

TERM AGREEMENT

CATEGORIES OF SERVICE

The following descriptions and minimum requirements for prequalification are to be used as a guide in determining areas of specialization/expertise for which firms may apply for prequalification.

Where the minimum qualification indicates Idaho licensing or registration, that individual must be a full-time employee who has acted in a leadership role on previous projects. Sub-consultants, individuals who have committed to work for the firm in the future or persons on retainers cannot be used to meet the minimum requirements for prequalification. The experience of the individuals must be relevant to the category of service, and the work must have been performed within the last three years.

Firms must also have support staff (engineers and/or technicians) with pertinent experience or training. The lack of relevant experience or training of the support staff may result in non-prequalification.

Firms must be specific in listing all experience which qualifies them for each category.

At the department's discretion, firms requesting prequalification may be required to submit additional documentation outlining their past experience and capabilities of current staff.

Updated November 2022

E6 – Biological Studies split into sub-categories

A. BRIDGES & STRUCTURES

- A1. Bridge Design
- A2. Bridge Inspection*
- A3. Hydraulics
- A4. Load Rating

B. ROADWAY DESIGN

- B1. General Roadway Design
- B2. Traffic Services
- B3. Pathways
- B4. Value Engineering

C. SURVEY & MAPPING

- C1a. Location Survey – Survey Data
- C1b. Location Survey – Survey Control*
- C2. Construction Survey
- C3. Land Survey
- C4. *Reserved*
- C5a Aerial Mapping – Photogrammetric Mapping
- C5b Aerial Mapping – Surveying for Mapping
- C6. Subsurface Utility Engineering

D. ARCHITECTURE

- D1. Building Design
- D2. Building Inspection
- D3. Landscape Design
- D4. Interior Design
- D5. Mechanical Design
- D6. Electrical Design
- D7. Structural Design/Analysis

E. ENVIRONMENTAL

- E1. Report Documentation/Mgmt*
- E2. Noise Studies*
- E3. Air Quality Analysis
- E4. Wetlands
- E5. Water Quality Analysis
- E6. Biological Studies
 - E6a. Biologist
 - E6b. Botanist
 - E6c. Fisheries Biologist

- E7. Cultural Resources
 - E7a. Architectural History
 - E7b. Archaeology
 - E7c. Historian
- E8. Hazardous Materials/Waste
- E9. Visual Assessment

F. TRANSPORTATION PLANNING

- F1. Public Involvement
- F2. Public Relations
- F3. Public Opinion Research
- F4. Photography
- F5. Videography
- F6. Graphic Arts
- F7. Studies and Plans
- F8. GIS Mapping & Planning
- F9. Visualization Services

G. CONSTRUCTION ENGINEERING & INSPECTION

- G1. Project Management (Construction)
- G2. Partnering
- G3. *Reserved*
- G4. Claim Analysis
- G5. Audit
- G6. Construction Inspection
- G7. Construction Materials Testing
- G8. Blasting Consultant
- G9. Steel Fabrication Testing and Inspection

H. GEOTECHNICAL/MATERIALS

- H1. PROJECT DEVELOPMENT
 - H1a. Geological Reconnaissance Report
 - H1b. Roadway Materials Report
 - H1c. Geotechnical Engineering Report
 - H1d. Special Geotechnical Engineering Services
- H2. Subsurface Investigation
- H3. Materials Laboratory Testing
- H4. Non-Destructive Testing for Pavements

J. INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

- J1. ITS Planning
- J2. ITS Design
- J3. ITS Implementation/Deployment

K. AIRPORTS

- K1. Airport Planning
- K2. Airport Engineering

L. CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CMGC) SUPPORT SERVICES

- L1. CMGC Support Services

M. PROJECT DEVELOPMENT SUPPORT SERVICES

- M1. Independent Cost Estimates and/or Validating Estimates
- M2. Project Management (Development)
- M3. Constructability Reviews

*** These categories require additional documentation or information. Review the following definitions of the categories of services for additional requirements.**

A. BRIDGES & STRUCTURES

Idaho professional engineering license required for categories A1 through A4.

A1. Design

This category of service consists of the comprehensive design of structures, including all detailing (except shop details), the determination of all plan quantities, plans and specifications. Structures shall be designed in accordance with current AASHTO LRFD (Load and Resistance Factor Design) Bridge Design Specifications and the procedures outlined in the ITD Bridge Design LRFD Manual, using the specified design loading. Services may include review and checking submitted shop drawings and designer related support during construction.

