

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**MATERIALS SAMPLING & TESTING  
&  
PROJECT CLOSE-OUT SERVICES  
VARIOUS DISTRICT 1 PROJECTS**

February 6, 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



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# GENERAL INFORMATION

## **PROPOSAL**

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal for providing materials sampling and testing, and project close-out services for various District One projects as outlined in the Scope of 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.



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## **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" Heelas at [Elizabeth.Heelas@itd.idaho.gov](mailto:Elizabeth.Heelas@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://itd.idaho.gov/business/?target=consultant-agreements> .



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## **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 3-4 weeks, 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 Mike Cram at ITD via email at [Mike.Cram@itd.idaho.gov](mailto:Mike.Cram@itd.idaho.gov).

All project specific questions shall be directed by e-mail to Cole Mosman at [cole.mosman@itd.idaho.gov](mailto:cole.mosman@itd.idaho.gov). No questions will be accepted by telephone. All questions will be responded to by e-mail, within two working days of receipt of the question(s).



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Interested firms are encouraged to submit a contact e-mail address to Mr. Mosman 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 19, 2019.



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## 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, 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 five (5) 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

### **INTRODUCTORY LETTER**

The introductory letter should be addressed to:

Mike Cram  
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.



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## **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 - 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 these projects.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of these projects.
- The Project Manager should list proof of direct applicable Material Sampling and Testing experience. Include the roles and responsibilities on each of the listed projects.
- 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.



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## **CRITERIA 2 - RESOURCE AVAILABILITY**

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

- Identify equipment, including vehicles, available to perform these services.

## **CRITERIA 3 – KEY PERSONNEL ASSIGNED TO THE PROJECT**

**(Weight 4)** *(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 engineer registration (if applicable).
- Key Personnel should list proof of direct applicable experience in working on ITD projects.
- 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**

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

- Describe your procedures for maintaining adequate and timely communications to project staff, ITD and interested stakeholders.

## **CRITERIA 5 - PROJECT CONTROL**

**(Weight 3)**

- Describe the Consultant's procedures for dealing with multiple projects in different locations demanding immediacy for material sampling and testing.
- Describe the procedures you will use to ensure the project documentation will be kept up in a cost effective and timely manner.



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## **SCOPE OF WORK DISTRICT ONE CENTRAL LABORATORY STAFFING**

District One (D1) is seeking to hire a consultant or a consultant with sub consultant to provide material sampling/testing/transporting, project documentation, recertification of D1's testing facilities and precast plant sampling/testing/inspecting. One consultant will be hired under this RFP. These services will be provided under the direction of the Design Construction Engineers (DCE) for the following projects that are subject to change:

**KN 18681 – FY20b D1 BRIDGE REPAIRS, KOOTENAI CO**

**KN 18896 – OLD US-10 WALL REPAIR, WALLACE, SHOSHONE CO**

**KN 19431 - I-90, BLUE CR BAY BR, KOOTENAI CO**

**KN 19520 – FY19c D1 BRIDGE REPAIR**

**KN 20339/20340/20341 – EMERGENCY REPAIR JOBS, BONNER AND BOUNDARY CO**

**KN 20343 – EMERGENCY REPAIR MP 76.90, KOOTENAI CO**

**KN 13411 – WA ST LN TO BIKE/PED BR, POST FALLS, KOOTENAI CO**

**KN 20687 – SH-41, ROBERTS CUTOFF RD TO OLD PRIEST RIVER RD, BONNER CO**

**KN 22157 – US-95, GARWOOD RD TO FARRAGUT PARK PATHWAY, KOOTENAI CO**

For this RFP, D1 will need to have WAQTC certified technicians operating the Residency Labs in Sandpoint and Coeur d'Alene. The work load will vary across the construction season. Both labs may not need to be staffed at the same time, but they may require more than one technician working at one lab or other labs at the same time. At the peak of the construction season, it is anticipated that four technicians may be required to manage the work load across District 1.

The technicians will perform work on all projects administered in D1. The ability to organize records across these projects will be an important function of the technicians completing this work. ProjectWise will be utilized to organize all documents required and all documents will reside under a folder structure with the above mentioned projects to allow quick file entry.

Projects that are two year projects will only be for the first year of that project only.

The Design Construction Engineers will approve the consultant's CE&I staff for each project, Cole Mosman ([cole.mosman@itd.idaho.gov](mailto:cole.mosman@itd.idaho.gov)) will administer this agreement and be the main point of contact for services. Invoices will be delivered to Andrea Aliev. Her email is: [Andrea.Aliev@itd.idaho.gov](mailto:Andrea.Aliev@itd.idaho.gov).

The scope of services for these projects will include, but not limited to:

**Construction Administration:** Provide clerical support.



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**Materials Sampling and Testing:** Provide materials sampling and testing services as required by ITD specifications. Materials sampling and testing duties may include, but are not limited to, asphalt pavement, concrete pavement, earthwork, aggregate, structural and non-structural concrete, reinforcing steel, drainage, precast and conduit installation. The ITD D1 contract quality assurance labs in Coeur d'Alene and Sandpoint are available to perform the work of this RFP. The ITD D1 contract quality control lab managed by the D1 Materials Section is not available. Field Sampling will be a case by case basis and may or may not be required for all projects.

**Project Closeout:** Projects are to have final material acceptance within 90 days of the last day charged to a project. The technicians are to provide support of this effort.

**Precast Plant:** Some projects incorporate precast components within the construction window. This will require technicians to provide inspection, sampling, and/or testing at potentially different facilities at the same time.

**Concrete Plant Inspections:** Provide inspection of concrete plants that will be providing material to the referenced projects above.

**Re-certification:** At the completion of all construction projects, technicians will need to re-certify ITD's testing facilities and calibrate all instruments.



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