

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**I-84, CALDWELL TO KARCHER  
PROJECT NO. A020(351  
KEY NO. 20351**

*January 10, 2019*

# 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 for providing project development services for the I-84, Caldwell to Karcher project in Canyon County.

## **PRE-PROPOSAL MEETING**

A pre-proposal meeting will be held at which ITD will provide information regarding this project and answer questions from consultants. The meeting is scheduled for Thursday, January 17, 2019, from 1:00 pm to 3:00 pm. Location: District Three Large Conference Room, 8150 Chinden Blvd., Boise, ID 83714.

## **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 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.

## **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 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.

## **CONTACT INFORMATION**

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

All project specific questions shall be directed by e-mail to Mark Campbell at [Mark.Campbell@itd.idaho.gov](mailto:Mark.Campbell@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. Campbell 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 January 29, 2019.

# 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 Tuesday, February 5, 2019. 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
  - Critical Path Diagram
  - Certification Regarding Debarment
  - Consultant DBE Commitment form (ITD-2398) and accompanying confirmation from DBE firms

## **INTRODUCTORY LETTER**

The introductory letter should be addressed to:

Holly McClure  
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.

## **DBE PARTICIPATION REQUIREMENTS**

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 8.3% 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 ITD DBE Coordinator Elizabeth Healas at (208) 334-8567.

# PROPOSAL

It is essential that the consultant provide an adequate staff of experienced personnel or sub-consultants 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 three (3) verifiable professional services references with a contact person and phone number.

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

- 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 and specific services provided.
- 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.
- 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.



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

**Weight - 3** *(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 projects.
- Provide Idaho professional registration (if applicable) for each person identified.
- 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".

**CRITERIA 5: QUALITY CONTROL**

**Weight - 3** *(Complete for Consultant and each Subconsultant)*

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.

# GENERAL SCOPE OF WORK

## PROJECT DESCRIPTION:

This project is on I-84 between the Franklin Road Interchange (MP 28.68, exit 29) in Caldwell and the Karcher Interchange (MP 33.5, exit 33) in Nampa, which will complete the improvements on I-84 being documented in the Caldwell to Karcher Environmental Evaluation (EE). The goal of this project is to improve safety and mobility by improving the roadway to accommodate the anticipated traffic demand.

The scope of this project includes adding a third lane in each direction between exit 29 and exit 33 and replacement of several structures – Linden Road Overpass and numerous irrigation structures. This project will include the preparation and approval of a Project Charter, Environmental Re-evaluation, Materials Phase Reports, Preliminary Design, Final Design, PS&E, and Right-of-Way Plans in accordance with ITD’s Project Development Process. It is anticipated that there will be multiple construction packages for this work, but the exact project limits and scope for these packages has not yet been determined. There may also be Engineer of Record services needed during construction.

Major design criteria that need to be considered with this project include:

- Storm water management within the right-of-way and potentially off site pond(s).
- Geometric review of the interstate features within the project limits and recommendation to correct deficiencies.
- Utility investigations and relocations/adjustments.
- Agreement(s) with Irrigation District(s).
- Coordination with Caldwell airport and FAA.
- Environmental re-evaluation.
- Permits and approvals.
- Construction traffic control will have to take into account the high ADT.

The selected consultant will be required to develop the project from concept to PS&E and be qualified in the following areas of expertise:

- |   |   |
|---|---|
| • Roadway Design                        | • Traffic Control Design                      |
| • Structure Design                      | • Roadway Drainage Design                     |
| • Retaining Wall Design                 | • Hydraulics                                  |
| • Sound Wall Design                     | • Right Of Way Acquisition                    |
| • Survey                                | • Subsurface Utility Investigation/<br>Design |
| • Environmental                         | • Exhibits                                    |
| • Geotechnical Investigation/<br>Design |   |

## **BRIEF SCOPE OF WORK/ACTIVITIES:**

All work and documentation will be in accordance with the most current AASHTO (American Association of State Highway Transportation Officials) Policy on Geometric Design of Highway and Streets, FHWA (Federal Highway Administration) Manual on Uniform Traffic Control Devices, American with Disabilities Act (ADA) Standards for Accessible Design, and all applicable ITD Standards, Manuals, and Guides.

