



CITY OF NAMPA REQUEST FOR PROPOSALS

Pavement Management Solution

Prepared by

City of Nampa

Public Works Department

500 12th Avenue South

January 22, 2021

Addendums

1. **01.27.2021** _____
2. _____
3. _____
4. _____
5. _____

CITY OF NAMPA REQUEST FOR PROPOSALS

Table of Contents

REQUEST FOR PROPOSALS GUIDELINE

- ❖ General Information
- ❖ General Conditions
- ❖ Proposal Instructions

GENERAL INFORMATION

REQUEST FOR PROPOSALS (RFP)

The City of Nampa (City) invites written proposals to provide a complete pavement inspection and management solution for collecting pavement condition data, processing and analysis of recorded data, visualization and management in a web-based GIS application backed by a geospatial database. This online software should contain tools that allows the City to actively manage, update, and track its ongoing roadway maintenance program and conditions.

Proposals should address these two areas: 1) the data collection procedures for developing a citywide, numerical Pavement Condition Index (PCI) rating, where each roadway segment will receive a distinct PCI rating (100 being newly paved and 0 completely failed); and 2) discussion of the software being proposed and its functionality and advantages as a service solution to allow Nampa to manage the overall pavement condition database. All respondents agree that their proposal constitutes a firm offer to the City which cannot be withdrawn by the respondent for sixty (60) calendar days following the submittal deadline.

Nampa has an approximate population of 106,000 people and 390 centerline roadway miles.

SCHEDULE

The following table outlines the schedule of events and deadlines:

Event	Due Dates & Deadlines
Request for Proposals made available to Consultants	January 24, 2021
Submittal <u>DEADLINE</u> for Qualifications	February 3, 2021 by 3:00 p.m.
Selection and Negotiations	February 5, 2021 (estimated)
Final Selection	February 5, 2021 (estimated)
Present to City Council for Recommended Approval	February 16, 2021 (estimated)

PROJECT DESCRIPTION

Proposals should address all labor, materials, supplies, equipment, software, training and services necessary to complete the project. The project solution should include the following elements:

- **Project Initiation** – Selected Vendor shall meet with Nampa Staff and review existing data, review database software options and integration with GIS software products, review street network layout, evaluation of streets, previous maintenance program. Any existing prior data of roadway segments shall be reviewed.
- **Review Existing GIS Mapping** – Vendor shall work with the Municipal GIS Manager and will ensure roadway data can be coordinated with the current GIS system. If such GIS road layer data doesn't exist, vendor should assist in creating it.

- **Network Referencing** – Develop survey routing maps and confirm the linkage of the road segmentation to the Municipal database and GIS for the approximately 850 lane miles to be included in this project. Define how the Municipality would like the road network to be segmented, in the most common way of intersection to intersection or in customer defined intervals, by lane, and if the capability to adjust segmentation after data collection is needed.
- **Pavement Condition Data Collection** – Utilize a sensor-based data collection platform to automatically collect continuous road surface data. At a minimum system should utilize the following sensor technologies:
 - 3D surface imaging technology
 - IMU enabled GPS for geo-locating of pavement and asset information
 - Differential Encoder for linear positioning and vehicle path creation.
 - 360 Degree Camera for Right of Way imagery collection
 - All systems and data streams should be GPS geotagged and time synchronized to within 2 msec.
 - All survey work shall be performed on dry pavement and in lighting conditions that assure usable data
- **Data Processing and QA/QC** – Perform data reduction, analysis, and QA/QC of collected data.
- **Maintenance and Rehabilitation Program Development** – Use a Pavement Condition Rating (0-100 scale) to provide recommended pavement maintenance treatment for each road segment with estimate of cost for rehabilitation, also based on other factors such as traffic, type of road (e.g. residential versus arterial), and benefits to cost ratio. The maintenance and repair data should also be provided as a GIS layer and in tabular format.
- **Pavement Repair Analysis** – The Technology should address current and long-term pavement management goals so that the Municipality and the technology team can jointly confirm the best pavement management strategy based on the Pavement Condition value ranges and specific distress type and severity level. The technology vendor will work with the Municipality to customize the software for the specific practice and procedures currently in use. The customization will reflect the Municipality road repair and maintenance program’s policies and practices. The subtasks will include:
 - Configure the system to reflect the rehabilitation alternatives and repair methods used by the Municipality
 - Configure the system to reflect the current and local costs for the repair methods
 - Configure the system to reflect the preferred repair method and critical Pavement Condition rating thresholds
 - Acquire multi-year budget information from the technology and provide a draft multi-year rehabilitation program for review by Municipal staff

