

CITY OF STAR, IDAHO

REQUEST FOR QAULIFICATIONS

FOR

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

FOR

**STATE HIGHWAY 44
PROJECT #1 BENT LANE TO CAN ADA ROAD
PROJECT #2 CAN ADA ROAD TO STAR ROAD**

REQUEST FOR QUALIFICATIONS

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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)
- 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

QUALIFICATIONS

The City of Star, Idaho (STAR) is seeking qualified and experienced respondents from interested firms to submit qualifications to provide construction engineering, surveying, inspection, sampling, and testing services for the State Highway 44, Project #1 Bent Lane To CanAda Road and Project #2 CanAda Road to Star Road

GENERAL TERMS

This Request for Qualifications (RFQ) does not commit STAR to enter into an agreement or to pay any costs incurred in the preparation of a submittal or in subsequent negotiations.

REVISIONS TO RFQ

All addenda to this solicitation will be posted on the Star web page. No notice will be given by mail.

RESERVATION OF RIGHTS BY STAR

The issuance of this RFQ does not constitute an assurance by STAR that any contract will actually be entered into by STAR, and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all qualifications
- Reissue the Request for Qualifications
- Invite additional respondents to the qualification selection process
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFQ, and cancel this request with or without the substitution of another RFQ
- 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 qualification, each respondent agrees that any finding by STAR of any fact in dispute as to this request or the responses thereto shall be final and conclusive, except as provided herein.

CONFLICT OF INTEREST

By the submission of qualifications, 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 submittal, 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.

PROPRIETARY MATERIAL

STAR assumes no liability for disclosure of proprietary material submitted by respondents. Qualification 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 submittals 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>.

QUALIFICATION EVALUATION AND SELECTION

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the qualifications received. It is the responsibility of the Consultant to ensure that it complies with this RFQ and provides the information requested. If the Consultant fails to provide any information requested in this RFQ, such failure may result in either a lowered evaluation score of the qualification or disqualification of the qualification.

It is the intent of the City to take no more than thirty days, commencing on the submission date shown below, to evaluate the submitted qualifications. 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.

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 qualification and all project specific questions shall be directed to Mr. Ryan Morgan at STAR via email at bids@staridaho.org. All questions will be responded to by e-mail, within two business days of receipt of the question(s).

Interested firms are encouraged to submit a contact e-mail address to Mr. Ryan Morgan 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 5th at 12:30 pm MT.

PREPARATION INSTRUCTIONS

Submittals must conform to the following instructions. Any non-conforming Submittal will be rejected.

Submittals must be received by STAR by 4:00 p.m. MST on January 10th. Submittals must be submitted via e-mail with the project name and the consultant's name clearly indicated in the subject line. Project name shall be abbreviated in the subject line as *SH 44 Star Improvements*. Late submittals will not be considered.

E-Mail Address for submittal is: bids@staridaho.org

FORMAT:

- Required File Format: pdf
- Maximum length of the submittal shall be ten (10) pages.
- Cover page will not be counted in the submittal page total, but information on coverage pages will not be reviewed as part of the submittal.
- 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 submittal page total.

- Cover Page
- Certification Regarding Debarment
- CE&I project logs

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Mayor Trevor A. Chadwick
10769 W State Street
Star, Idaho 83669

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 STAR'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.

QUALIFICATION

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 qualification, 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 STAR. Replacement personnel submitted for approval must have at least equal qualifications, experience, and expertise as those listed in the qualification.

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 3 *(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.
- List the Project Manager's Idaho Professional Engineering registration (if applicable). A licensed PE is preferred, but not required for this criteria.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of this project. CE&I experience working on state and local Federal-aid roadway construction projects should be included if available. List all ITD CE&I experience on the 5-year CE&I Project Log included in this solicitation.
- Describe the Project Manager's experience assisting government agencies on highway, transportation or heavy civil projects. Specify experience with contract administration and project close out on projects of similar size and complexity. Provide specific examples, the roles and responsibilities of the project manager, and the success rate or challenges that were overcome.
- Describe availability to the project. Include a list and percentage of time dedicated to other projects. Scoring consideration will be made on staff known to be assigned to other local agency projects.
- Describe the Project Manager's experience with the latest version of the 405 specification and QASP.

CRITERIA 2 - LEAD INSPECTOR(S) ONSITE

Weight 3 *(Complete for the Lead Inspector only)*

- Identify the Lead Inspector(s) to be assigned onsite to the project and describe their duties on this project. Provide his/her qualifications (WAQTC & IQP). Include Idaho professional registration (if applicable).
- Describe the Lead Inspector's CE&I experience in working on projects of similar size and complexity. Include the roles and responsibilities on those projects, their experience with major work items as they relate to this project, and the challenges that were overcome. List all ITD CE&I experience on the 5-year CE&I Project Log included in this solicitation.

- Describe availability to the project. Include a list and percentages of time dedicated to these projects. Scoring consideration will be made on staff known to be assigned to other local agency projects.
- Describe the Lead Inspector's experience with the latest version of the 405 specification and QASP.