### **Work Underway or Completed to Date:**

An Environmental Evaluation is on-going and anticipated to be complete by Spring 2019, which will be provided to the successful proposer. A re-evaluation will be required prior to PS&E for the improvements included in this project. It is anticipated that noise walls will be required from milepost 30.3 to 31.1. Wetlands may be encountered near irrigation facilities and stormwater ponds.

A traffic study has been completed in conjunction with the EE that consists of projecting existing traffic volumes and evaluating study year 2045 traffic volumes along the corridor. This utilized the COMPASS CIM 2.0 2045 model, with traffic analysis to identify project need. A Traffic Demand Analysis and microscopic Traffic Operations Analysis will be completed and documented. A year 2050 sensitivity analysis has been conducted using straight-line traffic projections to ensure the planning phase provides for capacity beyond the design year.

A Hydraulic Screening report has been completed as part of the EE. It includes hydraulic clearance during normal irrigation flows based on field evidence of water marks (if canal is dry) or actual water level, hydraulic clearance during high flows or bank full condition, and conditions that may impact I-84 or special features that may be required for a replacement structure to protect I-84.

Survey work for I-84 has been completed for this corridor; however, supplemental survey data may be required.

A Phase I Report covering ground conditions per Section 220 of the ITD Materials Manual and pavement structure analyses per Section 540 of the ITD Materials Manual is on-going.

A Value Engineering Study was conducted in October 2018 and the recommendations are currently being evaluated by the environmental team.

A typical section for I-84 mainline has been determined. Please see figure below.

The Ustick and Middleton Road bridges are being designed/constructed under a separate contract. The design is anticipated to be delivered by late 2019 and the construction should be underway in 2020.

**Administration** - The consultant will create and maintain project development files, perform necessary research, lead and attend regular scheduled progress meetings. Consultant will prepare a project communication guide for use by the project team and be in frequent contact with ITD and all team participants in regards to status of their respective assignments and when they will

forward interim and/or final product(s) needed by other team members. Consultant will track progress and be able to address questions and resolve issues before they become delays or cause significant rework. Consultant will coordinate directly with the GARVEE Program office and provide information periodically for program reporting purposes.

**Conceptual Design** – The consultant will prepare and/or perform all necessary or required services that have not already been completed as part of the corridor study under this same key number. Tasks may include surveying, mapping, environmental research and reports, geological reconnaissance and materials phase reports, hydraulic analysis and reports, roadway drainage analysis and reports, and traffic analysis and reports for all roadway and structure design items. Consultant will identify and coordinate with project stakeholders such as property owners, permitting agencies or groups, utility companies, and the canal companies. Consultant will provide support to the current public involvement firm. Consultant will evaluate cost-effective and innovative alternatives for all project features based on grading limits, right-of-way limits, drainage and utility requirements.

