

**Transportation Planning, Engineering,
Environmental Studies, and Documentation
Full-Service**

Request for Proposal (RFP)

Iowa Department of Transportation

Introduction

The Location and Environment Bureau (LEB) for the Iowa Department of Transportation (The Department) is interested in entering into new three-year professional service agreement contracts with environmental and engineering consulting firms providing a full range of planning, engineering, design, and environmental services including planning and environmental studies and documentation as well as developing or implementing innovative business solutions to improve the project development process and life-cycle management of Iowa's transportation infrastructure. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work. The Department is posting one RFP at this time, for hiring up to six (6) full service consultants.

Project Background

In 2019, the Department entered into three-year professional service agreement contracts with six full service environmental and engineering consulting firms for the purpose of handling work for the Department's Office of Location and Environment. These contracts are due to expire in 2022.

Therefore, the Department is seeking to negotiate and enter into new three-year service agreement contracts with up to six (6) full service environmental and engineering consulting firms. Candidate firms shall be capable of providing expertise across the full range of work effort the Office of Location and Environment is responsible for through either in house or sub-contractual services.

All work and deliverables will follow the Department's "Project Development Process." The selected firms will be expected to provide services and deliverables that ensure compliance with all applicable environmental laws and regulations as well as the department's applicable Policies, guidance manuals, and IT Requirement Documents.

Project Scope

Firms selected for “**full service**” contracts are expected to assemble a highly qualified team for work that may include, but is not limited to the following OLE task group categories:

OLE Task Group Code	Work Description
1.0000	Administration, Support, & Project Management
2.0000	Survey, Preliminary Engineering, & Design
2.1000	Existing Condition Data Collection, Investigation & Analysis
2.2000	Build Alternatives Development & Analysis
2.3000	No-Build Alternative Evaluation
2.3100	Interchange, Ramp, and Intersection Geometric Design
2.4000	Hydraulic Analysis
2.4100	Drainage Design
2.4200	Bridge Design (TS&L)
2.4500	Culvert Design
2.4600	Erosion Control Design
2.5000	Soils Assessment & Review
2.5100	Access Control Design
2.5200	Construction Staging Layout & Design
2.5300	Maintenance of Traffic (MOT)
2.5400	ROW Design
2.5500	Utility Design
2.5600	Geotechnical Investigation & Design
2.5700	Traffic Signal Layout & Design
2.5800	Lighting & Guide Sign Layout & Design
2.5900	D2 Field Exam Plan Preparation
2.6000	Survey & Remote Sensed Data Collection
3.0000	Traffic Forecast, Operations Analysis, & TSMO
3.1000	Traffic Forecasting
3.2000	Operations Analysis
3.3000	Transportation System Management and Operations (TSMO)
4.0000	Safety Analysis
5.0000	Interchange Justification and Operations
6.0000	Cost Estimating
7.0000	National Environmental Policy Act (NEPA)
7.1000	Analysis & Documentation
7.2000	Department & Agency Coordination
7.3000	Document Preparation
7.4000	Section 4(f) Statement

7.5000	Section 6(f)
7.6000	NEPA - GIS
8.0000	Public Involvement
9.0000	Environmental Impact Analysis & Concurrence Point Process
10.0000	Noise
11.0000	Air
12.0000	Vibration Monitoring
13.0000	Wetlands & Waters of the U.S.
13.1000	Preliminary Review of Water Resources (W00)
13.2000	Wetland and Stream Field Work - Delineations (W02)
13.3000	Section 404 Permit Application Preparation (W03)
13.4000	Wetland and Stream Mitigation Design
13.5000	Post-Construction Report (W06)
13.6000	Mitigation Site Monitoring
13.7000	Wetlands and Waters of the US - Other
14.0000	Threatened and Endangered Species
14.1000	Habitat Assessment
14.2000	Species Presence/Absence Surveys
14.3000	Woodland
14.4000	Biological Assessment
15.0000	Cultural Resources
15.1000	Desktop Review (Cultural Resources Assessment) (H0)
15.2000	Phase I - Archaeology (H01)
15.3000	Phase II - Archaeology (H02)
15.4000	Intensive Historical Evaluation (H03)
15.5000	Mitigation for Historic Property Impacts (H04)
15.6000	Cultural - Other
16.0000	Regulated Materials / Contaminated Site Review
16.1000	Phase I Environmental Site Assessment (ESA)
16.2000	Phase II Environmental Site Assessment (ESA)
16.3000	Underground Storage Tank Investigation
16.4000	Materials Sampling/Investigation
16.5000	Regulated Materials - Other
17.0000	Geographic Information Systems (GIS)

It is anticipated that the firm(s) selected may have limited experience in some task groups and may need to rely on subconsultants (as necessary) for completion of effort within work categories for which they may have staff with limited experience or for which they do not currently maintain experienced staff.

