LOCATION AND ENVIRONMENT STUDIES AND DOCUMENTS
REQUEST FOR PROPOSAL (RFP)

GENERAL INFORMATION

SERVICE AGREEMENT CONTRACT
The Department is seeking to negotiate and enter into new three (3)-year service agreement contracts with environmental and engineering consulting firms.

Service agreement contracts will be categorized as “full service” and “limited service-general” depending on the firm’s expertise and range of capabilities. “Full service” can include, but is not limited to, Environmental Impact Studies and Location Studies. “Limited service-general” can include, but is not limited to Environmental Assessments, Categorical Exclusions, Cultural Phase 1 and Phase 2, Biological Assessments, Regulated Materials Investigations, engineering studies, and Wetland Services to name a few. All projects are subject to the Iowa DOT’s CAN-DO Project Development Process. The selected firms will be expected to provide services that ensure compliance with all applicable environmental laws and regulations. Applicants may select only one of the above categories for their proposal. Submitted proposals must clearly identify which contract they wish to be considered for selection.

A. REQUEST FOR FULL SERVICE PROPOSALS

Work tasks under the “full service” contract may include, but is not limited to:

Location Studies and Documents

- Gather project information and background data from the DOT, literature and other sources, as appropriate;
- Perform preliminary engineering and layout of possible alternatives to achieve the goals of the project; [Note: Engineering alternatives will be developed on CADD using Microstation and Geopak applications.];
- Generate preliminary cost estimates for the alternatives;
- Perform the necessary traffic modeling and traffic operational analysis when appropriate;
- Make a preliminary identification and assessment of significant social, economic and environmental impacts of the possible alternatives;
- Attend and assist with, as requested, any public information meetings or DOT Project Management Team (PMT) meetings relative to the project;
- Prepare documents related to the study, such as Location Study Reports, Interchange Justification Reports, feasibility reports, or others; and
- Provide expert testimony and/or administrative/engineering support functions in preparation for litigation.

NEPA Environmental Impact Studies and Documents
Perform, or assist DOT with performance of, early coordination with appropriate federal, state and local agencies, including attendance at public and agency Environmental Scoping Meeting(s) to inform them of the project, and to receive early input to the environmental studies;

Gather project area background information, including previous partial or completed studies and documents done by the DOT;

Conduct surveys in the project area to determine the presence of, and expected project impacts to, biological species, including the identification of any protected plant or animal species;

Perform traffic noise and air quality analysis;

Gather data relating to social and economic factors in the project area;

Perform cultural resource surveys and testing (when requested);

Perform wetlands identification and/or delineation (when requested);

Perform field review and database research for presence of regulated materials (when requested);

Coordinate with consultants utilized by the DOT to obtain cultural resources, regulated substances, wetlands or other specialty data (when requested) so that information generated by others is properly included in the environmental documents;

Prepare the draft environmental document appropriate to the level of impacts of the project- either an Environmental Assessment (EA) or an Environmental Impact Statement (DEIS);

Attend and assist with public information meetings and/or public hearings held by the DOT for the project;

Prepare the appropriate level of final environmental document- either a Finding of No Significant Impact (FONSI) or a Final Environmental Impact Statement (FEIS); [NOTE: If the FHWA determines that an EIS is required based upon the results of an EA having been prepared and made available, then the consultant would first prepare a DEIS in advance of a FEIS; a supplemental work order would probably be required.]

For EIS projects, prepare the Record of Decision (ROD);

Perform supporting studies as necessary, and prepare supporting environmental documents, such as Section 4(f) (of DOT Act) or Section 6(f) (Land and Water Conservation Fund Act);

Prepare supplemental documents such as EA or EIS Addendums, reevaluations or supplements;

Provide expert testimony and/or environmental/administrative support functions in preparation for litigation; and

Complete other related tasks and documents as requested.

Consulting firms are required to remain pre-qualified in Category 123 and 351 and access to specialty firms pre-qualified in Category 350, 352, 354, 355, and 356 as defined in the Department’s Policy and Procedure Manual, Policy No. 300.04, for the duration of the contract. Failure to do so may result in cancellation of any remaining portion of the contract.
Full service Selection Criteria
Evaluation factors to be used by the consultant selection committee include, but are not limited to, the following (100 points maximum):

1. Education and expertise in Transportation projects.
   A. Location Studies (20 points).
   B. NEPA and environmental studies (20 points).

2. Experience of the firm with contract management and management of similar Transportation projects (20 points).

3. The ability to locate key staff to potential project areas. Key staff are those staff expected to be directly involved in project work under this contract (5 points).

4. Past experience and relationships with the Iowa Department of Transportation or other transportation agency and the federal and state agencies with jurisdiction in Iowa (10 points).

5. Experience with the Iowa DOT’s CAN-DO Project Development Process (5 points).

6. Current workload and availability of key staff and sub-consultants (10 points).

7. Responsiveness (10 points).

B. REQUEST FOR LIMITED SERVICE PROPOSALS - GENERAL

Work tasks under the “limited service” contract may include, but is not limited to:

- Categorical Exclusion documents;
- Environmental Assessments and/or addendums;
- Findings of No Significant Impacts;
- Draft and Final 4(f) Statements.