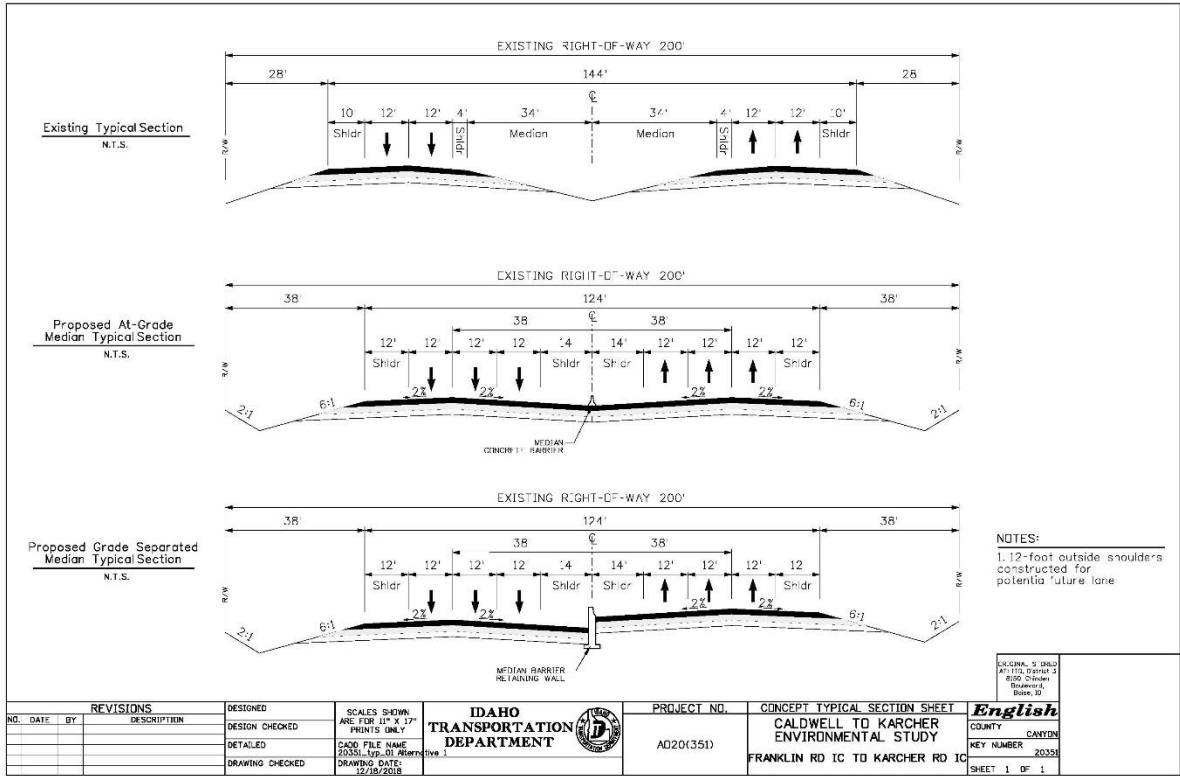
**Preliminary Design** - The consultant will perform any additional surveys and reports, prepare preliminary roadway, utility, traffic, irrigation, and right of way plans if necessary and the design study report for the project in accordance with ITD Design Manual. Consultant will utilize current digital 3D terrain modeling techniques. Consultant will prepare a temporary traffic control plan that maintains mobility and minimizes delays for the traveling public during construction of the project. ITD anticipates having a single preliminary design package and that separate construction packages will be split out after preliminary design.

**Right of Way Acquisition** – If needed, the consultant will provide official right of way plans, legal descriptions, record of survey, estimates, individual parcel sketches and details if necessary, and any required field staking of existing and new right of way, easements, etc., for right of way acquisition. Consultant shall assist ITD HQ ROW personnel during the acquisition process for such items as clarification of the design plans, changes or additions to the ROW plans, etc.

**Final Design** – The consultant will perform or prepare any final reports, final plans, agreements, special provisions and cost estimates as required by ITD Design Manual through final design review. Additional value engineering is not anticipated for this corridor, but if conditions arise that would benefit from value engineering it may be considered. Consultant will prepare and obtain any required documents for permitting, such as a 404 permit and SWPPP documents and plans. Consultant will provide a 3D engineered digital terrain (DTM) model for construction of the proposed project that supports the use of Automated Machine Guidance (AMG) during construction.

**PS&E** – The Consultant will prepare multiple PS&E packages and submit to ITD. A Resident Engineers file will also be required in accordance with ITD Design Manual. Consultant will be available for questions during the bidding process.

**Construction** – Consultant will assist Resident Engineer through construction for such items as: clarification of plans, change order work, reviewing and approving shop drawings, establishing AMG control, updating the DTM surfaces, assisting with claims, etc.



NOTES:  
 1. 12-foot outside shoulders constructed for potential future lane

DESIGN: S. BRIDGES  
 ARCHITECT: J. BRIDGES  
 BASE: 12'

REVISIONS		DESIGNED	SCALES SHOWN	<b>IDAHO</b> <b>TRANSPORTATION</b> <b>DEPARTMENT</b> 	PROJECT NO.	CONCEPT TYPICAL SECTION SHEET	<b>English</b> COUNTY: CANYON KEY NUMBER: 20351 SHEET 1 OF 1	
NO.	DATE	BY	DESCRIPTION		DESIGN CHECKED	AD20(351)		CALDWELL TO KARCHER ENVIRONMENTAL STUDY
					DETAILED			FRANKLIN RD IC TO KARCHER RD IC
					DRAWING CHECKED			