

**IDAHO TRANSPORTATION DEPARTMENT
and the
POST FALLS HIGHWAY DISTRICT**

REQUEST FOR STATEMENT OF INTEREST

FOR

**PRAIRIE AVE; MEYER TO HUETTER RD
PROJECT NO. A011(551)
KEY NO. 11551**

October 29, 2009

REQUEST FOR STATEMENT OF INTEREST

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The following items are not included in this package, but can be located at the following web sites:

Sample Professional Agreement and Consultant Agreement Specifications
<http://www.itd.idaho.gov/design/cau/forms.htm>

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) and the Post Falls Highway District are seeking qualified and experienced respondents from interested firms to submit a statement of interest for providing project development services on the Prairie Avenue; Meyer to Huetter Road project in Kootenai County.

GENERAL TERMS

This Statement of Interest (SOI) does not commit ITD or the Post Falls Highway District to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

REVISIONS TO SOI

All addenda to this solicitation will be posted on the Consultant Administration Unit Web page. No notice will be given by mail.

RESERVATION OF RIGHTS BY ITD

The issuance of this SOI does not constitute an assurance by ITD or Post Falls Highway District that any contract will actually be entered into by ITD or Post Falls Highway District, 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 Statement of Interest
- 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 SOI, and cancel this request with or without the substitution of another SOI
- 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 or Post Falls Highway District 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 SOI, 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.

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 Guidelines for Consultants*. (To obtain a copy of the *Overhead Guidelines for Consultants*, please call Holly McClure at (208) 334-8486.)

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.

EVALUATION CRITERIA

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 SOI and provides the information requested. If the Consultant fails to provide any information requested in this SOI, such failure may result in either a lowered evaluation score of the SOI or disqualification of the SOI.

CONTACT INFORMATION

All questions concerning the procedures of this statement of interest shall be directed to Leo Hickman at (208) 334-8493, or faxed to (208) 332-2044.

Project specific questions shall be directed to Mike Moffett at (208) 344-0565, or faxed to (208) 344-0789.

PREPARATION INSTRUCTIONS

Proposals must conform to the following instructions. Any non-conforming proposal will be rejected.

Five complete copies of the proposal must be received by 4:00 p.m. MST on November 19, 2009. ITD will not accept copies sent by FAX. Proposals must be submitted in a sealed envelope or package with the project name, and the consultant's name and address clearly indicated on the envelope or package. Proposals must be in the actual possession of ITD on or prior to the above noted time and date, and at the location indicated below. Late proposals will not be considered, and will be returned to the consultant.

Proposals shall be sent to: Monica Crider, P.E.
 Assistant Roadway Design Engineer
 Idaho Transportation Department
 P.O. Box 7129 (3311 W. State St., Room 214)
 Boise, ID 83707-1129 (Boise, ID 83703-5881)

Do not mail your proposals to the street address. The Post Office will only deliver to the PO Box address. Use the street address only for overnight delivery by Fed Ex, etc.

Statements of Interest will be evaluated and, 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.

FORMAT

- The maximum length of the submittal shall be 12 pages.
- The introductory letter, organization chart, and resumes shall count in the page total.
- Front and back cover pages are acceptable, and do not count in the proposal page total.
- Except as otherwise noted, pages shall be 8 1/2 x 11 inches and single sided.
- Type style shall be not more than six lines per vertical inch and not smaller than 12 point.

INTRODUCTORY LETTER

The introductory letter should be addressed to: Monica Crider, P.E.
Assistant Roadway Design Engineer
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant's submittal, 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 and Post Falls Highway District's quality and schedule expectations. List each Subconsultant, their work tasks, and a contact name and telephone number. The Consultant shall include his/her acceptance of the terms and provisions of the Sample Agreement located at <http://www.itd.idaho.gov/design/cau/forms.htm>, 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, Local Highway Technical Assistance Council (LHTAC), or the Post Falls Highway District. 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.

CRITERIA 1. COMPANY EXPERIENCE AND QUALIFICATIONS *(Complete for Consultant and each Subconsultant)*

Describe how the company is organized to develop this type of project. Provide descriptions of similar state and local Federal-aid highway projects successfully developed by the Consultant in Idaho within the last five (5) years, identifying the similarities to this project. Include dates and specific services provided by the consultant. List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 2. PROJECT MANAGER

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. The Project Manager should have direct applicable experience in working on state and local Federal-aid highway projects in Idaho within the past five (5) years. Include Idaho professional registration (registration is required at the time of submittal).