- Run the automated repair recommendation program and produce a list of repair/rehabilitation candidates
- Work with Municipal staff to review the rehabilitation program and modify analysis parameters iteratively to produce the final repair program required
- **Pavement Management System Configuration** - Upon completion of the data collection activities, the Vendor shall review maintenance and rehabilitation strategies with staff. This should include the recommendation and selection of appropriate treatments such as: reconstruction, reclamation, hot in place paving, mill and overlays, overlays, micro surfacing, full width seals, crack seals, or other methods that are appropriate for the Municipality. Unit costs from most recent paving and maintenance projects will be made available to the Vendor.
- **Asset Management Software** - All results from the vendor should be provided in a GIS centric application. Software provided to the City should have as a minimum the following capabilities:
 - **Web-based-** City should have easy access to record of road's condition from anywhere via the internet
 - **Unlimited licenses-** City should be able to grant access to this software to as many users as the Municipality desires
 - **Zero-installation.** City should not be required to install any software to load the asset management software
 - **Imagery-** 360 Image viewer imbedded into the software
 - **Customizable** - System should be customizable based on repair methods, budget, and management goals
 - **Data Importing/Exporting** – Software should support the ability to import and export data in GIS and non-GIS formats (including .csv and .shp formats)
 - **Network Segmentation/Pavement Condition Reporting** – Software should support the ability to report Pavement Condition ratings on customer-based road segmentation on arbitrary segment lengths and by lane. Additionally, software should support the ability to re-segment and report Pavement Condition ratings on new road segmentations without the need to reacquire road surface measurement data
 - **Visualization** – The Pavement Condition rating data, including pavement imagery, other defects should be visualized in the software's GIS environment
 - **Repair Planning and Prioritization** - Municipality should be able to use the software to get repair recommendations and cost estimates for each road segment.

Additionally, Software should prioritize repair projects in the City, including the ability to segment by neighborhood or other geographic designation chosen by the City, based on Pavement Condition rating, traffic flow, life-cycle benefit to cost analysis, and available budget

- **Budget Analysis** – Users should be able to run different pavement management scenarios using different budgets, comparing budgets, and analyze impact of varying budget levels over time. Software should support the ability to download these scenarios in addition to adding them to the software as additional layers for further scrutiny
- **Additional Assets** – Software should support the capability of adding and managing other infrastructure assets the City might want to add, including but not limited to traffic signs, streetlights, and pavement markings, sidewalks, traffic signal lights, etc.
- **Reporting** - Budgetary analysis, funding scenarios, and final reports shall be developed for the City. The report shall include an executive summary, inventory reports for the entire database, Pavement Condition reports, maintenance and rehabilitation reports, maintenance and rehabilitation distribution, budgetary needs, budget scenario reports and maintenance backlog summaries
- **Deliverables:** (Digital file)
 - Report summarizing the City roadway network condition and findings
 - Rehabilitation Plan and Budget Development – The Technology creates a series of alternative pavement repair strategies and execute a “what-if” analysis to identify pros and cons of each
 - Esri Storymap with detailed overview of the project and web accessible maps for staff, council or residents to view
 - ESRI Geodatabase which includes (at a minimum)
 - Use Municipalities Street Segment ID numbering system
 - Cross reference Street Name, From and To designation
 - Functional Classification
 - Pavement Type
 - Length, width, Area
 - Photos hyperlinked to segment ID
 - Pavement Condition Rating (1-100)
 - Recommended Rehabilitation
 - Cost estimate to Rehabilitate
 - Priority