For the purposes of this proposal, it is requested that firm(s) submitting proposals identify the work groups they would typically complete with their own staff and identify subconsultants with

whom they have a business relationship and may rely on for completion of other work group categories.

For the purposes of this proposal, it is not necessary to have contractual relationships with these subconsultants. This is simply for the purpose of identification of teaming opportunities that submitting firms may utilize on occasion. It is not necessary to have an exhaustive list of all potential subconsultants, but simply identification of those known existing associations that may flow naturally into a teaming relationship throughout the duration of these contracts. In-house staff as well as multiple subconsultants may be identified for each task group and subconsultants may be identified who may also be submitting their own proposal under this RFP.

Contract Information

Negotiation with the top selected consultants will commence upon notice that the selection process is completed. The contract will be a three-year on-call agreement.

The following fee payment methods may be used:

- Cost plus Fixed Fee with annually adjusted overhead payment method will be used for larger scale projects with durations longer than one year.
- Cost plus fixed fee with fixed overhead for smaller scale projects with a shorter duration.

The Department will not guarantee a set amount of work or contract value for these contracts.

General Requirements

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBEs) and Targeted Small Businesses (TSBs) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Funding of the work under this contract is not expected to involve federal-aid highway funds. Although a DBE / TSB goal is not established, the Department still encourages the spirit of the program to be incorporated in the proposed contract whenever possible. In the event DBE participation is required on a particular contract, the goal will be established as part of the negotiation. A list of certified DBE firms may be found at <https://secure.iowadot.gov/DBE/Directory/Index/>. A list of TSB firms may be found at <https://iowaeda.microsoftportals.com/tsb-search/>.

Selection Information

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed and the availability and qualifications of your key staff. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criteria.

- 40% Project team, staffing, availability and technical experience with regard to
 - Transportation planning, engineering, and design
 - Environmental process, regulatory compliance, and studies
- 30% Firm's experience managing planning and environmental projects and studies and ability to meet schedules
- 15% Responsiveness to the requirements of the RFP and comprehensive understanding of the work required
- 10% Staff and firm's knowledge of the Department's development process and Department's standards and specifications
- 5 % Knowledge of federal and state regulations, ability to work with the Department and other government officials

The selection committee does not anticipate the need for oral interviews.

Contacting any selection team member other than the RFP contact person is inappropriate.

Proposal Requirements

Please provide the following information in the order listed:

1. Include your firm's approach to addressing the identified tasks, your understanding of the scope, key issues and relevancy to Iowa's transportation system. Briefly discuss similar projects the members on your team have completed in the past five years. This listing should be limited to the three most applicable projects.
2. Include the name, qualifications, experience, office address availability, and resume of the contract manager as well as the manager in charge of each major work category. This information should include the identification of similar projects managed or participated in by this individual. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and substitute managers may not be allowed without prior written approval by the Department.
3. Include a listing of potential sub-consultants with existing working relationships with the firm that may flow naturally into a teaming opportunity throughout the duration of these contracts. In house staff as well as multiple subconsultants may be identified for each task group and subconsultants may be identified who may also be submitting their own proposal under this RFP.
4. The location of the office where the majority of work will be managed and performed.
5. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5" x 11" pages. The proposal must be limited to 25 single-sided pages. All pages will be counted

including: proposal covers, cover letter, dividers, etc. The maximum size limit of a **proposal is 7 megabytes**.

On the cover page of the proposal, please include title of the RFP for which the proposal is submitted and the email address of the person who should receive the results of the selection. Inclusion of promotional literature of a general nature will not be considered in the selection process.

The electronic proposal must be submitted via email to jacqui.digiacinto@iowadot.us. An email will be sent confirming receipt of the proposal within 30 minutes or by 3:00 p.m. on the submittal deadline date, whichever is later.

Proposals are due by 3:00 pm on February 8, 2022.

Any technical questions or questions regarding this RFP shall be submitted via email to jacqui.digiacinto@iowadot.us. Any questions about this RFP must be received by noon February 1, 2022. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, <https://apps.iowadot.gov/rfp>.

Any proposal not complying with all requirements stated in the RFP may not be accepted.

Public Records Law

The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

Statement of Non-Discrimination

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer at 800-262-0003. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.