

REQUEST FOR STATEMENT OF INTEREST

ADA COUNTY HIGHWAY DISTRICT
PUBLIC NOTICE
FOR
CONSULTANTS INTERESTED IN PROVIDING SERVICES FOR

Project No.	
Project Name	

Statements expressing interest in the above project will be received until 2:00 p.m., _____, 20____, at Ada County Highway District, 3775 Adams Street, Boise ID 83714. No statements will be accepted after the time specified.

The project consists of _____.

The project is located in Ada County on _____.

All work under this contract shall be completed no later than _____, 20_____.

Statement of Interest forms may be obtained from the Secretary of Engineering Services at the address shown above. General information on the project may be obtained by contacting _____, at (208) 387-6225.

The selection of a consultant for this project will be based on the following criteria areas:

1. Firm's Capabilities
2. Past Experience
3. Location of Work
4. Financial Accountability
5. Minority Participation

The District will select three or more firms, or individuals, from those submitting *Statements of Interest* to submit Technical Proposals.

The Proposer is advised that the *Statement of Interest* is not to exceed 7-sheets in length, and is to be submitted with one original plus three copies. The Proposer shall also submit with the *Statement of Interest* the completed financial information forms (including the SF-254 form) that are included in the proposal package, unless the firm has current information on file with ITD. The firm shall place this information in a separate sealed envelope marked with the firm's name and the statement *Financial Information*. If this information is on file with ITD, the Proposer shall provide documentation to this effect.

Ada County Highway District assumes no obligation of any kind for expenses incurred by the respondent to this solicitation. The right is reserved by the District to reject any or all *Statement of Interest* and/or proposals.

1. FIRM'S CAPABILITIES

Elements to consider are:

- 1) Demonstrated capability on **similar projects**. (List several specific references that may be contacted)
- 2) Management and organizational capabilities.
- 3) Other on-going projects.
- 4) Internal quality and cost control measures or procedures

2. PAST EXPERIENCE

- 1) Has the firm recently performed work for the State of Idaho or a local jurisdiction?
- 2) Has the firm regularly performed work for a State highway agency?

Explanation

These criteria relate to the firm's capabilities to work with personnel of the Highway District or local government on roadway related projects. Key questions to address:

- 1) What projects were completed in Idaho or other states and who is the agency contact person on work performance?
- 2) Was the project completed on time and at estimated costs?

Elements to consider are:

- 1) Satisfactory performance of work for state agencies;
- 2) Completion of projects on time and cost schedules;
- 3) Good working relationship between firm and agency;
- 4) Project records, cost accounting and project plans resulting in satisfactory construction.

3. LOCATION OF WORK

Describe where consultant work will be performed in relation to the project location.

Explanation:

These criteria relate to who will perform what work relative to the project site. It should recognize the need for field data, if required, and also that some work can be performed remote from the field site.

Elements to consider are:

- 1) Need for field work relative to office location.
- 2) Work by firm and potential sub-consultants.

3) Office location relative to project site.

4. FINANCIAL ACCOUNTABILITY

The firm has an acceptable accounting system to document project costs.

Explanation:

These criteria relate to the firm's cost records and cost accounting system to document cost additives and project progress payments.

Elements to consider are:

- 1) Audit on file with ITD documenting adequate cost account system and cost additives.
- 2) Employee benefits and general overhead cost additives have been provided.
- 3) Financial accountability complies with Highway District and OMB requirements.

5. MINORITY PARTICIPATION

- 1) Does the firm have a current affirmative action plan?
- 2) What efforts have been made or will be made with regard to the minority program?

Explanation:

These criteria relate to the firm's affirmative action plan and its status or effort regarding MBW/WBE.

Key questions are:

- 1) Does the firm have a current affirmative action plan?
- 2) What efforts have been made or will be made with regard to meeting the basic requirements of the minority program?

Elements to consider are:

- 1) Statement regarding current affirmative action plans.
- 2) Basic requirements of the minority program are fulfilled if any one of the following is met:
 - a. Is it a minority-owned business?
 - b. Utilization of a minority firm for 10% of the project work.
 - c. Demonstration of a "good faith effort" to employ qualified minority firm.