

REQUEST FOR QUALIFICATIONS

National Environmental Policy Act (NEPA) Study

for Proposed SH-45 Realignment in Nampa, Idaho

Addendums

- 1. 11.12.2020
- 2. _____
- 3. _____
- 4. _____
- 5. _____

A. GENERAL INFORMATION

PROPOSAL

The City of Nampa (City) seeks qualified and experienced firms to submit a Statement of Qualifications (SOQ) to provide a National Environmental Policy Act evaluation for potential realignment of SH-45 in the City of Nampa Idaho.

GENERAL TERMS

This Request for Qualifications (RFQ) does not commit City to enter into an agreement or to pay any costs incurred in preparing a response to this RFQ. All materials and documents submitted in response to the RFQ become the property of the City and will not be returned.

RESERVATION OF RIGHTS BY CITY

Issuing this RFQ does not constitute an assurance by City that any contract will be entered by City and expressly reserves City's right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all responses
- Reissue the Request for Qualifications
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFQ, and 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 based on any real or apparent conflict of interest

Each respondent, by submitting a SOQ, agrees that any finding by City of any fact in dispute as to this solicitation or the responses thereto shall be final and conclusive, except as otherwise provided herein or by law.

CONFLICT OF INTEREST

Submitting a SOQ constitutes an agreement by Consultant that, at the time of contracting, Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with performing Consultant's contractual obligations under this RFQ. Consultant further covenants that, in the performance of the contract, Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

PROPRIETARY MATERIAL

The City is a public agency. All SOQ submittals, including attachments, may be considered a public record and, except as noted below, will be available for inspection and copying by any person after a successful negotiation and contract award. Any information submitted to City is subject to release as provided in Idaho Public Records Law, Idaho Code, Title 74, Chapter 1. The City will take reasonable efforts to protect any information marked "confidential" to the extent allowed by Idaho Public Records Law. To assist, confidential information should be clearly identified in a separate email submitted simultaneously with the SOQ. Confidential information submitted by all respondents to this RFQ will be destroyed by City after a successful negotiation and contract award.

PROPOSAL EVALUATION AND SELECTION

An Evaluation Committee will evaluate and determine individual and comparative merits of each SOQ received. It is Consultant's responsibility to ensure it complies with this RFQ. Failure to do so may result in either a lowered evaluation score or disqualification.

City intends to engage the selected Consultant as quickly as reasonable after final date for submittal. Response time includes both the evaluation process and required City Council authorization to proceed with contract negotiations. It may also include, if initiated by the Evaluation Committee, up to three respondents requested to give a presentation and/or answer interview questions prior to final SOQ ranking.

City intends to negotiate a contract to complete the General Scope of Services (see below). Negotiations will commence with highest-ranked Consultant. If those negotiations break down, they will be formally ended, and negotiations will commence with the next ranked Consultant. As part of this solicitation and selection, City specifically reserves the right to enter a future contract with the successful Consultant to provide additional related project services, including final design and plans, specifications and estimates (PS&E).

CONTACT INFORMATION

Direct all questions concerning this RFQ via email to Senior Transportation Planner Clair Bowman at bowmancm@cityofnampa.us, with a copy to Administrative Specialist Senior Ashlee Teeter at teetera@cityofnampa.us. Responses to all questions will be via e-mail within two working days of receipt of the question(s).

Interested firms are encouraged to submit a contact e-mail address with a request to be included on an electronic mailing list to Clair Bowman and Ashlee Teeter. Firms on the mailing list will receive copies of all responses to questions submitted. No firms will be identified in the responses. No project specific questions will be accepted after November 9.

B. PREPARATION INSTRUCTIONS

SOQ must conform to the following instructions. Non-conforming SOQ will be rejected.

SOQ must be submitted and received by 4:00 p.m. MST on Friday, November 20, 2020, via e-mail to bowmancm@cityofnampa.us with a copy to teetera@cityofnampa.us with name of RFQ and Consultant name clearly indicated in the subject line. Late submittals will not be considered.

