



**LOCAL HIGHWAY TECHNICAL
ASSISTANCE COUNCIL**

REQUEST FOR QUALIFICATIONS

**FOR DESIGN REVIEW, BID SUPPORT
AND CONSTRUCTION ENGINEERING &
INSPECTION SERVICES**

**For the
Children Pedestrian Safety Program**

September 2024

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GENERAL INFORMATION

General Scope of Work

The Local Highway Technical Assistance Council (LHTAC) is seeking qualified and experienced respondents (individuals or firms) to submit a Statement of Qualifications (SOQ) for a Master Services Agreement with LHTAC to perform design review, bid support, engineering, and inspection services for the Children Pedestrian Safety (CPS) Program.

The two-year term will begin the date the agreement is executed. This qualification process is available to firms that successfully submit an SOQ.

The purpose of these SOQ is to have a list of firms pre-qualified to perform various design review and construction inspection services on an on-call basis. This list will be used to select firms to complete these services for the program. Typical services could range from specific work tasks (such as a portion of a project), small bundles of pedestrian facility design, advertising/bidding services, or construction inspection of projects. LHTAC anticipates a need for these services for local projects over the next 2 years. LHTAC seeks to identify individuals and firms providing these services that are already approved for the Idaho Transportation Department's Term Agreement Qualifications for categories B3 – Pathways and G6 – Construction Inspection. To submit your qualifications, please read the Request for Qualifications, submit a Statement of Qualifications, and complete a Firm Questionnaire. The selected firm will be required to develop and inspect the project and be qualified in all of the following service categories:

- Design of sidewalks, trails, curb ramps and other pedestrian facilities.
- Compliance with the Americans with Disabilities Act
- Traffic control design
- Pedestrian facility construction engineering and limited inspection (Idaho projects preferred)

Environmental evaluations and geotechnical services will not be required.

It is necessary that the lead firm retain, in-house or through subcontracting, all necessary disciplines contemplated by the RFQ.

For more information on the Children Pedestrian Safety Program, visit the following website:

<https://lhtac.org/programs/cps/>

General Terms

This Request for Qualifications (RFQ) does not commit LHTAC to enter into an agreement, to pay any costs incurred in the preparation of a proposal or in subsequent negotiations, or to procure or contract for any project. LHTAC expects to negotiate work tasks on an on-call basis with respondents to provide the services contemplated by the categories herein included.

By responding to this solicitation, each respondent agrees that any finding by LHTAC of any fact in dispute as to this solicitation or the responses thereto shall be final and conclusive except as provided herein.

Contact Information

All RFQ questions shall be directed by e-mail to kkanownik@lhtac.org. No questions will be accepted by telephone. 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 kkanownik@lhtac.org 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 September 24, 2024.

Request for Information Revisions

If it is necessary to revise any part of the RFQ, the revision will be posted on the LHTAC web page (www.lhtac.org) and sent via email to those firms that provided contact information.

Reservation of Rights

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

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Request additional information and data from any or all respondents
- Supplement, amend, or otherwise modify the RFQ or 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
- Disqualify any respondent on the basis of past performance on LHTAC projects

Evaluation

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the firm to ensure that the proposal complies with this RFQ, demonstrates qualifications, and provides the information requested. If the firm fails to provide any information requested in this RFQ, such failure may result in either non-qualification of a particular category of service or rejection of the proposal.

Idaho Code

Firms are expected to be in compliance with Idaho Code in all aspects of the program. Firms may be expected to provide details regarding company policies in areas such as, but not limited to equal opportunity employment, accessibility or work force requirements if selected for work under this RFQ.

Financial Accountability Requirements

The firm must have an adequate cost accounting system as it relates to state regulations pertaining to work performed for LHTAC. The firm must also have the necessary financial resources to perform a contract in a satisfactory manner and within the specified time.

Proprietary Material

LHTAC 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.