CRITERIA 3 – KEY PERSONNEL ASSIGNED TO THE PROJECT

Weight 2 *(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. Key Personnel should include, at minimum the project manager, the lead inspector(s), a licensed surveyor, and a lead acceptance testing coordinator.
- 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 projects of similar size and complexity. List all ITD CE&I experience on the 5-year CE&I Project Log included in this solicitation.
- Describe availability to the project. List all current projects that the key personnel is currently assigned to and the amount of time spent by him/her on each of those projects. Include estimated completion dates or durations on those projects. Scoring consideration will be made on staff known to be assigned to other local agency projects.
- Describe Key Personnel's experience with the latest version of the 405 specification and QASP (if applicable).

CRITERIA 4 – PROJECT TEAM SUCCESS

Weight 4 *(Complete for Proposed Team)*

- Describe why your proposed team is uniquely qualified to provide services for this project.
- How do you propose to use your team to ensure this project is completed efficiently and effectively?
- How do you propose to effectively manage the project so that it is closed out within 90 days of completion with full acceptance?
- Provide two examples of project challenges and how your project team was able to overcome/mitigate these challenges.

SCOPE OF WORK

CONSTRUCTION ENGINEERING, INSPECTION & TESTING (CE&I) SERVICES

The City of Star, Idaho (STAR) is soliciting CE&I services for support of the State Highway 44 Project #1, Bent Lane to CanAda Road and Project #2, CanAda to Star Road improvements. The selected consultant will be expected to proactively represent STAR and the Idaho Transportation Department and effectively function as a member of the Design/Construction team while providing the CE&I services required to assure timely completion and closeout of the project.

The scope of work is to provide CE&I services, including contract administration, inspection, materials sampling and testing, project office documentation, and project closeout under the general direction of the STAR Resident Engineer. Construction survey support including the services of a licensed land surveyor, field equipment, and crew are included. This scope of work will also include the procurement and use of materials testing facilities for the duration of the project. The consultant(s) is responsible for providing all testing equipment, sampling devices, certifications and lab inspections needed for testing facilities. This scope of services encompasses a list of specific project tasks that may be negotiated under an agreement but is not a guarantee that any specific services will be required.

It is the intent of the City to make a selection for a single contract with this RFQ. Availability of key personnel and project managers must be addressed in the consultants' original submittal.

PROJECT DESCRIPTION

The project includes the reconstruction and widening of State Highway 44 from Bent Lane to Star Road in Ada and Canyon County. This is a 120 working day contract with a project start in late January/Early February 2023. Work includes adding additional lanes and restriping lanes to provide a 5-lane highway with some turn lanes from CanAda Road to Star Road with additional improvements between Bent Lane and CanAda Road.

PRIMARY TASKS

The minimum level of effort for this project is identified below. Some of the effort may be retained by STAR. Final level of effort and required tasks will be determined prior to scoping and negotiating an agreement with the selected consultant(s).

Construction Administration - Provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of the projects to ensure the projects are accepted by STAR. Administrator/Coordinator must hold applicable and current WAQTC and IQP Certifications. The following sub-tasks represent a partial list of those 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
Requests for Information
Change Orders
Contractor Schedule Review (baseline and monthly)
Contract Submittal Review
Monthly Invoicing
Claims
Project Closeout – Materials & DRI acceptance

Survey - The consultant will assign survey staff to the project to assist with miscellaneous construction surveying as needed. Existing section line roadway monuments have been recorded within the project limits. The consultant will reinstall the monuments after completion of paving. Provide a Professional land surveyor to direct the work. Install the monuments in accordance with ITD Standard Specifications Section 618 and 2020 Standard Drawing 618-1. Provide a signed and sealed record of installed monuments.

Project Inspection – Inspection will be performed by qualified and certified inspection staff. A spreadsheet with qualifications and certifications will be prepared and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements. This spreadsheet will be submitted to STAR for approval 1 month prior to scheduling project inspection personnel. Inspection will also include the activities to measure quantities for contractor progress payments.

Materials Sampling & Testing – Provide materials sampling & testing services as required by ITD specifications and the Resident Engineer. All work shall be completed/submitted on ITD forms. Provide testing and sampling equipment, as well as an on-site testing trailer. Materials sampling & testing will be performed by qualified and certified testing staff. All personnel performing this task shall be WAQTC and IQP qualified.

Record Drawings & Project Close-Out - Track changes and deviations from the plans. At the completion of the 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 Star and ITD Materials Engineer for review and acceptance no later 90 days following the last day charged to the project. Upon acceptance, the Consultant will be readily available to assist in final reconciliation of project records.

Materials Testing Location – Consultant will need to provide testing facilities meeting the requirements laid forth in Section 645 of the Standard Specifications for Highway Construction and the 2021 Supplementals. Testing locations must have all current certifications and be approved by STAR prior to use. Testing facilities being furnished will be for the purpose of State acceptance testing on the project.

KEY UNDERSTANDINGS

It is required that each Consultant personnel assigned to the project be furnished with a vehicle, lap top computer, digital camera and cellular phone by Consultant and all work will be under the supervision of the Resident Engineer or their 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 the Consultant will be engaged in CE&I services, as deemed necessary the project, from the date of the Agreement NTP through closeout.