A2. Inspection

This category of service consists of the routine inspection of bridges as described in 23 CFR 650.300 and the AASHTO Manual for Bridge Evaluation. In addition to performing bridge inspections, services include preparation of reports for each bridge in electronic format, inventorying new bridges and meeting with local highway officials to discuss maintenance needs of their bridges. Services may also include scheduling and performing supplemental inspections and performing in-depth bridge inspections.

Key personnel are required to complete the 2-week course “Safety Inspection of In-Service Bridges” (FHWA-NHI-130055). Certifications showing satisfactory completion of the course by key personnel must be included with the Term Agreement Proposal.

A3. Hydraulics

This category of service includes preparation of hydraulic reports for bridges and culverts, design of storm drains, drainage and irrigation facilities, bridge scour evaluations, and evaluation of flood potential and hazards. The consultant shall follow the procedures outlined in the ITD Design Manual and as directed by the Hydraulics Engineer.

A4. Load Rating

This category of service consists of the analysis of bridges to determine their live load carrying capacities in accordance with the AASHTO Manual for Bridge Evaluation. Inventory and operating ratings shall be calculated for the H and HS trucks and also for Idaho’s Type 3, 3S2, 3-3 and 121 kip trucks. Analysis methods may include any of the following: allowable stress, load factor, and load and resistance factor. Deliverables shall be in an electronic format as specified by ITD.

B. ROADWAY DESIGN

Idaho professional engineering license required for categories B1 through B3.

B1. General Roadway Design

This category of service includes:

Concept Study: Includes benefit/cost analyses on all alternatives utilizing surveying, mapping, topography, and the materials investigation. Design criteria and controls used in developing alternatives shall be in accordance with the procedures outlined in the ITD Design Manual. Completion of the Concept Report, including preliminary cost estimates, may also be included.

Project Development: Includes the design of any or all phases of a roadway in accordance with the procedures outlined in the ITD Design Manual, including outline specifications. The design shall conform to applicable standards.

Minor Hydraulics: This consists of the preparation of hydraulic reports for single span structures up to five (5) feet in span, and culverts up to five (5) feet in diameter. The consultant shall follow the procedures outlined in the ITD Design Manual and as directed by the Hydraulics Engineer. It also includes the design of roadway storm drains 24" and below in size.

Other areas of service: Includes clearances, permits, railroad encroachments and crossings, utilities, hearings, and location and/or design study report.

B2. Traffic Services

This category of service includes:

Traffic Control, Signalization, Signing, and Lighting: Includes delineation, signing, illumination, construction traffic control plan, pavement markings, traffic signals, railroad crossings, and intersection layout and design. The design of all traffic control devices shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways as adopted by the State, and be performed in compliance with the ITD Traffic Manual, Standard Drawings, Standard Specifications for Highway Construction and Supplemental Specifications, Roadside Design Guide, the AASHTO Roadway Lighting Design Guide, and the ITD Design Manual. SignCAD sign design software, AGi32 lighting design software, and a turning movement software such as AutoTrac are required.

Capacity Analysis: Includes capacity calculations for freeways and other multi-lane roadways, two-lane roads and signalized as well as un-signalized intersections. Also includes analysis of passing needs and opportunities. For signalized intersections, includes preparation of signal timing and coordination plans, including developing and implementing optimized signal timing.

Transportation Impact Studies: Includes preparation of transportation impact studies or review of transportation impact studies prepared by others. Studies shall be prepared in accordance with the ITD Requirements for Transportation Impact Study.

B3. Pathways

This category of service includes design of bicycle facilities and/or pedestrian pathways in accordance with ITD Design Manual and AASHTO standards. Areas of work include planning, concept preparation, design, estimates, specifications, construction support, and operation and maintenance cost considerations.

B4. Value Engineering

This category of service includes constructability reviews, re-engineering workshops, facilitation and/or participation on value engineering teams as these services pertain to project development.

C. SURVEY & MAPPING

Idaho professional licensure required as identified. Deliverables shall be generated in native MicroStation format.