REQUEST FOR QUALIFICATIONS PROPOSAL INSTRUCTIONS

Submittal Requirements

The SOQ must conform to the attached instructions and shall be submitted electronically as follows:

One electronic file to contain:

- Introductory Letter (max 1 page)
- Statement of Qualifications for the Criteria Listed (max 3 pages)
- Firm Questionnaire
- Financial Accountability form

Proposals shall be sent to the following e-mail address:

LHTAC@LHTAC.org

No later than 5:00 PM MST on October 1, 2024

Firms who are not able to or are having trouble submitting proposals electronically should contact LHTAC at (208) 344-0565 for further instructions.

Statement of Qualifications Submittal Format

Each proposal shall be submitted in the format as outlined below. Content and completeness are most important. Clear and effective presentations are preferred. Elaborate, decorative or extraneous materials are strongly discouraged. Any proposal not following the correct format will be rejected.

- The proposal shall be for the firm's and subconsultant's expertise only.
- All documents shall be submitted as a .pdf file.
- Introductory Letter shall be a maximum of one page.
- Statement of Qualification shall be a maximum of 3 pages.
- Type font shall not be smaller than 11 point.

Introductory Letter

An introductory letter shall accompany the SOQ. The introductory letter should be addressed to:

Children Pedestrian Safety Program
Local Highway Technical Assistance Council
3330 Grace Street
Boise, ID 83703

The introductory letter should introduce the firm, identify the project manager, list telephone number, and contain a statement confirming the availability of the key personnel identified in the submittal to meet LHTAC's expectations.

Request For Qualifications Proposal Criteria

LHTAC will evaluate proposals received that conform to the proposal instructions outlined in this RFQ and according to the respective weighted importance as follows:

CRITERIA 1 – IDAHO TRANSPORTATION DEPARTMENT TERM AGREEMENT STANDING (Pass/Fail)

Provide information regarding the status of the firm's standing on the Idaho Transportation Department's Term Agreement list for categories B3 – Pathways and G6 – Construction Inspection

CRITERIA 1 - PROGRAM UNDERSTANDING (Maximum of 20 Points)

Describe the understanding of the work required for design review, bidding support, and construction inspection for projects in the Children Pedestrian Safety Program. Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish this state funded project as outlined in the general scope of work.

Describe any innovative ideas for enhancing delivery and meeting the statutory requirements of the program.

CRITERIA 2 - QUALITY CONTROL (Maximum of 5 Points)

Describe the firm's procedures for assuring quality control, schedule, change control, and overall project coordination. This should also include a description of the firm's control measures regarding their subconsultants' project related work.

CRITERIA 3 - PROJECT MANAGER & KEY STAFF (Maximum of 15 Points)

List personnel available to perform the work for each service category listed. It is not necessary that the lead firm retain in house all necessary disciplines contemplated by the RFQ. Individuals and a firm's specific service category may only be listed on one SOQ. Identify key personnel, Idaho professional registration, certificates or qualifications held and a brief description of their experience as it specifically pertains to the service category. Include an organization chart of the key personnel with their roles and office locations.

CRITERIA 4 - EXPERIENCE AND EXAMPLES (Maximum of 10 Points)

Organization, number and type of personnel and the location of the company's office should be included. Give three recent project examples similar to the types of projects expected within this program. Example projects should pertain to the type of work you are proposing to perform. Examples provided should include specific information on the dates and type of services provided. Describe how the company is structured and set up to handle this type of work. List a verifiable professional reference with a contact person, email address, and phone number for each example project given.

FIRM QUESTIONNAIRE

To be complete by prime firm only.

Company: _____

Address: _____

Primary Office Subsidiary Branch or Office (List below other offices of the firm.)

Contact Name: _____

Telephone: _____

Fax: _____

E-Mail: _____

- Location Preference: _____
- Other Logistical Information _____

Enclosed is a map showing ITD district boundaries. Please mark which districts you propose to provide services in:

Location Preference:

District(s)	1	2	3	4	5	6
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Local Highway Jurisdictions Currently Working With:

1. _____
2. _____
3. _____
4. _____

FINANCIAL ACCOUNTABILITY

The company's cost accounting system must be able to track direct project-related expenditures and indirect costs and expenditures, and to keep these separate from non-project related costs or other projects.

Does your company have a job cost accounting system to provide for recording and accumulation of costs incurred on each contract? Yes No

