

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

NEVI PROGRAM CONSULTANT SERVICES

Project No. A023(981)

Key No. 23981

August 12, 2024

REQUEST FOR PROPOSALS

Table of Contents

- General Information
- Preparation Instructions
- Evaluation Criteria
- Scope of Work
- Pre-Proposal Meeting

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 National Electric Vehicle Infrastructure (NEVI) Program is administered by the Idaho Governor's Office of Energy and Mineral Resources (OEMR), the Idaho Transportation Department (ITD), and the Idaho Department of Environmental Quality (DEQ), together known as the Idaho Interagency Working Group (IAWG). The purpose of the NEVI Program is to install electric vehicle supply equipment (EVSE) along identified alternative fuel corridors (AFCs) consistent with federal requirements and state priorities.

The IAWG recently finalized its Siting, Feasibility, and Access Study (SFAS) and determined site locations for the Program. Round 1 of the Program will fund one site each in Pocatello, Bliss and/or Lewiston. Subsequent site development procurement rounds will be prioritized based on the ranking in the SFAS and will incorporate lessons learned and best practices gained from Round 1. The procurement method will be a best-value design-build style solicitation and contract.

The IAWG is seeking qualified and experienced respondents from interested firms to submit a proposal for providing an efficient and economical approach to the services identified in the General Scope of Work. The term of these services could range over the life of the Program, which covers both project construction (2025-2027) and O&M (2025-2030). Agreements or supplementals will be negotiated for separate phases of work and will consider the tasks anticipated in the coming one to two years.

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 working for the Department area required to register on the Bidder's List with the Office of Civil Rights. If your firm has not registered, go to the following website for instructions: <https://itd.dbesystem.com/>. Please make sure your subconsultants are also 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 10% 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, call the ITD DBE coordinator at (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.

CONTRACT TYPE AND METHOD OF PAYMENT

The contract for this work will be a professional services agreement. It is anticipated that the method of payment will be Specific Rates of Compensation.

CONTACT INFORMATION

All questions concerning the procedures of this request for proposal shall be directed to Andrea Aliev at ITD via email at Andrea.Aliev@itd.idaho.gov.

All project specific questions shall be directed by e-mail to Scott Luekenga at Scott.Luekenga@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 Scott Luekenga 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 16, 2024.

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. MDT on September 23, 2024. 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 twelve (12) 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:

Andrea Aliev
Contracts Officer
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: COMPANY EXPERIENCE AND QUALIFICATIONS **Weight - 2** *(Complete for Consultant and each Subconsultant)*

- Describe how the company is organized to develop this type of project.
- Provide descriptions of no more than three (3) similar projects successfully developed by the Consultant identifying the similarities to this project. Federal-aid projects successfully developed by the consultant should be included if available.
- List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 2: PROJECT MANAGER **Weight - 3**

- 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
- Provide descriptions of no more than three (3) similar projects successfully developed by the Project Manager, identifying the similarities to this project. Federal-aid projects successfully developed by the project manager should be included if available. Include dates and specific services provided.
- List three (3) verifiable professional services references with a contact person and phone number.
- List all projects that the Project Manager is currently managing and the percent of time spent by him/her on each of those projects. Include estimated completion date for each of those projects. Identify availability.

CRITERIA 3: KEY PERSONNEL & RESOURCES AVAILABLE
Weight - 3 *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel and describe each person's role and duties on this project.
- Provide a brief summary of experience and qualifications. Include experience and qualifications working on Federal-aid projects.
- Provide Idaho professional registration (if applicable) for each person identified.
- List all projects that the Key Personnel are currently assigned to and the percent of time spent by him/her on each of those projects. Include estimated completion date for each of those projects. Identify availability.
- Include an organization chart of the key personnel with their roles and office locations.

CRITERIA 4: PROJECT UNDERSTANDING
Weight - 5

- 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.
- Include a Critical Path Diagram based on major tasks and project milestones. The sheet size for the Critical Path Diagram shall be 11" x 17".

CRITERIA 5: QUALITY CONTROL
Weight - 2 *(Complete for Consultant and each Subconsultant)*

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

GENERAL SCOPE OF WORK

BACKGROUND

The Idaho National Electric Vehicle Infrastructure (NEVI) Program (Program) is administered by the Idaho Governor's Office of Energy and Mineral Resources (OEMR), the Idaho Transportation Department (ITD), and the Idaho Department of Environmental Quality (DEQ), together known as the Idaho Interagency Working Group (IAWG). The purpose of this Program is to install electric vehicle supply equipment (EVSE) along identified alternative fuel corridors (AFCs) consistent with federal requirements and state priorities. IAWG recently finalized its Siting, Feasibility, and Access Study (SFAS) and determined site locations for the Program. Round 1 of the Program will fund one site each in Pocatello, Bliss and Lewiston. Subsequent Program rounds will be based on lessons learned and best practices gained from Round 1. The term of these services could range over the life of the Program, which covers both project construction (2025-2027) and operations and maintenance (2026-2031). Agreements or supplementals will be negotiated for separate phases of work and will consider the tasks anticipated in the coming one to two years.

