



May 27, 2014

To Whom It May Concern:

Subject: Request for Statements of Qualifications (SOQ)

Project: NHPB 90-8(176)450
I-90 Yellowstone R - Billings
UPN 7972000

The Montana Department of Transportation (MDT), Engineering Division, is accepting statement of qualifications (SOQ) proposals from consulting firms interested in performing engineering services for the segment of Interstate 90 crossing the Yellowstone River near Billings, between Reference Post (RP) 450.09 and 452.73 (N 27th to Lockwood). One firm will be selected to prepare final design documentation.

Teams may be established as necessary; however it is expected that the prime consultant will be capable of completing the vast majority of the work. As a rule, the prime consultant must complete at least 50% of the work for a specific project or assignment unless written exception is given.

BACKGROUND

This project was nominated to initiate preliminary engineering activities and formal environmental documentation for the segment of Interstate 90 crossing the Yellowstone River in Billings, Montana. This area was evaluated in a pre-National Environmental Policy Act (NEPA)/ Montana Environmental Policy Act (MEPA) corridor study, with recommendations for near and long term improvements to the I-90 corridor. Detailed bridge design options, traffic analysis, geometric design, and public involvement will be necessary.

A copy of the Billings Area I-90 Corridor Study is available on the MDT website at: <http://www.mdt.mt.gov/pubinvolve/i90corridor/>.

SCOPE OF WORK

The Billings Area I-90 Corridor study is the general guide document for the design. The work includes full reconstruction design of Interstate 90 from approximately RP 450.09 to 452.73 (South 27th Street to Lockwood), including additional lanes, bridge replacements and interchange modifications. The work will take substantial coordination between multiple disciplines through the design process.

Interstate corridor improvements would primarily address capacity needs and future traffic operations for the 2035 planning horizon. This is accomplished by providing mainline interstate widening with roadway elements and new bridge structures meeting current MDT design standards. Additional off ramp lane improvements at both interchanges will enhance the traffic mobility and efficiency. To improve the capacity of I-90, auxiliary lanes (both EB and WB) are

being added between 27th and Lockwood. Construction of addition EB and WB mainline travel lanes under and through the two interchanges provides enhanced traffic operations and better lane balance and reduces weaving associated with ramp merging.

The Yellowstone River bridges at MP 452.03 are to be replaced and upgraded. The bridges are functionally obsolete and fracture critical. While only two auxiliary lanes are being added, these bridges will likely need to accommodate two added lanes each direction for a longer planning horizon and an emergency travel lane. The existing pair of Yellowstone River bridges were built in 1962. The Westbound Bridge is 930' long. The Eastbound is 945' long. They are both 32 feet wide and have 2 traffic lanes.

Both Eastbound and Westbound structures of I-90 over the rail facility require replacement due to the auxiliary lane widening of I-90. The existing pair of rail facility bridges was built in 1966. They are both 40 feet wide, 148' long and have 2 traffic lanes.

Structures will be designed in accordance with the current AASHTO Specifications for Highways and Bridges and the procedures outlined in the Department's Design Manual(s).

Initial investigation will identify issues and select bridge structure types to be advanced to the Final Size, Type, and Location Study. Details include options considered, probable advantages and preliminary cost ranges, and a recommendation on options to move forward. Overall bridge length and impacts to roadway design will be considered. Construction speed, duration and traffic phasing will be considered. Minimize user cost delays, establish optimized construction phasing while promoting safety and community awareness.

Because the three mile corridor serves as a key artery to Billings, traffic disruptions must be kept to a minimum. Stakeholder buy-in and communication are essential to the project's success. Considerations for minimizing construction impacts and mitigating traffic congestion while maintaining safety and operational efficiency of I-90 as well as the interchanges within the corridor will be implemented. The use of a traffic management plan for critical phasing and sequencing will increase the safety due to shorter construction exposure.