GENERAL CONDITIONS

QUESTIONS AND CLARIFICATIONS

All questions and requested clarification shall be made in writing via email to Jeff Barnes at the following address: barnesj@cityofnampa.us with a copy to Ashlee Teeter at teetera@cityofnampa.us.

REVISIONS TO RFP

In the event that it is necessary to revise any part of the RFP, timely addenda will be posted at. ***It will be the sole responsibility of firms to check this website address for any revisions to the RFO.***

CONSULTANT'S RESPONSIBILITIES AND COST

Consultant will be responsible for all costs (including site visits) incurred in preparing or responding to this RFP. All materials and documents submitted in response to the RFP become the property of the City and will not be returned.

Before submitting a proposal, each Consultant must (1) examine the RFP and any addendums thoroughly and satisfy themselves as to their sufficiency, and shall not at any time after submission of the Proposal, dispute such specifications and the directions explaining or interpreting them, (2) familiarize themselves with the existing City road system and technical needs (3) familiarize themselves with Federal, State and Local laws, ordinances, rules and regulations that may, in any manner, affect cost, progress or performance of the work; and (4) study and carefully correlate respondent's observations with the Request for Proposal's. Failure to do so will not relieve Respondent from responsibility for estimating properly the difficulty or cost of successfully performing the work. City will assume no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the submission of the proposal, unless they are included in the Request for Proposals, or any addendum.

PUBLIC RECORDS/CONFIDENTIAL INFORMATION

The City is a Public Agency. All submittals, including bids, proposals, and any other information provided by a consultant may be considered a public record and, except as noted below, will be available for inspection and copying by any person after the award of this contract. Any information submitted to the City is subject to release as provided for by Idaho Public Records Law, Idaho Code, Title 9, Chapters 338 through 350.

The City will take reasonable efforts to protect any information marked "confidential", to the extent allowed by Idaho Public Records Law. Confidential information should be clearly identified in a cover letter, submitted with your response. It is requested that the confidential information be placed in a separate envelope within the proposal to minimize accidental copying and release. Confidential information will be returned to the Consultant upon request, after the award of the Agreement. It is understood, however, that the City will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any proposal is subject to potential disclosure.

PROTEST OF CONSULTANT SELECTION OR CONTRACT AWARD

Any actual or prospective consultant who is aggrieved in connection with the selection of a Consultant, award of the contract or proposal may submit a protest to the Public Works Director. The protest shall be submitted in writing no later than **four (4) working days** after qualified

Consultant is selected and approved by the City Council. The protest must set forth, in specific terms, the alleged reason the consultant(s) selection or contract is erroneous. Any protest addressed to the Mayor or City Council will be referred to the Public Works Director.

Address written protest to:

Tom Points, P.E., Public Works Director
Public Works Department
500 12th Avenue South
Nampa, ID 83651

RESERVATION OF RIGHTS BY CITY OF NAMPA

The issuance of this RFQ does not constitute an assurance by the City that any proposal will be selected or any contract will actually be entered into by City and City expressly reserves its right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all statements of qualifications
- Request additional information and data from any or all respondents
- Supplement, amend, or otherwise modify the RFP or cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or perceived conflict of interest
- Disqualify any respondent on the basis of past performance on City projects

By responding to this RFP, each respondent agrees that any finding by City of Nampa of any fact in dispute as to this request or the responses thereto shall be final and conclusive except as provided herein. Each Respondent acknowledges and agrees that all decisions regarding this RFP rest in the sole discretion of the City.