FORMAT

- Required File Format: PDF
- Maximum length of the submittal shall be five (5) pages.
- Cover pages are discouraged, and if included will count as one of the five pages.
- An introductory letter is limited to one (1) page and does not count as one of the five pages.
- 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
 - Certification of EEO Policy
 - Certification of Financial Accountability
 - Certification Regarding Debarment
 - Consultant DBE Commitment

INTRODUCTORY LETTER

An introductory letter should be addressed to

Clair Bowman
Senior Transportation Planner
City of Nampa
Public Works Department/Administration
Nampa Development Services Center
500 12th Avenue South
Nampa, Idaho 83651

The introductory letter shall introduce the Consultant's proposal, identify the project manager, and list a contact name and telephone number. It shall also contain a statement confirming commitment of key personnel identified in the submittal to meet City's quality and schedule expectations. List each subconsultant, their work tasks, contact name and telephone number.

EEO REQUIREMENTS

The City of Nampa is an Equal Employment Opportunity (EEO) employer and values diversity in its work force and contractors. Respondent, by submitting a SOQ, 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. An Affirmative Action form (see Exhibit A) and policy statement must accompany each SOQ for Consultant and each subconsultant.

FINANCIAL REQUIREMENTS

The selected Consultant must negotiate a professional services agreement with the City in accordance with Federal Acquisition Regulations (FARs) and the most recent version of the AASHTO Audit Guide.

All SOQ submissions must contain a signed Financial Accountability form (see Exhibit B). Each Consultant 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.

CERTIFICATION REGARDING DEBARMENT

All SOQ submissions must include a signed Certification Regarding Debarment, Suspension and Other Responsibility Matters (see Exhibit C).

DBE PARTICIPATION REQUIREMENTS

City strongly suggests SOQ emphasize DBE (Disadvantaged Business Enterprise) utilization. Consultants are requested to include a minimum 8% DBE utilization or demonstrate “Good Faith Effort” toward achieving that goal. City will consider failure to do so as non-responsive and the SOQ will not be accepted. A one-page Consultant DBE commitment, included as part of the SOQ, shall include for each subconsultant:

- Name and contact information
- Scope of Work
- Proposed percentage of overall project

Total of all proposed percentages will become the minimum percentage allowed in a subsequent contract for the successful Consultant.

PROPOSAL

It is essential that 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. Specific individuals or subconsultants listed in the SOQ, including project manager, shall be assigned to key positions as proposed and shall not be removed or replaced without the prior written approval of City.

The following criteria will be considered in SOQ evaluation and Consultant selection. They apply only to the Consultant except where specifically requested for Consultant and each subconsultant.

CRITERIA 1: COMPANY EXPERIENCE AND QUALIFICATIONS

Weight – 2 *(Complete for Consultant and each Subconsultant)*

- Describe Consultant’s prior experience with National Environmental Policy Act evaluations.
- Describe how the company is organized to perform this type of project.

CRITERIA 2: PROJECT MANAGER

Weight - 4

- Identify the project manager who will be responsible for quality and timeliness of Consultant 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 management of this project
- Provide descriptions of no more than three (3) similar projects successfully developed by the project manager, identifying similarities to this project.
- 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.

CRITERIA 3: KEY PERSONNEL AND RESOURCES AVAILABLE

Weight – 3 (Complete for Consultant and each Subconsultant)

- Identify key personnel and describe each person’s role and duties on this project.
- Provide a brief summary of experience and qualifications.
- Include an organization chart of key personnel with roles and office locations.

CRITERIA 4: PROJECT UNDERSTANDING AND APPROACH

Weight - 4

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish this project as outlined in, “C. SCOPE OF WORK.”
- Identify significant features and potential issues that may be encountered and possible steps to eliminate or minimize those issues.

SCHEDULE

Anticipated events and deadlines are shown in the following table:

Event	Due Dates and Deadlines
RFQ available to Consultants	October 30, 2020
Firms’ Questions and Inquiries, send via email	November 9, 2020 by 4:00 p.m.
Pre-proposal Meeting*	November 10, 2020, at 11:00 a.m.
City’s Response to Pre-proposal Meeting (if necessary)	November 13, 2020
Submittal DEADLINE for Qualifications	November 20, 2020 by 4:00 p.m.
Selection and Negotiations	November 23-December 1, 2020
Final Selection	December 3, 2020
Request for City Council Approval	December 14, 2020

*Pre-proposal meeting will be held via TEAMS or in-person at City of Nampa Development Services Center, 500 12th Avenue South, Nampa, Idaho. Meeting invite will be sent to those firms that have requested to be included on the electronic mailing list (as outlined under “CONTACT INFORMATION” Page 3).

