

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

### **CONSTRUCTION ENGINEERING, INSPECTION, MATERIALS TESTING, AND PROJECT CLOSE-OUT**

**KN 18896: I-90B, OLD US-10 WALL REPAIR, WALLACE  
SHOSHONE COUNTY, MP 61.075 TO 61.44**

**KN 19520: STATE, FY20 D1 BRIDGE REPAIR**

**KN 19883: US-95, N CORRIDOR ACCESS IMPROVEMENTS, CDA, KOOTENAI  
COUNTY, MP 430.318 TO 439.945**

**KN 20339: US-95, EMERGENCY SLOPE REPAIR MP 498  
BOUNDARY COUNTY, MP 497.85 TO 498.05**

**KN 20340: SH-57, EMERGENCY REPAIR MP 1.92 AND 2.10  
BONNER COUNTY, MP 1.92 TO 2.1**

**KN 20341: US-95, EMERGENCY REPAIR MP 518.4  
BOUNDARY COUNTY, MP 518.3 TO 518.5**

**KN 20343: SH-97, EMERGENCY REPAIR MP 76.90  
KOOTENAI COUNTY, MP 76.968 TO 76.992**

**KN 20794: US-95, JCT SH-53 IC, UPRR BR  
KOOTENAI COUNTY, MP 438.4 TO 439.4**

**KN 20795: US-95, GARWOOD RD GS & FRONTAGE RDS  
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*February 8, 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 sites:**

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

- ❖ General Information and Requirements
- ❖ Sample Agreement and Consultant Agreement Specifications (1A)
- ❖ Federal Per Diem Policy
- ❖ Certification Regarding Debarment, Suspension, and Other Responsibility Matters form

<http://apps.itd.idaho.gov/apps/manuals/manualsonline.html>

- ❖ 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 to provide construction engineering, inspection, sampling and testing services for the projects identified on the cover page of this solicitation.

## **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.

## **DBE PARTICIPATION:**

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 8.3% 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 Elizabeth "Liz" Healas at [Elizabeth.Healas@itd.idaho.gov](mailto:Elizabeth.Healas@itd.idaho.gov) or (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://apps.itd.idaho.gov/apps/ocr/index.aspx>.

## **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 firms may be required, at their expense, to give a presentation and/or answer interview questions.

It is the intent of the Department to select one or more consultants to provide these services. Assignment of specific projects will be made at the discretion of the Department.

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 Joey Sprague at [Joseph.Sprague@itd.idaho.gov](mailto:Joseph.Sprague@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. Sprague 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 February 26, 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 March 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 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
  - Certification Regarding Debarment
  - The 5-Year ITD CE&I Project Log

## **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://apps.itd.idaho.gov/apps/ocr/index.aspx>, 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 and Lead Inspector, 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 - PROJECT MANAGER**

**(Weight 4)**      *(Complete for Lead Consultant Project Manager Only)*

- Identify the Project Manager who will be responsible for the quality, timeliness and delivery 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. CE&I experience in working on state and local Federal-aid roadway construction projects should be included if available. List all CE&I experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
- Include Idaho registration (registration is required at the time of submittal) as a professional engineer.
- Describe availability to the project. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If the Project Manager is currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.

**CRITERIA 2 - LEAD INSPECTOR ONSITE**  
**(Weight 3)**      *(Complete for the Lead Inspector only)*

- Identify the Lead Inspector to be assigned onsite to the project and describe their duties on this project.
- Provide his/her qualifications (WAQTC & IQP).
- Lead Inspector should list proof of direct applicable CEI&S experience in working on Federal-aid construction projects. List all CE&I experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
- Include Idaho professional registration (if applicable).
- Describe availability to the project. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If the Lead Inspector is currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.

**CRITERIA 3 – KEY PERSONNEL ASSIGNED TO THE PROJECT**  
**(Weight 3)**      *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel to be assigned to the project and describe each person's role, duties and office location.
- List each person's qualifications (WAQTC & IQP) and include Idaho professional registration (if applicable).
- Key Personnel should list proof of direct applicable CE&I experience in working on Federal-aid construction projects. List all CE&I experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
- Describe availability to the project. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If staff members are currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.



**CRITERIA 4 – COMMUNICATION & PUBLIC OUTREACH**  
**(Weight 1)**     *(Complete for Consultant and each Subconsultant)*

- Describe your procedures for maintaining adequate and timely communications to project staff, ITD, City and other local agency officials, and interested stakeholders.
- Describe your strategy for keeping the public informed of project progress and major traffic control changes that will impact road users.
- Describe how you will help facilitate effective communication and coordination with contractors working on nearby projects.

**CRITERIA 5 - PROJECT CONTROL & CLOSE-OUT**  
**(Weight 2)**

- Describe the Consultant’s procedures for scope change control, schedule and cost control and quality control specific to this project. This should include a description of the Consultant’s control measures regarding the Subconsultant’s project related work.
- Describe the procedures you will use to ensure the project will be closed-out in a timely and cost effective manner.
- List Federal-aid construction projects that have been closed out to ITD standards.