FINANCIAL ACCOUNTABILITY

The successful Consultant will be required to submit a signed Financial Accountability form. Each Consultant's 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. It is important that each Consultant have a job cost accounting system to provide for recording and accumulation of costs incurred on each contract.

CERTIFICATION REGARDING DEBARMENT

The successful Consultant will be required to sign a Certification Regarding Debarment, Suspension, and Other Responsibility Matters form.

AFFIRMATIVE ACTION

The successful Consultant will be required to sign an Affirmative Action form. Federal law requires that all companies working on publicly funded projects must comply with Equal Employment Opportunity (EEO) requirements. The consultant, by submission of a statement of

qualifications 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 handicap/disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local EEO requirements.

NEGOTIATING FEES AND CONTRACTS

Fee and contract negotiations will commence upon final selection of a qualified Consultant. After review of contract of terms, Consultant will be requested to enter into a Professional Services Agreement Standard Terms and Conditions with the City. A copy of an example agreement will be provided if requested. If City cannot reach an agreement with the initially selected Consultant, then it may pursue negotiation with the next most favorable Consultant and so on until an agreement is reached or the City Determines that it is not in its best interest to continue negotiations and rejects the remaining proposals.

HOURLY RATES AND REIMBURSABLE COSTS

A qualified Consultant selected and approved by City Council is required to submit consultant fees in a billable table format as follows: 1) key project personnel, 2) their titles, 3) the exact bill-out rate of each person in dollars per hour, 4) the multiplier applied for each person. The multiplier is defined as the ratio between the individual's bill-out rates divided by the person's gross hourly pay. For salaried personnel, the gross hourly pay is determined by dividing the individual's gross yearly salary by 2,080 hours.

Billable hourly rates shall include direct labor, general and administrative overhead, profit margin, ordinary and CAD computer time, ordinary software costs, office supplies and equipment, routine reproduction costs, local communication charges and facsimile charges. Travel costs within Canyon and Ada Counties are not reimbursable.

Billable hourly rates DO NOT include project related reimbursable costs such as costs associated with extensive reproduction costs, i.e., reproduction of final bidding documents (plans and specifications); studies, etc.; travel outside of Canyon or Ada County; per diem; specialized equipment; and long distance communication charges. Unless otherwise agreed to as a part of a specific project task order negotiation, these reimbursable costs will be billed to the City at the consultant's cost and sub-consultant's' costs, without additional markup.

INSURANCE

The successful Consultant will provide (from insurance companies acceptable to the City) insurance coverage designated hereinafter and pay all costs. Any insurance policy or certificate of insurance will name the City as a named insured where appropriate, and such insurance policy or certificate of insurance will be kept and maintained in full force and effect at all times during the term or life of the contract. The insurance policy or certificate of insurance must be filed with the Public Works Department prior to commencing work under the contract and no insurer will cancel the policy or policies or certificate of insurance without first giving thirty (30) days written notice thereof to the Consultant and the City, but the Consultant may, at any time, substitute a policy or policies or certificate of insurance of a qualified insurance company or companies of equal coverage for the policy or policies or certificate then on file with said Public Works Department.

In case of the breach of any provision of this any such insurance provisions in the contract, the City, at its option, may take out and maintain at the expense of the Consultant, such insurance as the City may deem proper and may deduct the cost of such insurance from any monies which may be due or become due the Consultant under this contract.

The Consultant will not commence providing service under the contract until all the insurance required hereunder and such insurance has been reviewed and approved by the City. Review of the insurance by the City will not relieve or decrease the liability of the Consultant hereunder.

- a. General Liability Certificate of Insurance at \$1,000,00.
- b. Professional Liability Insurance (Errors and Omission) with a minimum limit of \$1,000,000 or twice the CONSULTANT's fee, whichever is greater.
- c. Workers Compensation and Employers Liability Insurance as required by statute and in an amount not less than \$1,000,000 for each occurrence.