CRITERIA 3. KEY PERSONNEL & RESOURCES AVAILABLE

(Complete for Consultant and each Subconsultant)

Identify the key personnel and describe each person's role and duties on this project. Key Personnel should have direct applicable experience in working on state and local Federal-aid highway projects in Idaho. Provide a brief summary of qualifications and experience on Federal-aid projects completed in Idaho, and include 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

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.

CRITERIA 5. QUALITY CONTROL

Describe the Consultant's procedures for scope change control, schedule and cost control and quality control. This should include a description of the Consultant's control measures regarding their Subconsultants' project related work.

DBE PARTICIPATION:

The Consultant will not be required to meet a specific DBE utilization for this project. However, the Consultant is encouraged to utilize the services of women and minorities in accomplishing the tasks or providing the services for this project. For further information regarding DBE participation requirements, call the ITD EEO Office at (208) 334-4442. A directory of DBE companies currently certified by the State of Idaho may be viewed at the following web site: <http://itd.idaho.gov/civil/dbefirms.htm>

STATEMENT OF INTEREST EVALUATION CRITERIA

	CRITERIA	RATING	WEIGHT	SCORE
CRITERIA 1.	COMPANY EXPERIENCE/QUALIFICATIONS <i>Recent Experience, Company Structure, References</i>		x 4.0	
CRITERIA 2.	PROJECT MANAGER <i>Experience, Qualifications</i>		x 3.0	
CRITERIA 3.	KEY PERSONNEL & RESOURCES AVAILABLE <i>Experience, Qualifications, and Organization Chart</i>		x 2.0	
CRITERIA 4.	PROJECT UNDERSTANDING <i>Demonstrated Knowledge and Methodology</i>		x 4.0	
CRITERIA 5.	QUALITY CONTROL <i>Quality Control, Schedule and Cost Control, Change Control</i>		x 3.0	
	TOTAL SCORE			

RATING POINTS:

- 5.0 – Excellent
- 4.0 – Good
- 3.0 – Satisfactory
- 2.0 – Marginal
- 0.0 - Unsatisfactory

GENERAL SCOPE OF WORK

INTRODUCTION

This project is funded through the Surface Transportation Plan-Rural Program administered through the Local Highway Technical Assistance Council (LHTAC). The Agreement Administrator will be Michael Moffett from LHTAC's office in Boise. Design work is programmed to begin in Fiscal Year 2010, and Right-of-Way Acquisition in Fiscal Year 2011. The construction year has not been assigned.

Prairie Avenue serves as an east-west route within the Post Falls Highway District's Roadway System connecting traffic from Highway 95 to Highway 41. This project is a continuation of the recently completed widening and reconstruction project on Prairie Avenue. The purpose of the project is to extend the existing five lane roadway section on Prairie Avenue westerly an additional mile from Huetter Road to Meyer Road.

DESCRIPTION

This project is located on Prairie Avenue from Huetter Road to Meyer Road in Kootenai County and is approximately 1.1 mile in length. The project is a reconstruction, widening, and paving project with minor grade and alignment modifications with traffic signals at the intersections of Huetter Road and Prairie Avenue, and Meyer Road and Prairie Avenue.

Services are required for this project from initial Pre-Design Activities through PS&E Submittal. The project will be based on the approved Concept Report that will be developed during the course of this work.

The project will be designed in accordance with AASHTO and ITD English standards. Reviews will be held as outlined in the ITD Design Manual. The work needed to bring this project to PS&E Submittal will include but not be limited to the following tasks:

Task 1 – Administration

- Project Initiation
- Progress Meetings
- Project Schedules
- Invoicing

Task 2 – Concept Development

- Concept Scoping
- Preliminary Environmental Evaluation
- Phase I Materials Report
- Concept Report

Task 3 – Preliminary Design

- Surveying and Mapping
- Public Involvement Plan including a Public Hearing
- Preliminary Design Activities
- Preliminary Plans
- Preliminary Design Review
- Property Owner Determination/Contacts
- Environmental Approval
- Design Study Report

Task 4 – Final Design

- Phase II, III, V Materials Report
- Storm Water Pollution Prevention Plan
- Utility Plans
- Right of Way Plans
- Traffic Plans
- Final Plan Sheets
- Contract Time Determination
- Specifications
- Final Cost Estimate
- Final Design Review

Task 5 – PS&E

- PS&E Review
- PS&E Package Submittal