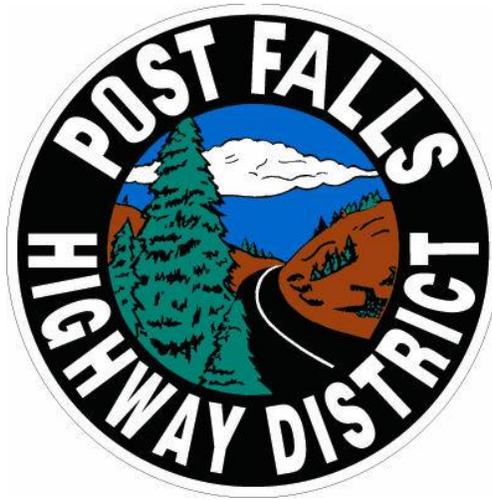


**REQUEST FOR PROPOSAL (RFP)  
FOR PROFESSIONAL DESIGN SERVICES**

**The Greensferry Road Bridge over the Spokane River**



**Post Falls Highway District Board of Commissioners**

Todd Tondee, Chairperson, Sub-District 2

Terry Werner, Sub-District 1

Lynn Humphreys, Sub-District 3

Michael Lenz – Director of Highways

May 6, 2020

# REQUEST FOR PROPOSALS

## Table of Contents

General Information .....	3
Project Scope .....	3
Submittal Requirements .....	5
General Conditions .....	5
Content and Format.....	5
RFP Schedule.....	6
Proposal Scoring.....	6

## General Information

The Post Falls Highway District (PFHD) is seeking a qualified and experienced Consultant Firm to provide survey and engineering services for the preliminary design of the Greensferry Road Bridge over the Spokane River. The design must be in accordance with Federal Highway Administration (FHWA) and Idaho Transportation Department (ITD) standards and specifications. The goal of the Highway District is to complete the preliminary design with project cost estimate to aid in the pursuit for a bond election. Progress from preliminary to final design and construction will continue after a successful bond election.

## Project Scope

The proposed Greensferry Bridge is located on Greensferry Road spanning the Spokane River just south of the City of Post Falls City limits. The Federal Functional Classification map identifies Greensferry Road north of the river as an urban minor arterial, and south of the river as an urban collector. There existed a bridge at this location that was closed to traffic in 1967 and dismantled in 1971. There still exists 50 to 55 feet of right of way with approaches on both the north and south side of the river.

The intent of this project is to develop the preliminary bridge design alternative that meets the height and width limitations while providing one travel lane in each direction, a multimodal lane, and limit the need for right-of-way acquisition. In addition, the Consultant will need to determine potential conflict of a high-power transmission line, special flood hazard area coordination with FEMA, and predetermine requirements/constraints from permitting authorities.

The PFHD seeks a consultant firm who can provide the necessary design services including:

Geotechnical Analysis – The Consultant will collect and evaluate subsurface data and development of structure foundation recommendations. There are existing roadway approaches from the previous Greensferry Bridge that should be evaluated to determine suitability for incorporation into the project to reduce the required bridge length. The findings will be provided in a geotechnical report that addresses required items pertaining to the proposed design of piles, abutments, MSE walls, approach pavements, and any other necessary components.

Project Surveying – Survey work would include establishment of legal road centerlines and rights-of-way and collect planimetric and topographic features adequate to perform a hydraulic analysis and determine special flood hazard impacts for FEMA permitting.

Right-of-Way Services – A preliminary Total Ownership Map and preliminary Right-of-Way Plans will be prepared as part of this preliminary submittal to determine potential right-of-way acquisition required and estimate costs for the project.

Public Involvement – Consultant will provide the opportunity for public outreach meetings to gather the public's input on bridge design features and to present alternatives for public input. This effort would include coordinating the meetings including advertisement, media outreach, preparation of exhibits and staffing the meetings.

Utility Coordination – The Consultant will determine potential utility conflicts, coordinate with utility agencies, and provide an estimate of any project related costs for relocations.

Bridge Hydraulics & Scour Analysis – The Consultant will perform bridge hydraulic and scour analysis.

FEMA Coordination – The Consultant will coordinate with FEMA, the Idaho State Floodplains Administrator, and Kootenai County Floodplains Administrator to determine any impacts to the special

flood hazard area, including the potential for a Conditional Letter of Map Revision (CLOMR) and a Letter of Map Revision (LOMR).

Environmental Documentation & Permitting – The following permits are anticipated for this project but may not be a complete list. The Consultant will determine the requirements and constraints to be considered for the preliminary design. Permit applications will be completed in the Final Design.

