Introduction

The Office of Location and Environment for the Iowa Department of Transportation (The Department) is interested in entering into a new three-year professional service agreement contract with environmental and engineering consulting firms to provide location and environmental studies and documents as well as developing or implementing innovative business solutions to improve the project development process and life-cycle management of Iowa’s transportation infrastructure. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work. The Department is posting two RFP’s at this time, for hiring three Full Service consultants and two Limited Service consultants. Consultants may only apply for one of these RFP’s.

Project Background

In 2013, the Department entered into three-year professional service agreement contracts with four environmental and engineering consulting firms, for the purpose of handling work for the Department’s Office of Location and Environment. These contracts are due to expire.

Due to the expiration of the existing contracts, the Department is seeking to negotiate and enter into new three-year service agreement contracts with three environmental and engineering consulting firms for a “full service” contract. To be considered responsive, applicants must select only one of the above categories for their proposal and must clearly identify which category the submittal is for.

Planning and environmental work and deliverables will follow Iowa DOT’s “Project Development Process.” The selected firms will be expected to provide services and deliverables that ensure compliance with all applicable environmental laws and regulations as well as the department’s applicable Policies, guidance manuals, and applicable IT Requirement’s Documents.

Project Scope

Firms selected for “full service” contracts will be expected to have the ability to assemble a highly qualified team to complete work tasks that may include, but are not limited to:

Location Studies and Documents
- Topographic, photogrammetric, and/or field survey as necessary;
• Utility surveys which may include subsurface utility engineering and exploration;
• Preliminary geotechnical investigation and design as appropriate;
• Preliminary hydraulic and hydrologic investigation (including 2D modeling), engineering, and design as appropriate;
• Gather project information and background data from the Iowa 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 in CADD using Microstation and Geopak applications.];
• Perform all work necessary for a preliminary bridge Type, Size, & Location (TS&L) Alternative staging layout and design;
• Generate preliminary cost estimates for the alternatives. This may include risk analysis, draft Project Management Plan, and draft Financial Plan when appropriate;
• Perform the necessary traffic modeling and traffic operational analysis when appropriate;
• Origin/destination, public, and/or other surveys or studies as needed;
• Conceptual lighting and signing layout and/or design as appropriate;
• Animation and still view visualization of project alternatives, formatted for web applications, as necessary;
• 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 Iowa DOT Project Management Team (PMT) meetings relative to the project;
• Assist with Planning & Environmental Linkages (PEL) studies
• Prepare documents related to the study, such as Location Study Reports, Interchange Justification Reports, feasibility reports, or others;
• Assist with value engineering studies and Life-Cycle cost analysis as needed.
• Assist with the development of processes or production and procurement of services to automate and coordinate tasks associated with the engineering services above.

NEPA Environmental Impact Studies and Documents
• Perform, or assist the Iowa 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 Iowa 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 Iowa 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 (EIS);
- Attend and assist with public information meetings and/or public hearings held by the Iowa 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 draft EIS 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
- Assist with the development of processes or production and procurement of services to automate and coordinate tasks associated with the environmental services above.
- Complete other related tasks and documents as requested.

GIS Data Collection and Product Development
- Collection of data and mapping through global positioning system equipment as required;
- Use of GIS systems, equipment, and data with products geo-referenced to established coordinate systems.
- Purchase or development of web, mobile, or other services for the display and analysis of GIS data as required.

Contract Information

Negotiation with the top selected consultants will commence upon notice that the selection process is completed. The contract will be a three-year on-call agreement.

The following fee payment methods may be used:
- Cost plus Fixed Fee with annually adjusted overhead payment method will be used for larger scale projects with durations longer than one year.
- Cost plus fixed fee with fixed overhead for smaller scale projects with a shorter duration.
The Department will not guarantee a set amount of work or contract value for these contracts.