**CRITERIA 6 – SOFTWARE EXPERIENCE**  
**(Weight 2)**

- Describe the Consultant’s experience with Site Manager (ITD is transitioning to web-based AASHTOWare Project, but the principles from Site Manager still apply), Materials Acceptance Program (MAP) (also state your proposed method for tracking materials acceptance since ITD is discontinuing MAP), QASP v1.1 Workbook, and ProjectWise. Include what projects you have used them on as well as the roles and responsibilities you have had with this software. Be specific about who on your proposed team has experience and what experience they have.

**5-Year CE&I Federal-aid Project Log**

<b>Project Information</b>						<b>Assigned Staff</b>		
<i>Project Key Number</i>	<i>ITD Dist.</i>	<i>Project Name</i>	<i>Project Type*</i>	<i>Date Completed</i>	<i>Const. Amt.</i>	<i>Project Manager</i>	<i>Lead Inspector</i>	<i>Other</i>

\*Project Type: i.e. Bridge or Roadway

## SCOPE OF WORK

The Idaho Transportation Department (ITD) is soliciting the full CEI&S services of consultants or consultant teams to augment District One Design/Construct staff during the 2019-2021 construction seasons. The selected consultant(s) will be expected to proactively represent ITD and effectively function as a member(s) of the D1 Design/Construct team while providing the CEI&S services required to assure timely completion and closeout of the construction projects listed above.

The scope of work is to provide full CEI&S Services, including contract administration, inspection, materials sampling, project office documentation, and project closeout under the general direction of the Resident Engineer. This RFP includes six (6) CEI&S solicitations which are described below.

### **PROJECT DESCRIPTIONS**

#### **1. KN 18896: I-90B, OLD US-10 WALL REPAIR, WALLACE**

Rehab approximately 1900 feet of the retaining wall supporting old US-10, currently Front St, from N. Frontage Rd. to 5th St. Improvements will include scour protection and structural repairs of portions of the wall at the south fork of the Coeur d'Alene River's edge to top of curb above the roadways edge. Work will also include refurbishing the rail along the top of the wall.

**Project Status:** Final design, anticipated advertisement spring 2019

**Construction Start Window:** July 2019

**Contract Time:** 89 working days

#### **2. KN 19520: STATE, FY20 D1 BRIDGE REPAIR**

Rehabilitation work on 17 bridges at eleven locations on or crossing US-95 (~M.P. 393.32 to ~M.P. 465.04) in Kootenai, Benewah, and Bonner Counties. The proposed rehabilitation work consists of hydrodemolition and silica fume overlay, polyester overlay, and epoxy overlay as prescribed. The project also includes roadway reconstruction; barrier and terminal upgrades; and pavement reconstruction.

**Project Status:** Bid Opening January 22, 2019, ITD is currently justifying the bid

**Construction Start Window:** March 1 to May 1, 2019

**Contract Time:** 131 Working Days

#### **3. KN 19883: US-95, N CORRIDOR ACCESS IMPROVEMENTS, CDA**

Remove existing signals at Canfield Ave. and Bosanko Ave., install new signals at Wilbur Ave. and Miles Ave., construct new cross street (Wilbur Ave.) from US-95 to Government Way, close 8 through crossings at non-signalized intersections, improve turning movements on side streets with the addition of turn lanes, implement adaptive signal timing, resurface/widen the existing shared use path, and upgrade ADA facilities.

**Project Status:** Preparing to advertise in March of 2019

**Construction Start Window:** Stage I: April 1 to June 1, 2019; Stage II: April 1 to April 30, 2020

**Contract Time:** Complete Stage I work by November 01, 2019. Complete Stage II work by October 31, 2020.

**Risk:** Right of way has not been purchased, leaving the potential for delays to construction start. If certain parcels are not purchased in time, it is possible that construction could be delayed until 2020.

#### **4. BOUNDARY/BONNER CO EMERGENCY REPAIR PROJECTS (KN'S 20339, 20340, 20341)**

*ITD intends to hire one (1) consultant for all of the following three (3) contracts:*

##### **KN 20339: US-95, EMERGENCY SLOPE REPAIR MP 498, BOUNDARY CO**

Excavation of existing slope along eastern side of US 95 and repair by construction of a rock inlay/buttress approximately 500 feet long and 150 feet up the slope. Project will also include construction of a paved temporary access road along existing Starlight Road.

**Project Status:** Contract Awarded to N.A. Degerstrom, Inc.

**Construction Start Window:** July 15, 2019 to August 16, 2019

**Contract Time:** 45 Working Days

##### **KN 20340: SH-57, EMERGENCY REPAIR MP 1.92 AND 2.10, BONNER CO**

Excavation of existing slope along western slope of SH 57 and repair by construction of a rock inlay approximately 200 feet long and 50 feet up the slope. Excavation and removal of approximately 100 ft of highway shoulder and reconstruct with gabion wall (4' depth), ballast, and pavement section.