Army Corp of Engineers

US Coast Guard

Idaho Department of Lands

FEMA

Department of Fish & Game

Potential NEPA Environmental if any Federal Aid funding is anticipated.

Preliminary Bridge & Roadway Design – The Consultant shall identify design constraints and present to the PFHD design alternatives that best provide cost-effective constructible solutions for the bridge. The alternatives should be compared through life-cycle cost analysis. The Consultant will summarize the alternatives in a report for a final selection by the PFHD. The Consultant will then complete the preliminary design and cost summary for the chosen alternative.

There may be additional unidentified services necessary to complete a preliminary design and cost summary.

## Submittal Requirements

### General Conditions

1. The PFHD reserves the right, at any time during the solicitation or contract award process, to reject any or all proposals or cancel the solicitation, without liability, if there is good cause or if doing so would be in the public interest.
2. This Request for Proposals (RFP) does not commit the Post Falls Highway District to pay any cost incurred in the preparation of a proposal or subsequent negotiations.
3. The submitted proposals must adhere to the format described herein.
4. Elaborate proposals beyond that sufficient to present a complete and effective proposal are not necessary or desired.
5. Any questions concerning the RFP should be submitted by email to Michael Lenz [mlenz@postfallshd.com](mailto:mlenz@postfallshd.com) no later than **2:30 p.m. PST on May 28, 2020**.
6. Interested firms should submit a contact email to Mr. Lenz with a request to be included on an electronic mailing list, to receive responses to any project questions submitted. No firms will be identified in the responses.
7. An electronic pdf of proposals shall be submitted to:  
  
**Michael Lenz – [mlenz@postfallshd.com](mailto:mlenz@postfallshd.com)**  
  
**On or before 2:30 p.m., PST on June 1, 2020.** Proposals received after this time will not be accepted. Faxed copies will not be accepted.
8. The PFHD intends to select a Consultant on the basis of information provided by each firm; however, interviews with firms may be conducted after review of the submittals.
9. Consultant selection will occur ~~in~~ **June 17, 2020**.

### Content and Format

Submittals shall be no longer than 10 pages long, excluding cover page and resumes. One page is considered to be one side of a single 8 ½" x 11" page with a minimum font size of 12.

1. Introduction Letter (1 page) – A cover letter, signed by an authorized representative to include the following:
  - A statement the proposer understands the scope and identifies the types of services to be provided.
  - The Proposer agrees to the terms and conditions contained in the RFP.
  - Identifies the Project Manager, contact telephone number, any subconsultants, and commitment to meet PFHD quality and schedule expectations.
2. Professional Qualifications (4 pages)  
Demonstrate the team qualifications and experience related to the requested services for the project. Provide office location of all key personnel. Responses should address the following:
  - The Consultant firm's experience with similar projects.

- The Project Manager’s Idaho professional registration and experience with similar projects. List all projects the Project Manager is currently managing and the percentage of time spent on each. Include estimated completion dates for these projects.
  - Qualifications and relevant individual experience of Key Personnel and describe their roles, duties and availability on this project.
  - Include an Organizational Chart of Proposed Team.
  - Resumes to be attached as an appendix and not included in page total.
3. Performance Examples (3 pages)  
Provide a brief professional work history of relevant projects as it relates to the proposed team including the primary firm and any subconsultants. This work history should only include projects undertaken by the same key staff members to be utilized for this project. Past performance examples which include multiple members of the proposed team may receive a higher ranking.
- Include similar projects performed within the last ten years. Include total cost of the project.
  - Identify internal procedures or policies related to work quality and cost control.
  - Provide three references to demonstrate Consultant’s or subconsultants satisfactory performance in terms of scope, time, and budget.
4. Project Understanding (2 page)  
The section should include a clear and concise understanding of the project based on existing information, a general description of the purpose of this project and the chief issues to be addressed. This should include an understanding of the goals of PFHD and why the proposer should be selected. This narrative should demonstrate the knowledge, methodology, policies and procedures to accomplish this project.

## RFP Schedule

May 14, 2020	RFP Issuance
May 28, 2020	Last day for submitting emailed questions at or before 2:30 pm <b>PST</b>
June 01, 2020	Proposals due at or before 2:30 p.m. <b>PST</b>
June 08, 2020	Interview week (if required)
June 17, 2020	Selection; notification within 48 hours

## Proposal Scoring

The Proposals received will be evaluated by PFHD and scored based on the following criteria and weights:

Cover Letter	50 points
Professional Qualifications	400 points
Performance Examples	300 points
Project Understanding	250 points
Total Possible Score	1000 points