This work will include:

- Early coordination with federal, state and local agencies;
- Scoping meetings, including NEPA 404 merged process;
  Surveys of project area to determine presence of/impacts to biological species, including identification of protected plant and animal species;
- Preparation of appropriate National Environmental Policy Act documentation appropriate to the level of impacts;
- Attendance at project management meetings, public meetings and/or public hearings.

Project work could also include:
- Wetlands surveys;
- Noise and air analysis;
- Field reviews for regulated substances;
- Threatened and Endangered species surveys;
- Coordination with the Department’s cultural resource section and/or cultural resource consultants;
- Engineering studies.

Consulting firms are required to remain pre-qualified in Category 123 and 351 and access to specialty firms pre-qualified in Category 350, 352, 354, 355, 356 and 358 as defined in the Department’s Policy and Procedure Manual, Policy No. 300.04, for the duration of the contract. Failure to do so may result in cancellation of any remaining portion of the contract.

Limited Service - General Selection Criteria
Evaluation factors to be used by the consultant selection committee include, but are not limited to, the following (100 points maximum):

1. Education and expertise in Transportation projects.
   A. Location Studies (20 points).
   B. NEPA and environmental studies (20 points).

2. Experience of the firm with contract management and management of similar Transportation projects (20 points).

3. The ability to locate key staff to potential project areas. Key staff are those staff expected to be directly involved in project work under this contract (5 points).

4. Past experience and relationships with the Iowa Department of Transportation or other transportation agency and the federal and state agencies with jurisdiction in Iowa (10 points).

5. Experience with the Iowa DOT’s CAN-DO Project Development Process (5 points).

6. Current workload and availability of key staff and sub-consultants (10 points).

7. Responsiveness (10 points).

C. SUBMITTAL REQUIREMENTS

Administering Office
The Full service agreement contract described in this RFP will be administered by:
Donna Matulac – donna.matulac@dot.iowa.gov
The Limited service – general agreement contract described in this RFP will be administered by: DeeAnn Newell – deeann.newell@dot.iowa.gov

Iowa Department of Transportation
Office of Location and Environment
800 Lincoln Way
Ames, Iowa  50010

Technical questions concerning the work to be performed under this contract may be directed by email to the above listed names for each category. Questions must be received by August 24, 2006. Contacting any other selection team member is inappropriate. All questions and responses will be posted at the following web site: http://www.prof-tech-consultant.dot.state.ia.us/.

Submittal in Response to the RFP
A firm interested in submitting a proposal is to provide written notification to the administering office. The Iowa DOT will select two (2) Full service consulting firms, two (2) Limited service – general consulting firms.

For a firm to be considered, their proposal must be received by 3:00 pm on August 31, 2006. Submit six copies to:

Donna Matulac
Iowa Department of Transportation
Office of Location and Environment
800 Lincoln Way
Ames, Iowa  50010

Responses to this RFP are to be limited to ten (10) double-sided pages or twenty (20) single-sided pages, between proposal covers, not including blank dividers. Proposals exceeding these limits will not be accepted. Inclusion of promotional literature of a general nature is not solicited, but if submitted, will count toward the overall length restriction.

The following information is required to be included in the proposal:

• The name and address of the project manager who will direct the work for the firm;
• The names and qualifications of key staff that will be available for work under the contract;
• The location of the office where the majority of the work will be performed;
• A description of the firm’s capabilities and experience. The project history listing is to be limited to only those projects that utilized current staff. Do not include projects where current staff had no part or active role. Identify the staff member(s) most involved with each listed project. Do not include projects involving clients that would be identified as “Confidential”, as this would prohibit a possible reference check by the Department. If included, projects without a
client contact name and phone number will not be considered in the Department’s evaluation;

- A list of the sub-consultants to be used and the work they will perform. (Prime consultant may list multiple sub-consultants for each category.) The expected percentage of work to be assigned to each sub-consultant is to be noted (i.e. the percentage the sub-consultant would be involved during a typical individual project in relation to the total project hours). Note: All sub-consultants will be subject to pre-approval of the Department prior to providing any services under this contract;

- A disclosure of any work for other clients that may be affected by the work under this service agreement contract, to avoid a potential conflict of interest;

- The proposal may include additional information, as deemed appropriate, subject to the overall length restriction. However, cost information should not be submitted as part of the proposal, and if submitted, will not be considered.

Consulting firms may be required to provide services in prequalification categories not listed. The firm would be required to obtain the services of specialty firms and provide qualifications at the time work is assigned.

Oral interviews are not anticipated.

It is the policy of the Department that Disadvantaged Business Enterprises shall have the maximum practicable opportunity to participate in the performance of contracts financed in whole or in part with federal-aid highway funds. Most of the work under this contract is expected to involve federal-aid highway funds. Should it be determined a DBE goal is needed, it will be negotiated as part of the contract.

The Iowa DOT may treat all information submitted by a consultant as public information following the conclusion of the selection process unless the consultant properly requests that information be treated as confidential at the time of submitting the proposal. The Iowa DOT’s release of information is governed by Iowa Code Chapter 22. Consultants are encouraged to familiarize themselves with Chapter 22 before submitting a proposal. The Iowa DOT will copy public records as required to comply with the public records laws. Any consultant that is impacted by a request for public record will be notified of the details of the request prior to the release of information.

Questions concerning the RFP process are to be directed to Mr. Jason Holst, 515-239-1571.