**Project Status:** Contract Awarded to Earthwork Northwest, Inc.

**Construction Start Window:** May 15, 2019 to June 15, 2019

**Contract Time:** 25 Working Days

##### **KN 20341: US-95, EMERGENCY REPAIR MP 518.4, BOUNDARY CO**

Excavate and remove approximately 200 ft of existing highway shoulder and gabion basket wall. Reconstruct new gabion wall (Approximately 6' depth), ballast, and pavement section.

**Project Status:** Final Design; advertisement anticipated in spring 2019.

**Construction Start Window:** Anticipated to be July 1, 2019 to July 15, 2019

**Contract Time:** 45 Working Days

## **5. KN 20343: SH-97, EMERGENCY REPAIR MP 76.90, KOOTENAI CO**

Excavate and remove approximately 200 ft of existing highway shoulder and gabion basket wall. Reconstruct new gabion wall (Approximately 8' depth), ballast, and pavement section.

**Project Status:** Final Design; re-advertisement anticipated in spring 2019.

**Construction Start Window:** July 1, 2019 to July 15, 2019

**Contract Time:** 16 calendar Days

## **6. CONSECUTIVE GARVEE PROJECTS (KN'S 20794 & 20795)**

*ITD intends to select one consultant for both of the following projects:*

### **KN 20794: US-95, JCT SH-53 IC, UPRR BR, KOOTENAI CO**

Replace the existing SH-53 structure over UPRR. Remove the existing at-grade intersection at SH-53/US-95 and replace with a new interchange. Realign SH-53 near new interchange, widen existing SH-53 to Ramsey Rd, build a roundabout at SH-53/Government Way, and establish new connections to Old Hwy 95, Vernon J Baker Blvd, and Government Way.

**Project Status:** Final Design; advertisement anticipated April 2019.

**Construction Start Window:** July 2019

**Contract Time:** Completion November 2020

### **KN 20795: US-95, GARWOOD RD GS & FRONTAGE RDS, KOOTENAI CO**

Remove the existing at grade intersection at US-95 and Garwood Rd. Realign Garwood Rd and construct a new grade separation over US-95, Old Hwy 95, and the UPRR. Construct new frontage roads on both sides of US-95 to connect Garwood Rd to the SH-53 interchange, removing all other access points to US-95.

**Project Status:** Final Design; advertisement anticipated fall 2019

**Construction Start Window:** April 2020

**Contract Time:** Completion November 2021

## **PRIMARY TASKS**

The minimum level of effort for each project is identified below. Final level of effort and required tasks will be detailed during scoping and negotiation conducted with the selected consultant(s).

**Construction Administration** - CONSULTANT will provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of the projects to ensure the projects are accepted by ITD. The following sub-tasks represent a partial list of those activities necessary to administer the contract. The following sub-tasks represent a partial list of the activities necessary to administer the contract.

Submittal Log & Minimum Testing Requirements (MTR's)

Pre-construction Conference

Filing & Records Verification

Materials Certifications

Progress Estimate Preparation

Contract Changes

Progress Meetings

Subcontracts & Certified Payroll Reviews

Change Orders

Contract Submittal Review

Monthly Invoicing

Claims

Project Closeout – Materials & DRI acceptance

**Survey Control** – CONSULTANT will check and verify Contractor surveys for accuracy and compliance with the plans and specifications.

**Project Inspection** – Inspection will be performed by CONSULTANT with qualified and certified inspection staff. A spread sheet with qualifications and certifications will be prepared, submitted to ITD, and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements.

**Materials Sampling & Testing** – The CONSULTANT will provide materials sampling & testing services as required by ITD specifications. All testing and sampling equipment will be provided by the CONSULTANT. MAP is being discontinued, so the CONSULTANT will track materials acceptance by an alternate means. The CONSULTANT will utilize the QASP v1.1 Worksheet to track pay factors.

**Record Drawings & Project Close-Out** - CONSULTANT will track changes and deviations from the plans and prepare the As-Built drawings. At the completion of each project, marked drawings will be submitted to the Resident Engineer for preparation of the record drawings. At project close-out, all records will be finalized and quantity calculations verified. A final package of records will be submitted to the D1 Materials Engineer for review and acceptance no later 120 days following the last day charged to the project. Upon acceptance, the CONSULTANT will be readily available to assist the Design/Construct Team and District Records Inspector (DRI) in final reconciliation of project records.

**Public Outreach** – Depending on the level of public interest and impact to road users, a public involvement component may be required. This will be determined on a per-project basis during agreement scoping. CONSULTANT duties may include coordination with ITD public information specialist, drafting press releases, project website updates, 511 updates, and communication with stakeholders.

### **KEY UNDERSTANDINGS**

It is required that each CONSULTANT personnel assigned to the projects be furnished with a vehicle, digital camera and cellular phone by CONSULTANT and all work will be under the supervision of the Resident Engineer or his assigned representative.

### **PROJECT SCHEDULE**

The scope of work for these projects will run in accordance with the contractor's construction schedule. It is anticipated that CONSULTANT will be engaged in CEI&S services from the date of consultant NTP through closeout on each project.