

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

MATERIALS TESTING, INSPECTION AND TICKET TAKING

FOR

VARIOUS FY19 DISTRICT FOUR PROJECTS

November 29, 2018

REQUEST FOR PROPOSALS

Table of Contents

- General Information
- Preparation Instructions
- Evaluation Criteria
- Scope of Work

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 for providing materials testing, inspection and ticket taking services for the following projects:

- Key No. 19086, US-30, N 400 W to Parke Avenue
- Key No. 13397, US-30, I-84 & UPRR Bridge
- Key No. 18798, US-30, Salmon Falls Creek Bridge
- Key No. 19658, US-93, Notch Butte Climbing Lanes

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 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> .

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.

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.

All project specific questions shall be directed by e-mail to Kenny Lively at Ken.Lively@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. Lively 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 December 19, 2018.

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 January 3, 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

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
 - Critical Path Diagram
 - Certification Regarding Debarment

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.

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 LEAD

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

- Identify the Lead Consultant 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 agreement.
- The Project Lead should list proof of direct applicable CEI&S experience in working on Federal-aid construction projects. Include the roles and responsibilities on each of the listed 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 the Project Lead is currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.

CRITERIA 2 – KEY PERSONNEL ASSIGNED TO THE PROJECT

(Weight 5) *(Complete for Consultant and each Sub consultant)*

- 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 CEI, sampling, and testing experience in working on Federal-aid construction 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 3 – QUALITY CONTROL

(Weight 3) *(Complete for Consultant and each Sub consultant)*

- Describe the Consultant's procedures for scope change control, schedule and cost controls and quality control. This should also include the description for the Consultant's control measures regarding their Sub consultants' project related work.

CRITERIA 4 – SOFTWARE EXPERIENCE

(Weight 3)

- Describe the Consultant's experience with Site Manager, Materials Acceptance Program (MAP) 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.

GENERAL SCOPE OF WORK

Anticipated work will include: Materials testing, inspection, and ticket taking for Base and embankment, aggregates, concrete, plant mix pavement and pipe compaction and backfill. Work items will include sampling and testing materials, completing required forms and tests, including quality assurance and checks of testing procedures and test forms in accordance with Contract specifications and plans. Ticket taking, completion of tally sheet, daily work reports, as well as work on Site Manager, MAP08 or Excel Materials Summary, and ProjectWise. Coordination and communication with the lead ITD inspector on the project and supplementing inspection staff as necessary are expected.

US-30 (I-84B) & UPPR Bridge

KN: 13397

Project #: A013(397)

WA#: P134480

US-30 MP 169.24 – 171.56

Project Summary

This project will consist of rehabilitation work of US-30 (I-84B) and reconstruction work of the bridge at MP 170.9 near Bliss, Idaho. This project will include:

- 10,700 CY of excavation
- 48,400 CY Granular borrow
- 500 CY compacting backfill
- 10,200 tons Granular Subbase
- 6700 tons of ¾" TY "B" Base
- 61,300 SY of CRABS
- 20,000 tons of Superpave HMA SP-3
- 400' of pipe culvert replacement.

Work for this agreement will include materials testing for all aspects of the Contract work, supplemental inspection and supplemental ticket taking. All testing and inspection will be performed in accordance with the plans, specifications and the 2017 Idaho Transportation Department Standard Specifications for Highway Construction, January 2017 Supplemental Specifications, QA Special Provisions 1.1.1 and 2017 Quality Assurance Manual.

US-30, N 400 W to Parke Ave, Burley, Cassia Co.

KN: 19086

Project #: A019 (086)

WA#: P154700

US-30 MP 253.23 – 256.97

Project Summary

This project will consist of reconstructing and widening US-30 from 400 W to Park Ave., installing a signal at Bedke Blvd. and installing a storm water collection system. This project will include:

- 63,000 CY of Excavation
- 6000 tons of Granular borrow
- 64,500 tons of ¾” Ty B Base
- 153,700 SY of CRABS
- 52,000 Tons of Superpave HMA
- 400’ Pipe Siphon
- 130’ IRR Pipe
- 8000’ Storm Sewer Pipe

Work for this agreement will include materials testing for all aspects of the Contract work, supplemental inspection and supplemental ticket taking. All testing and inspection will be performed in accordance with the plans, specifications and the 2018 Idaho Transportation Department Standard Specifications for Highway Construction, 2018 Quality Assurance Manual and Quality Assurance Special Provisions 1.1.1.

US-30, Salmon Falls Creek Bridge, Twin Falls Co.

KN: 18798

Project #: A018 (798)

WA#: P154680

US-30 MP 190.63

Project Summary

This project is located on US-30 and will consist of removing and replacing the Salmon Falls Creek Bridge, replacing guardrail at MP 190.63 and rebuilding the approaches. This project will include:

- 4120 Tons of Superpave HMA
- 800 CY of Concrete

Work for this agreement will include materials testing for all aspects of the Contract work, supplemental inspection and supplemental ticket taking. All testing and inspection will be performed in accordance with the plans, specifications and the 2018 Idaho Transportation Department Standard Specifications for Highway Construction, 2018 Quality Assurance Manual and Quality Assurance Special Provisions version 1.1.1.

US-93, Notch Butte Climbing Lanes, Lincoln Co.

KN: 19658

Project #: A019 (658)

WA#:P164780

US-93 MP 67.74 to 72.2

Project Summary

This project will consist of widening US-93. This project will include:

- 15,300 CY of Excavation
- 85,982 tons of Granular borrow
- 49,379 tons of Granular Subbase
- 35,787 tons of ¾" Ty B Base
- 19,300 Tons of Superpave HMA
- 635' Pipe Culvert

Work for this agreement will include materials testing for all aspects of the Contract work, supplemental inspection and supplemental ticket taking. All testing and inspection will be performed in accordance with the plans, specifications and the 2018 Idaho Transportation Department Standard Specifications for Highway Construction, 2018 Quality Assurance Manual and Quality Assurance Special Provisions version 1.1.1.