Consultant will conduct baseline environmental investigations, analyze impacts to identified resources, and complete formal environmental documentation and Section 4(f) evaluations. The level of environmental documentation is anticipated to be a narrative categorical exclusion. Consideration of data, analysis, and findings from the pre-NEPA/MEPA corridor study, along with additional information, should be utilized.

Montana professional engineering license required.

SCHEDULE

The Project schedule will be negotiated prior to developing the contract agreement for services.

PROPOSAL SUBMITTAL

Submit five (5) copies of the SOQ proposals. The correct number of proposals must be submitted in order for your firm to be considered. Clearly label each SOQ proposal with the project name. All proposals must be submitted in hard copy format; electronic proposals will not be considered.

The Department must receive the SOQ proposals no later than 3:00 PM MST, June 19, 2014. Send the proposals to:

Send the proposals to:

Ryan Dahlke, P.E.
Consultant Design Engineer
Montana Department of Transportation
2701 Prospect Avenue, P.O. Box 201001
Helena, MT 59620-1001

Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's responsibility to assure delivery at the specified office by the specified time. Offeror may request the State return the proposal at vendor's expense or the State will dispose of the proposal if requested by the offeror. (See Administrative Rules of Montana (ARM) 2.5.509.)

The costs for developing and delivering responses to this solicitation are entirely the responsibility of the offeror. The State is not liable for any expense incurred by the offeror in the preparation and presentation of this submittal.

Once submitted, proposals become the property of the Department. The Department views the information contained in the proposals as partially proprietary in nature and will strive to keep the information confidential, but cannot make any such guarantees.

PROPOSAL CONTENTS

Keep proposals short and concise. Avoid large copies and binders. The proposal must contain the information listed in this section. Please organize your proposal in the same order and numbering format as shown below, which will assist MDT in reviewing your proposal:

Cover page/Introduction

(One (1) page maximum)

The cover page/introduction should include contact information for questions and follow-up regarding this proposal, including name of individual, title, telephone number, mailing address, and email address.

1) Quality of Firm and Personnel

A) Related experience on similar projects.

(Three (3) pages maximum)

Provide a discussion of your firm's previous related project experience as it relates to the scope of services detailed herein.

B) Qualifications, experience and training of personnel to be assigned to projects.
(Four (4) pages maximum)

Discuss the qualifications, experience, and training of the utilized professional staff. Include an organization chart indicating the project staff, their area of expertise, registration, and office location(s). Clearly state your firm's qualifications regarding any licensing requirements identified in the Categories of Service section above.

2) Capacity and Capability of Firm

A) Ability to meet technical requirements and applications.

(Three (3) pages maximum)

Briefly describe the services your firm will provide MDT including professional expertise and technical capabilities your firm possesses. Discuss any subcontractors and support services you anticipate utilizing and describe their expertise.

B) Compatibility of systems, equipment, i.e., CADD and word processing, etc.

(One (1) page maximum)

Provide a brief discussion on the computer systems and software your firm utilizes (i.e. Word, Excel, Microstation, ArcView, etc.). Describe any additional support equipment you intend to use.

C) Capability of firm to meet project time requirements.

(One (1) page maximum)

Briefly describe your ability to meet project schedules based on available staff and projected workload during the next two years.

D) Capability to respond to project and MDT requirements.

(One (1) page maximum)

Describe your firm's approach in preparing work plans/cost estimates, reports and implementing work and managing projects. Briefly discuss your firm's ability to respond to fast-tracked or emergency projects. Describe your firm's ability to work on projects in various parts of the state (i.e. staffing availability, office locations, etc.)

Appendix A

Resumes

Include brief resumes describing the education, training, experience, and qualifications of the personnel listed in the SOQ.

Appendix B

References

List as references all of the firm's clients from the past three (3) years for projects dealing with work similar to the proposed work. The reference list is a single document that includes all references for the proposed work. Include client name, a currently employed contact person, and a corresponding valid phone number. Give range of contract value.