Evaluation Committee

The evaluation committee will be comprised of:

Jeff Barnes, Deputy Public Works Director (Transportation), City Public Works Department

Clair Bowman, Senior Transportation Planner, City Public Works Department

Chris Branstetter, Environmental Planner, District 3, Idaho Transportation Department

NEPA Consultant to City Public Works Department

C. SCOPE OF WORK

BACKGROUND

The City of Nampa has been exploring the possibility of realigning State Highway 45 (SH-45) through its jurisdiction for decades. SH-45 is 12th Avenue South in Nampa. It serves as a major route connecting Owyhee County and southern Canyon County to Interstate 84 (I-84) by way of the I-84 Business Loop (I-84B). I-84B utilizes portions of 2nd Street South, 3rd Street South, 11th Avenue (both South and North) and Garrity Boulevard. Exhibit D, attached, highlights existing alignment of SH-45 in blue and I-84B in orange.

Another goal for decades has been to further develop Downtown Nampa. Current growth in the region makes this goal increasingly attainable. There are four primary streets composing the heart of Downtown: 2nd and 3rd Streets South; 11th and 12th Avenues South. All, despite the fact these roadways fully surround the City's "Library Block" and only parking garage, are under the Idaho Transportation Department's (ITD) jurisdiction. ITD oversight limits how quickly development proposals can be approved and affects standards with which development proposals must comply.

Renewed effort to explore options began in 2007 as the City's Urban Renewal Agency – Nampa Development Corporation (NDC) – was in the throes of designing a new library and parking garage. By 2009, this concern led to the first formal study of alternative routes for SH-45 outside Downtown. Pressure to make Downtown more bicycle and pedestrian friendly moved NDC and the City to explore multiple options to connect SH-45 to I-84 without using the current I-84B route. The *Downtown Traffic Alternatives Analysis (2010)* identified a potentially viable option – one of more than a dozen that were examined – endorsed by both NDC and the City in November 2010. This option would realign SH-45 along 7th Street South, Yale Street, and Northside Boulevard to connect with I-84 at the Northside Boulevard interchange, eliminating the need for I-84B. Exhibit D, attached, highlights the potential realignment path in yellow.

The City further investigated viable options in the *SH-45 Realignment Concept Study (2014)*. This effort developed materials needed to create a concept report required for ITD project development purposes and provided more detailed estimates of project costs. An environmental scan conducted as part of the *SH-45 Realignment Concept Study* identified critical issues to be investigated as part of a formal NEPA environmental evaluation:

- Cultural and Historic Resources
- Noise
- Environmental Justice

Minimal public involvement has occurred to date related to realigning SH-45. All alternatives in the *Downtown Traffic Alternatives Analysis* were presented to the public as part of the City's previous citywide transportation planning effort (2010) and discussed by both NDC and Nampa City Council at regularly scheduled, open meetings in 2011. Public and stakeholder input will be a critical component of the NEPA environmental evaluation process.

To support the environmental evaluation, additional concept design tasks may be required to evaluate viable alternatives. Preliminary (30%) design will be completed for the preferred alternative. Anticipated design activities include, but may not be limited to:

- Surveying the corridor from 12th Avenue South, south of 7th Street South, to Northside Boulevard at the railroad overpass bridge. Survey will also be needed for the proposed frontage access roads needed adjacent to Yale Street
- Identifying ROW needs and parcel impacts.
- Designing Roadway:
 - Convert 11th Ave South to one-way between 3rd Street South and 7th Street South
 - Widen 7th Street South
 - Widen Yale Street
 - Frontage roads and access for Yale Street
- Designing Intersections:
 - Transition curve from 12th Avenue South to 7th Street South
 - Reconfigure 7th Street South/12th Avenue South Intersection
 - Widen 7th Street South and 11th Street South
 - Reconstruct 7th Street South and 7th Avenue South
 - Redesign Northside Boulevard Intersections at 3rd Street South and 2nd Street South
- Designing Drainage
- Identifying Utility Impacts/Relocations