PURPOSE

IAWG is seeking qualified and experienced respondents from interested firms to submit a proposal for providing consultant services for the Idaho NEVI Program. The selected firm/team may assist IAWG in administering the Program through solicitation, construction, and operations and maintenance.

TASKS

Task 1: General Program Support

- Administer the Program in a simple, economical manner while in accordance with all applicable NEVI requirements including without limitation, the most recent and future Federal Highway Administration (FHWA) NEVI Program Guidance, NEVI Final Rule (88 FR 12724), Title 23 CFR, and other applicable federal, state, and local requirements.
- Research and suggest best practices and processes for Idaho's Program, specifically.
- Track Program funding and recommend financial best practices.
- Provide regular updates on Program progress.
- Provide technical data, analysis, and resources in support of Program implementation.
- Draft and finalize the NEVI Plan annually. Consultant shall provide drafts of NEVI Plan updates at least four weeks prior to the plan's due date.
- Obtain, compile, organize, and provide all Program components required for any federal compliance and reporting for review by IAWG.
- Retain and organize all Program files on a shared site for ease of IAWG access.
- Facilitate meetings with EV manufacturers, EVSE installers, utilities, and local governments, and other necessary stakeholders.

- Develop Program schedules and yearly work plans for review and approval by IAWG.
- As directed, support the administrative application review process.
- Facilitate and document NEVI Program Advisory Group meetings.
- Develop resources (e.g., checklists, guides, webinars, etc.) to assist IAWG and NEVI Site Developers with all applicable federal and state requirement compliance (e.g., but not limited to, Title 23 federal highway projects, Davis Bacon reporting, et al.), as needed.
- Create a method to utilize and visualize API data.

Task 2: Request For Application (RFA) Development

- Provide comments and recommendations on RFA and associated documents.
- Provide support to IAWG and ensure such documents comply with all applicable federal, state, and local requirements.

Task 3: Public Engagement and RFA Outreach

- Facilitate media and public outreach opportunities, as directed.
- Maintain a statewide survey or other method of continuous statewide feedback for IAWG review.
- Facilitate meaningful public engagement opportunities in strategic locations in accordance with the overall IAWG solicitation strategy, incorporating the perspectives of industry, local governments, EV users, utilities, Tribal communities, disadvantaged communities, clean cities coalitions, and other pertinent stakeholders.
- Document community engagement outcomes for reporting as part of annual NEVI plans at least four (4) weeks prior to federal due date.
- Assist IAWG with RFA outreach, as needed.
- Facilitate industry days educating potential applicants about the solicitation process prior to RFA publication.

Task 4: Conditional Award Period

- Assist IAWG during conditional award periods, as needed.
- Ensure valid and enforceable site access, final utility agreement, easement/public right of access, bonding information, and relevant details for additional requirements documented in 23 CFR § 680 is submitted to IAWG, Joint Office, and FHWA with sufficient review time prior to construction notices to proceed.
- Complete federal civil rights and rights of way compliance requirements for all selected sites.
- Complete NEPA evaluations for all sites for review and approval by IAWG.
 - o Potentially a Categorical Exclusion c.23 or Department of Energy NEPA process
- Hold meetings with the NEVI Site Developer(s) during the conditional award period and post-award to assure full compliance with all Program requirements.
- Assist IAWG with final awards to NEVI Site Developers.

Task 5: Construction Assistance

- Administer the construction contract for selected sites, including all Program contracts, subcontracts, and permits and organize them on the shared site for access by IAWG.
- Evaluate EVSE equipment compliance documents and documentation of factory testing.

- Evaluate progress reports to ensure Program is on schedule and provide monthly updates to IAWG.
- Evaluate design packages and record drawings.
- Facilitate construction progress meetings with the NEVI Site Developer.
- Evaluate RFA-required plans (e.g., Testing, Site Operator Training, Safety, etc.).
- Conduct required site inspections and document field testing and commissioning, and immediately communicate any outstanding issues with IAWG.
- Ensure federal fair labor compliance, including but not limited to review of weekly payroll reports and associated Davis Bacon Act documentation (e.g., Davis Bacon, Justice40, etc.).
- Ensure NEVI Site Developer meets all contract terms and notify IAWG if issues arise.
- Immediately notify IAWG of any safety violations and/or performance incidents.

Task 6: Operations and Maintenance Assistance

- Create and evaluate all data reports required for federal and state reporting.
- Evaluate required data reports, ensure timely submittals, and report any issues to IAWG.
- Evaluate NEVI Site Developer invoices and make recommendations for payment.
- Evaluate lease updates and immediately notify IAWG, if applicable.
- Evaluate safety violations and/or performance incident reports and immediately notify IAWG.
- Confirm EV charging station operability, recommend proposed response action if inoperable stations are identified, and immediately notify IAWG.
- Assist IAWG with Program closeout and transfer shared site and Program documents.

PRE-PROPOSAL MEETING FOR INTERESTED FIRMS:

Tuesday, August 27, 2024

11:00 AM-12:00 PM MDT

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Meeting ID: 210 832 216 922

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