

Work Plan

Special Experimental Project No. 14 (SEP-14), Idaho Transportation Department, I-15 and US-20 Controlled Access Fencing Project

Idaho Transportation Department

Business Support and Management Division

September 20, 2012

Mr. Jason R. Giard, P.E.

Operations Engineer, Design and Maintenance Federal Highway Administration - Idaho Division Office

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Dear Mr. Giard P.E.

The Idaho Transportation Department (ITD) submits this work plan for review and approval as a “Best Value” project under the provisions of Special Experimental Project No. 14 (SEP 14) for the use of innovative contracting practices. ITD has traditionally used the “low-bid” method for highway and facilities construction, repair and maintenance.

The Idaho Transportation Department (ITD) is requesting Proposals to remove the existing controlled access fencing and provide and install “like” controlled access fencing along the I-15 and US-20 corridors. ITD District 6 is committed to maintaining the integrity of the fence, protecting the traveling public from livestock wandering onto the roadway, as well as unauthorized access. Fence that is near or at the end of its useful life must be replaced. The fence along each side of the Types IV and V controlled access corridors in ITD District 6 is largely 30 years old and reaching the end of its useful life. The available budget for this project is \$510,000.00

***A. Purpose***

The proposed “Best Value” contracting method is an innovative process which is being utilized by various agencies within the State of Idaho for the procurement of a wide-range of goods and services. The “Best Value” contracting method places risk and responsibility with a single contractor. This contracting method may produce a more cost efficient design because of the designer giving greater consideration to construction methods, as well as introducing emerging technologies, potentially resulting in a lower cost-of-ownership. This contracting method should bring about a reduction in the time required from initiation of the project to final acceptance of ITD. ITD anticipates that the use of this method will result in a more cost effective result with shorter project duration.

ITD also wishes to use the Best Value process as a means of exploring innovative contracting methods. Historically ITD has used the low bid method. With increasing demands on available

highway funds ITD is actively pursuing methods that have the potential to enhance the use of each precious tax dollar.

### ***B. Scope***

The designs will meet the requirements of the ITD Roadway Design Manual and A Policy on Geometric Design of Highways and Streets, 5<sup>th</sup> Edition, and all Federal-aid requirements. The fencing designs will meet the requirements of the *ITD Roadway Design Manual* and *AASHTO Guide Specifications for Highway Construction*, Ninth Edition.

Removal and replacement of the corridor fencing will include site preparation and all necessary roadway approach work, and erosion and sediment control work items. Construction engineering, including quality control will be the responsibility of the contractor. Construction will comply with *ITD Standard Specifications for Highway Construction* Edition of 2004 Edition and supplemental specifications dated 01/2011.

ITD has completed the Categorical Exclusion Determination 771.117(c) 08-23-12

The contractor will be free to recommend construction methods. This freedom will allow the contractor to develop a plan that makes best use of the contractor's abilities and equipment. ITD will secure the necessary permits, any relocation of utilities, and any right of way required for the construction of this project.

ITD will advertise and solicit contractor interest for this project through a Request for Proposals (RFP). The RFP will require each contractor to submit a Risk Assessment and Value Added (RAVA) Plan, and a separate sealed Price Proposal. After the RAVA Plans have been evaluated, the contractors Cost Proposals containing the total project price for each phase of work would be evaluated.

A Selection Committee has been established to review the contractor's proposals in accordance with Section E (EVALUATION OF PROPOSALS). As part of the project, the selected Contractor will be required to provide a complete set of fence removal and replacement plans. FHWA will not be reviewing preliminary or final plans as this is not a full oversight project.

### ***C. Schedule***

The Best Value method will have the following phases:

#### **PHASE I: Preparation of RFP (Estimated time: One month)**

The RFP will be prepared by ITD in consultation with Arizona State University's Performance Based Studies Research Group (PBSRG). The RFP will include the evaluation criteria and the assigned weights for each criteria. The RFP will require proposers to submit a RAVA Plan and a Price Proposal. The RFP will include a detailed scope, which identifies the current conditions, description, location, and items of work. The scope will also detail contractual matters such as contract time, method of payment, and approval processes.

#### **PHASE II: Selection of Best Value Contractor (Estimated Time: Two months)**

This phase includes advertising the RFP, selecting a Best Value contractor, and awarding the project. The following tasks will be completed:

1. ITD will advertise the RFP.
2. ITD will hold a mandatory pre-proposal and “Best Value” education conference.
3. Selection committee will evaluate RAVA Plans based on the criteria listed in Part F of this Work Plan and submit results to the ITD Contracting Officer (CO).
4. ITD will invite Proposer(s) to mandatory Pre-Award
5. ITD will execute the contract and issue a notice to proceed.

### **PHASE III: Project Completion (Estimated Time: 8 months)**

This phase includes the design and approval of final plans, project construction, and final acceptance of the project. The time allowed for this phase of the project will be the time submitted in the proposal of the successful contractor. The time will be counted from the day ITD issues the notice to proceed.

### **D. Evaluation Categories**

ITD has developed selection procedures in order to provide a balanced assessment of the experience and qualifications of the contractor, the proposed structure, the project completion time, and the project cost. Proposals will be submitted in two separate sealed envelopes, one containing the RAVA Plan, and one containing the Cost Proposal.

