Work Plan
Special Experimental Project No. 14 (SEP-14), Idaho Transportation Department, Weigh In Motion Project A12(461) US-20

Idaho Transportation Department

Business Support and Management Division

August 27, 2012

Mr. Jason R. Giard, P.E.
Operations Engineer, Design and Maintenance Federal Highway Administration - Idaho Division Office
3050 Lakeharbor Lane, Suite 126
Boise, ID 83703

Dear Mr. Giard,

The Idaho Transportation Department (ITD) submits this work plan for review and approval as a "Best Value" design-build 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", design-bid-build method for highway and facilities construction.

The Idaho Transportation Department (ITD) is requesting Proposals to provide and install a permanent Weigh in Motion Sensor System (WIM) with vehicle identification capability. The primary goals of the WIM System are to provide the ITD with the ability to weigh vehicles while they are traveling along the highway and capture a video image of the traveling vehicle with sufficient accuracy to enable traffic to be screened for later static weighing and to transmit and store data for immediate retrieval by both the ITD and the Montana Department of Transportation (MDT) and Idaho State Police (ISP). MDT and ISP access shall be via a web based application.

The available budget for this project is $420,000.00

***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 the design-build method will result in a more cost effective facility with shorter project duration.

ITD also wishes to use the design-build method as a means of exploring innovative contracting methods. Historically ITD has used the design-bid-build method and has limited experience with the design-build 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. The benefits of upgrading this site will be extended to the Montana Department of Transportation (MDT) and Idaho State Police (ISP) by providing more current and accurate information.

### *B. Scope*

The designs will meet the requirements of the ITD Roadway Design Manual and A Policy on Geometric Design of Highways and Streets, 5th Edition, and all Federal-aid requirements. The design work will include the required surveys, geotechnical work, and structure, roadway, and site designs including seismic analyses. The designs will meet the requirements of the *ITD Roadway Design Manual* and *AASHTO Guide Specifications for Highway Construction*, Ninth Edition.

Construction will include site preparation. All necessary foundation work, excavation, 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 Decision. The area of construction does not include any wetlands areas.

The contractor will be free to recommend site layout, materials, and construction methods. This freedom will allow the contractor to develop a site 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 design computations and 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 criterion. 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) on the short list to mandatory Pre-Award.
5. ITD will execute the contract and issue a notice to proceed.

**PHASE III:** Project Completion (Design & Construction) (Estimated Time: 4 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 thoroughly reviewed the project and submitted a realistic proposal.

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**

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 prospers submittal by careful appraisal and study.

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 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 |
| 550 Points Total | |

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 details about how the product works (technical details)
- Prepare a detailed project schedule identifying critical milestones
- Provide a work plan outlining how the vendor will complete the Project
- Provide a complete description of the system, including:
    - Description of weighing system and tracking

ROUND TWO

| | |
|---|---|
| 250 Points | Cost |
| 200 Points | Past Performance |
| 300 Points | Project Capability |
| 25 Points | Survey |
| 25 Points | # of Clients |
| 800 Points Total | |

***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".

An interim report will be submitted midway during the construction phase of the project.

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.

Contacts


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## AREA MAPS

### Vicinity Map

### Inspection Station Site

### Weigh-in-Motion Site