Unbound attachment

References

Submit separately ONE UNBOUND COPY of the reference list from Appendix B, regardless of how many proposals are submitted.

EVALUATION OF PROPOSALS

All proposals will be evaluated in accordance with the following factors:

- 1) Quality of Firm and Personnel (35 points)**
 - A) Related Experience on similar projects
 - B) Qualifications, experience, and training of staff to be assigned to project
- 2) Capacity and Capability of Firm (35 points)**
 - A) Ability to meet technical requirements
 - B) Compatibility of systems, equipment, i.e., CADD and word processing etc.
 - C) Capability of firm to meet project time requirements
 - D) Capability to respond to project and Department requirements
- 3) Record of past performance of firm and personnel on previous projects (30 points)**
 - A) Previous record with the Department, quality of work, on-schedule performance, and cooperation with the Consultant Design Engineer and other Department personnel.
 - B) No previous record with the Department will require reference checks.

Following the review and evaluation of all SOQ proposals, the list of firms will be narrowed down to an appropriate short list. Short listed firms may be interviewed before the Rating Committee. Consultant selection is finalized by MDT at the Consultant Selection Board meeting.

INDIRECT COST RATE REQUIREMENTS

Proof of the firm's Indirect Cost Rate (overhead rate) is *not required* with this proposal submittal. However, an Indirect Cost Rate may be required prior to executing a contract according to MDT's Indirect Cost Rate Requirements:

All submitted indirect cost rates must be calculated in accordance with 23 CFR 172.7(b) for the cost principles of 48 CFR part 31 and include the required items identified in the MDT Indirect Cost Rate Policy located on the MDT Internet website. <http://www.mdt.mt.gov/other/cdb/external/policies/INDIRECT-COST-RATE-POLICY.PDF>

Do not show any actual numerical financial information such as the overhead rate or personnel rates within your proposal. Specific cost information of the firm or team should not be part of the proposal.

FUTURE AGREEMENT REQUIREMENTS

Contract agreements will generally be administered on a cost plus fixed fee basis. The contracts will have negotiated cost ceilings. If a consulting firm is selected for a specific project and a contract agreement is successfully negotiated, certain financial information will be required as part of the contract agreement. As described in the Indirect Cost Rate Requirements section above, all Consultants and subconsultants must provide the Department with an Indirect Cost Rate (as applicable) audited (when applicable) in accordance with 23 CFR §172.7(b) for the cost principles of 48 CFR Part 31 and based on the firm's latest completed fiscal year's costs. Personnel rates, profit, and direct expenses must be clearly outlined and provided to the Department.

Do not submit actual numerical financial information within this proposal.

OTHER INFORMATION

Other design information for the Department can be found in the “MDT Road Design Project Development Guidelines”. The referenced guidelines are available on the Department’s web page at: http://www.mdt.mt.gov/publications/docs/manuals/mdtguide_reqrplans.pdf.

SINGLE POINT OF CONTACT

From the date this SOQ solicitation is issued until the consultant selection is finalized by MDT at the Consultant Selection Board meeting, offerors are not allowed to communicate with any state staff or officials regarding this solicitation, except at the direction of the Consultant Design Engineer. Any unauthorized contact may disqualify the offeror from further consideration. Contact information for the single point of contact is as follows:

Ryan Dahlke
Consultant Design Engineer
Montana Department of Transportation
(406) 444-7292 (Direct Line)
(800) 335-7592 (TTY)
rdahlke@mt.gov

DBE/WBE GOALS

DBE goals may be set for individual projects and will be identified prior to reaching a contract agreement. Consulting firms are strongly recommended to utilize DBE firms. A Montana certified DBE list is available and can be found on the MDT web page, <http://www.mdt.mt.gov/business/contracting/civil/dbe.shtml>.

NONDISCRIMINATION COMPLIANCE

Consultants will be subject to Federal and Montana nondiscrimination laws and regulations (see attached notice).