Consultant shall indemnify and save and hold harmless City from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by Consultant, its servants, agents, employees, guests, and business invitees, and not caused by or arising out of the tortuous conduct of City or its employees. In addition, Consultant shall maintain, and specifically agrees that it will maintain, throughout the term of this Contract, liability insurance, in which the City shall be named an additional insured in at least the minimum amount as specified in the Idaho Tort Claims Act set forth in Title 6, Chapter 9 of the Idaho Code. Additionally, Consultant shall maintain professional liability insurance. The limits of insurance shall not be deemed a limitation of the covenants to indemnify and save and hold harmless City; and if City becomes liable for an amount in excess of the insurance limits, herein provided, Consultant covenants and agrees to indemnify and save and hold harmless City from and for all such losses, claims, actions, or judgments for damages or liability to persons or property. Consultant shall provide City with a Certificate of Insurance, or other proof of insurance evidencing Consultant's compliance with the requirements of this paragraph and file such proof of insurance with the City. In the event the insurance minimums are changed, Consultant shall immediately submit proof of compliance with the changed limits.

The minimum limits of insurance described above will not be deemed a limitation of the Consultant's covenant to indemnify and save and hold harmless the City of Nampa; and if the City of Nampa becomes liable for an amount in excess of the insurance limits, herein provided, Consultant covenants and agrees to indemnify and save and hold harmless the City of Nampa from and for all such losses, claims, actions, or judgments for damages or liability to persons or property. ***The General Liability Certificate of Insurance shall name the City as an additional insured and shall be provided to the City of Nampa Public Works Department, prior to proceeding with the project.***

All above insurance information shall be provided to the following address prior to proceeding with the contract:

City of Nampa
Public Works Department

500 12th Avenue South
Nampa, ID 83651

INVOICING

Invoicing on Task Orders is to be submitted to the following address within 30 days of service:

City of Nampa
Public Works Department
500 12th Avenue South
Nampa, ID 83651

Invoices are paid within 30 days after receipt of invoice, inspection and acceptance.

DELIVERABLES

The City of Nampa is equipped with AutoCAD Civil 3-D 2013, Windows 7, Microsoft Project and Microsoft Office 2010. Compatibility with this software is desirable in all deliverables submitted.

PROPOSAL INSTRUCTIONS

STATEMENTS OF QUALIFICATIONS CRITERIA

Statements of Qualifications should address each of the following criteria within a total of four (4) pages or less:

The proposal is recommended to be organized into the following major parts:

1. Project Manager—Identification of the project manager and relevant experience.
2. Key Personnel and Resources—Identification of anticipated staff or team members and their role in the project with a bio or resume for each individual.
3. Project Approach—Responses to the requirements listed in this RFP must be provided. Include a time schedule for completion of your firm’s work and an estimate of time commitments from City staff
4. Company Experience - Information regarding the firm's stability, length of time in business, past history, future plans, company size, organization.
5. Client References - Provide at least three US based client references that are similar in nature, size or complexity to that described in this RFP which were completed in the past 5 years
6. Schedule – Projection of anticipated starting and ending dates

SUBMITTAL

One PDF copy of the Firm’s proposal must be submitted via email to Jeff Barnes, P.E., Deputy Public Works Director (Transportation), at barnesj@cityofnampa.us with a copy to Ashlee Teeter, Administrative Assistant Senior, at teetera@cityofnampa.us no later than Wednesday, February 3, 2021, by 3:00 p.m. The proposal shall be submitted as outlined in the Statements of Qualifications Criteria listed above. Please note “RFP Pavement Management Solution” in subject line of email.

EVALUATION CRITERIA

A selection committee made up of City of Nampa staff and regional transportation professionals will individually review and rank each submittal. Scores will be assigned to each of the six (6) criteria specified in the Statements of Qualifications Criteria above and a total score assigned. The highest scoring submittal will be selected.