Neither the *Downtown Traffic Alternatives Analysis* nor the *SH-45 Realignment Concept Study* identified alternatives for intersections of 3rd Street South/Northside Boulevard/Yale Street or 2nd Street South/Northside Boulevard. Should SH-45 be realigned, design year (~2045) traffic conditions will certainly require these intersections also be redesigned to improve safety and reduce delay/congestion. Therefore, as part of this study, an alternatives analysis with innovative solutions is needed. A preferred alternative will be identified as a part of the environmental evaluation.

DETAILS

This project is currently funded with City funds. However, potential future use of federal funds necessitates all portions of this current effort comply with ITD and Federal Highway Administration requirements. Project work is expected to commence as quickly as a contract is signed and approved by Nampa City Council. City anticipates it will conclude in twelve to fifteen months and certainly prior to the end of FY2021 (September 30, 2021). Termini for this evaluation are highlighted in Exhibit D.

SUPPORTING DOCUMENTS

Several documents provide additional detail on prior efforts. All can be found online at <https://cityofnampa.us/459/Plans-Studies>:

- Downtown Traffic Alternatives Analysis – Final Report (2010)
- SH-45 Realignment Concept (2014)
- 12th Avenue Safety and Access Study (2016)

D. GENERAL SCOPE OF WORK

The Scope of Work for this effort includes work necessary to develop an environmental evaluation and related preliminary designs for proposed realignment of SH-45 through Nampa. The goal of this effort is environmental approval and design approval, making the project eligible for federal participation, early right-of-way (ROW) acquisition, and final design. Scope items are likely to include:

- Topographic and Property Boundary Surveys and Mapping
- Phase I, II, and III Geotechnical Investigations and Reports
- Traffic Analysis
- Public and Stakeholder Involvement
- Intersection Alternatives Analysis for 3rd Street South/Northside Boulevard/Yale Street and 2nd Street South/Northside Boulevard
- Preliminary ROW Plans
- Preliminary Roadway and Intersection Design (30%)
- Preliminary Drainage Design (30%)
- Utility Coordination
- Preliminary Design Plans and Cost Estimate
- Draft and Final NEPA Evaluation
 - Cultural and Historic Resources Assessment (Section 4(f) Evaluation)
 - Noise Analysis
 - Environmental Justice Evaluation
 - Visual Resources
 - Document other resources (i.e., air quality, hazardous materials, threatened and endangered species, wetlands) as appropriate
- Design Study Report
- Agency Coordination

EXHIBIT A – AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY
To be completed by Consultant and each subconsultant

Firm Name

How many employees does this Firm have (check one)? _____ Less than fifty _____ Fifty or more

A. For a Firm employing fifty or more employees:

I certify that this Firm has a formal statement of nondiscrimination in employment policy and has an affirmative action program: _____ Yes _____ No

B. For a Firm employing fewer than fifty employees:

I certify that this Firm has a formal statement of nondiscrimination in employment policy:
_____ Yes _____ No

Provide name and contact information for Firm's EEO Officer:

Signature of Authorized Representative Certifying all Statements as True

Date

Attach copy of the Firm's EEO Policy (*policy copy is not included in page count*).

EXHIBIT B – FINANCIAL ACCOUNTABILITY

To be completed by Consultant only

Firm Name

I certify that this Firm has a job cost accounting system able to track direct project-related expenditures, indirect costs and ordinary expenditures for this project.

Signature of Authorized Representative

Date

EXHIBIT C - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS

To be completed by Consultant only

Firm Name

I certify that, to the best of my knowledge and belief, except as noted on an attached Exception, the firm, material suppliers, vendors or other lower tier participants on this project:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal, State or Local department or agency.
- b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property.
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.
- d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

Signature of Authorized Representative

Date

EXHIBIT D – STREET MAP WITH PROJECT TERMINI