**General Requirements**

The prime consulting firms submitting proposals for the “full service” contracts are required to remain prequalified in categories 123 - Location Studies and 351 - Environmental Impact Studies. In addition, the firm (prime or subconsultant) performing work in any of the following categories must be and remain pre-qualified: 125 - Interchange Justification Report (IJR), 312 - Engineering Survey, 315 - Photogrammetry, 319 - Subsurface Utility Engineering (SUE), 321 - Geological and Geophysical Studies, 323 - Hydraulic and Hydrologic Studies, 352 - Cultural, Historic and Native American Services, 353 - Environmental Impact Specialty Studies, 354 - Comprehensive Wetland Services, 355 - Regulated Material Investigation and Remediation Services, 356 - Hydrogeology, Geomorphology and Other Geological Disciplines, 358 - Specialized Wetland Services, 359 - Specialized Geophysical Studies – Vibration, and 381 - Geographic Information System (GIS) Services, as defined in the Department’s Policy and Procedure Manual, Policy No. 300.04, for the duration of the contract.

Failure to remain prequalified during the contract will result in cancellation of any remaining portion of the contract. Details regarding prequalification are available at the Consultant Utilization webpage, [http://www.prof-tech-consultant.dot.state.ia.us/](http://www.prof-tech-consultant.dot.state.ia.us/).

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.

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBEs) and Targeted Small Businesses (TSBs) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Funding of the work under this contract is not expected to involve federal-aid highway funds. In the event DBE participation is required on a particular contract, the goal will be established as part of the negotiation. A list of certified DBE firms may be found at [http://www.dot.state.ia.us/contracts/contracts_eoaa.htm](http://www.dot.state.ia.us/contracts/contracts_eoaa.htm). A list of TSB firms may be found at [https://dia.iowa.gov/tsb/](https://dia.iowa.gov/tsb/).

**Selection Information**

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed and the availability and qualifications of your key staff. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criteria.
1. Education and expertise in Transportation projects (40 points).
   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. Proximity of key staff to potential project areas. Key staff would be 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 (15 points).

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

6. Current Workload and Commitments of Key Staff and Sub-consultants (10 points).

7. Requirements of the RFP have been met (5 points).

The selection committee does not anticipate the need for oral interviews.

Contacting any selection team member other than the RFP contact person is inappropriate.

**Proposal Requirements**

Please provide the following information in the order listed:

1. Include your firm’s approach to addressing the identified tasks, your understanding of the project’s scope, key issues and relevancy to Iowa’s transportation system. Briefly discuss similar projects the members on your team have completed in the past five years. This listing should be limited to the three most applicable projects.

2. Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by this individual. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.

3. Include experience and qualifications for any sub-consultants to be used and work they will perform.

4. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.

5. A project schedule outlining the timeline and estimated completion date of each major task identified in your scope of work. This should include a schedule with a description of all deliverable products throughout the period. A graphical representation of the proposed schedule should be included.
6. The location of the office where the majority of work will be performed.
7. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.
8. Include a statement that the consultant will meet the DBE goal. If the consultant cannot meet the minimum goal, include a commitment statement for the percentage of participation that they can meet.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5” x 11” pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, etc. The maximum size limit of a proposal is 7 megabytes.

On the cover page of the proposal, please include title of the RFP for which the proposal is submitted and the email address of the person who should receive the results of the selection. Inclusion of promotional literature of a general nature will not be considered in the selection process.

The electronic proposal must be submitted via email to Brad Hofer - brad.hofer@dot.iowa.gov. An email will be sent confirming receipt of the proposal.

Proposals are due by 3:00 pm on February 8th.

Any technical questions or questions regarding this RFP (Specify if applying for Full or Limited Service RFP) shall be submitted via email to Brad Hofer - brad.hofer@dot.iowa.gov. Any questions about this RFP must be received by noon on February 1st. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, http://www.prof-tech-consultant.dot.state.ia.us.

Any proposal not complying with all requirements stated in the RFP may not be accepted.

Public Records Law

The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.
Statement of Non-Discrimination

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran’s status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer at 800-262-0003. If you need accommodations because of a disability to access the Iowa Department of Transportation’s services, contact the agency's affirmative action officer at 800-262-0003.