exit 27 -29)	23437	X	X	X	X	X	X	
3	I-84, SH-44 IC to Centennial Way IC (exit 25 - 27)	23341	X	X	X	X	X	X	X
3	US-20/26, Middleton Rd to Star Rd	23337	X	X	X	X	X	X	X
3	SH-55, Farmway to Middleton Rd	22175		X	X	X		X	X
4	SH-75, Timmerman Jct to Timber Way	23342	X	X	X	X		X	X
4	I-84, South Jerome IC to Twin Falls IC	23343			X	X	X	X	
4	I-84 Burley & Heyburn Interchanges	23344/5	X	X	X	X	X		
5	I-15, Pocatello to Blackfoot	23346	X		X	X	X		X
6	US-20, Ashton to SH-87	23229	X	X	X	X	X	X	X