### **Interviews**

The State will shortlist the top rated Contractors and interview the critical individuals from the shortlisted firms. The State may also request to interview additional personnel. The critical individuals that will be interviewed for this project include:

1. Project Manager
2. Site Superintendent

The purpose of the interview period is to provide an opportunity to meet the individuals that will be assigned to the project being proposed. The interview period allows ITD to identify if the individuals assigned to the project have actually thought about the project.

A standard set of questions will be asked to each firm. The evaluation committee reserves the right to ask for clarification on any question or response to a question. All individuals must be interviewed separately, and no other individuals (from the contractors group) can be present.

### **Past Performance Information**

The maximum number of references that will be evaluated are five (5) for the “Prime Contractor” (firm), five (5) each for the “Project Manager”, Site Superintendent and “Subcontractors”.

**Risk Assessment Plan (Controllable and none controllable)** The RAVA Plan is evaluated and scored by the Evaluation Committee. The RAVA Plan is a tool to assist the State in identifying

highly-experienced/highly-performing contractors. The Plan provides contractors with an opportunity to differentiate themselves from their competitors. Each Plan should be evaluated based on the contractors risk assessment capabilities (ability to identify and minimize potential risks unique to this project)

One of the goals of the RAVA Plan is to minimize any potential bias that an evaluator may have for a particular firm. Therefore, the Plan must not contain any names or information that may be used to identify the contractor. The evaluators will only be provided a coded copy of the Plan (that will not contain any names in it). Each evaluator must rate the Plans individually from all of the other evaluators.

### **Value Added Options Plan**

The Value Added Options Plan will be evaluated for the ability to identify potential value added options (ability to add value to the project in terms of time, money, or quality).

### **Evaluation Committee**

The Proposals will be evaluated by an Evaluation Committee composed of individuals from the following offices:

- ITD District 6 Engineering
- ITD District 6 Purchasing

### ***E. Evaluation of Proposals***

ITD has developed selection procedures in order to provide a balanced assessment of the experience and qualifications of the contractor, as well as project cost.

### **Evaluation Committee**

An Evaluation Committee will be used to evaluate specific portions of all responsive Proposals. The Evaluators will not be provided with the names of any Proposers or product names, or the cost of the Proposals during their evaluation. The Evaluation Committee shall determine the significance of the proposals submitted by careful appraisal and study.

### **Evaluation and Scoring Categories**

ITD will determine the potential best-valued Proposer who, in their sole judgment best meets the RFP requirements. Proposals will be prioritized based on the categories described below.

### **Prioritizing the Proposals (Round One)**

ITD shall use a simple linear relationship model to assist in analyzing and prioritizing the Proposals based on the submitted information. This model will assign the most points to

Proposer with the best score in each criterion, and fewer points to the other Proposers (based on Proposer's relative distance from the best).

## ROUND ONE

300 Points	Interview
100 Points	Risk Assessment Plan (Non Controllable)
100 Points	Risk Assessment Plan (Controllable)
50 Points	Value Added Plan
<b>550 Points Total</b>	

## DETERMINATION OF THE SHORT LIST

The purpose of the short listing is to minimize effort of all participants. The interview of key personnel takes effort and expense of all parties. If there are too many competing vendors, it could be inefficient if only one vendor receives the award. The short listing matrix will be the matrix which includes submitted information and ratings that have been given to the blind submittals. After the Proposals have been prioritized, the top three Proposers with the highest scoring Proposals will constitute the Short List

### ***F. Pre-Award Period***

The potential best-valued Proposer will be required to perform the Pre-Award functions as outlined in this section.

The Proposer may be required to perform the following (including, but not limited to):

- Carefully preplan the project in detail
- Verify the cost proposal
- Prepare a list of all proposal assumptions (with associated impacts)
- Coordinate with all subcontractors
- Create a subcontractor work plan
- Identify all major activities/tasks that are included and excluded in the proposal
- Provide a response to all concerns, questions, risks that are addressed by the Agency
- Coordinate the project/service with all critical parties
- Prepare a response on how all risks identified by the other Proposers will be minimized
- Prepare a list of risks that the Proposer does not control
- Review selected functional and technical requirements with Agency
- Respond to any technical concerns, issues, or risks brought up by Agency

- Revisit the sites to do any additional investigating
- Prepare a list of all Agency actions/tasks and roles and responsibilities
- Identify if Agency has accepted/rejected any value added ideas
- Prepare a detailed project schedule identifying critical milestones
- Provide a work plan outlining how the vendor will complete the Project

## ROUND TWO

250 Points	Cost
200 Points	Past Performance
300 Points	Project Capability
25 Points	Survey
25 Points	# of Clients
<b>800 Points Total</b>	

### ***G. Reporting***

ITD will prepare and submit initial, interim, and final reports on this project. The initial report will be prepared at the approximate time of award of the contract. The initial report will include industry reaction to the Best Value process, any identifiable effects on the proposals received, and a copy of the contractor's costs for categories of "design" and "construction".

A final report will be submitted upon completion of the contract and final acceptance. The final report will contain an overall evaluation of the project along with any suggestions and recommendations for improving the process.