If you have any questions, please contact me at (406) 444-7292 or (406) 444-7696 TDD, or by email at rdahlke@mt.gov .

Ryan Dahlke, P.E.
Consultant Design Engineer

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Attachment

copies: Jay Skoog – ACEC Executive Director
Ryan Dahlke, P.E., Consultant Design Engineer
Consultant Design Bureau File

e-copies: Lynn Zanto – MDT Rail, Transit & Planning Division Administrator
Dwane Kailey, P.E., Highways and Engineering Division
James A. Walther, P.E., Preconstruction Engineer
Stefan Streeter, P.E., Billings District Administrator
Kent Barnes, P.E., Bridge Engineer
Bryan Miller, P.E., Consultant Plans Engineer
Maggie Metzger, DBE Program Manager, Civil Rights Bureau
Patti McCubbins, Civil Rights Bureau
Mark Studt, P.E., Consultant Design

NON-DISCRIMINATION NOTICE

During the performance of this Agreement, the Consultant (hereafter in this Section “the Party”), for itself, its assignees and successors in interest, agrees as follows:

A) COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 FOR FEDERAL-AID CONTRACTS

- (1) Compliance with Regulations: The Party shall comply with all Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, 49 Code of Federal Regulations (CFR), Part 21, as they may be amended (hereafter referred to as the Regulations), which are incorporated by reference and made a part of this Agreement, even if only state funding is here involved.
- (2) Nondiscrimination: The Party, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of sex, race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Party shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR Sec. 21.5.
- (3) Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations, whether by competitive bidding or negotiation by the Party for work to be performed under a subcontract, including procurement of materials or leases of equipment, any potential subcontractor or supplier shall be notified by the Party of the Party's obligations under this Agreement and the Regulations relative to nondiscrimination.
- (4) Information and Reports: The Party will provide all reports and information required by the Regulations, or directives issued pursuant thereto, and permit access to its books, records, accounts, other sources of information and its facilities as may be determined by State or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with Regulations or directives. Where any information required of the Party is in the exclusive possession of another who fails or refuses to furnish this information, the Party shall so certify to the Department or the FHWA as requested, setting forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the Party's noncompliance with the nondiscrimination provisions of this Agreement, State may impose sanctions as it or the FHWA determines appropriate, including, but not limited to,
 - (a) Withholding payments to the Party under the Agreement until the Party complies, and/or
 - (b) Cancellation, termination or suspension of the Agreement, in whole or in part.
- (6) Incorporation of Provisions: The Party will include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Party will take such action with respect to any subcontract or procurement as the State or the FHWA may direct to enforce such provisions including sanctions for noncompliance: Provided, however, that in the event the

Party is sued or is threatened with litigation by a subcontractor or supplier as a result of such direction, the Party may request the State to enter into the litigation to protect the interests of the State, and, in addition, the Party or the State may request the United States to enter into such litigation to protect the interests of the United States.

B) COMPLIANCE WITH THE MONTANA GOVERNMENTAL CODE OF FAIR PRACTICES, SEC. 49-3-207, MCA

In accordance with Section 49-3-207, MCA, the Party agrees that for this Agreement all hiring will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the Agreement.

C) COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA)

- (1) The Party will comply with all regulations relative to implementation of the AMERICANS WITH DISABILITIES ACT.
- (2) The Party will incorporate or communicate the intent of the following statement in all publications, announcements, video recordings, course offerings or other program outputs: **"The Party will provide reasonable accommodations for any known disability that may interfere with a person in participating in any service, program or activity offered by the Party. In the case of documents, recordings or verbal presentations, alternative accessible formats will be provided. For further information call the Party."**
- (3) All video recordings produced and created under contract and/or agreement will be closed-captioned.

D) COMPLIANCE WITH PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISES IN DEPARTMENT OF TRANSPORTATION FINANCIAL ASSISTANCE PROGRAMS, 49 CFR PART 26

Each Agreement the Department signs with a Party (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The Party, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Party shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Party to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.