C1a. Location Survey – Survey Data

This category of service includes surveys required to furnish data for design of highways, bridges, buildings, drainage, and/or irrigation, and may require the following:

- 1) Hydraulics information including canals, streams, rivers, and drainage systems;
- 2) Locate established wetland areas;
- 3) GPS (Global Positioning System) survey services for mapping control, topographic surveys, or other surveys which may require this type of survey. May require knowledge and equipment necessary to utilize existing NGS control for project control; and/or
- 4) Topographic Maps. Maps for highway corridors or other improvements which furnish all natural or man-made features, in vertical and horizontal position electronically in native MicroStation format. These maps may require aerial mapping manuscripts and photos at specified standard accuracy or 3D laser scanning at specified standard accuracies and furnished electronically. Localized, project-specific Topographic Maps may be created from Unmanned Aerial Vehicle (UAV) platforms provided they are accompanied by full field audit reports and flight log reports.

C1b. Location Survey – Survey Control

Must be licensed in the State of Idaho as a Professional Land Surveyor.

This category of service includes surveys to determine and set project (horizontal/vertical) and centerline control, set monuments for existing highway alignments, establish landlines, stake right of way lines, and all other necessary non-boundary survey work described in IC 54-1202(11). It also includes performing geodetic surveys to reference and reset existing NGS and ITD horizontal control monuments and benchmarks.

In Criteria 2 of the Term Agreement proposal (Experience and Qualifications), identify the name and title of the individual(s), and the date they completed the following courses:

- ISPLS Course – “Benchmark Reset Workshop”
- An equivalent course as approved by District Land Surveyor.

C2. Construction Survey

Must be licensed in the State of Idaho as a Professional Land Surveyor or Professional Engineer and have experience in construction surveys acceptable to ITD.

This category of service includes surveys to furnish all staking for control of vertical and horizontal positions of roadways and structures. This work requires the ability to work from plans and contracts to furnish the necessary surveys to maintain required accuracy for all phases of the project. This category of service includes reports in electronic fieldbooks compatible with MicroStation. This category of service also includes excavation and embankment quantities for roadways or buildings and quantity measurement for all linear, area, or volume items.

C3. Land Survey

Must be licensed in the State of Idaho as a Professional Land Surveyor.

This category of service includes surveys to determine boundary lines, monument re-establishment and corner perpetuation. It also includes writing legal descriptions for property acquisition and production of Record of Surveys or Right-of-Way Plats. Survey documents to be signed, sealed, and recorded in the appropriate courthouse. Record surveys and all other documents as required by law.

C4. (Reserved)

C5a. Aerial Mapping - Photogrammetric Mapping and Services

This category of service includes photogrammetric mapping, stereoscopic plotting, digital terrain modeling (DTM), aerial LIDAR, digital orthographic photography, and aerotriangulation, bridging, and analytics. The mapping accuracy and scale of completed manuscripts will be specified for the type of project and required results. All mapping data shall be field audited. Hard Surface Data and Field Audit Data collected shall be incorporated into the map data.

Work in this Service Category requires direct involvement of experienced photogrammetrists, stereo- and ortho-compilers, aerotriangulation technicians, etc. in the generation of the deliverables. Imagery collected on Unmanned Aerial Vehicle (UAV) platforms and processed in autonomous software generating orthographic imagery, point clouds, or wire frame models **DO NOT** fulfill the requirements of this Service Category.

C5b. Aerial Mapping - Surveying for Mapping

This category of service includes surveying for aerial mapping, running levels, locating, placing, and surveying aerial photography pre-marks, and field audits of map data.

C6. Subsurface Utility Engineering (S.U.E.)

This category of service includes establishing the location of existing underground utilities within prescribed boundaries on various projects. Work will include all necessary research, permitting, field investigations, test holes, plotting, design analysis, CADD file preparation and recommendations relative to impacts on existing or proposed utility systems. Work shall comply with all applicable utility damage prevention laws and includes coordination with utility inspectors as required. Traffic control shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways as adopted by the State.

D. ARCHITECTURE

Professional registration or certification required as identified.

D1. Building Design

Idaho professional architect registration required.

This category of service includes:

Preliminary Design: Prepare preliminary designs to indicate design concept, code requirements, materials incorporated and overall dimensioning. Indicate traffic flow, parking, walkways and vegetation areas on site plan. Prepare preliminary cost estimate.

Design Development: Prepare building cross sections; coordinate structural, mechanical, electrical and civil engineering concepts with a revised cost estimate. Prepare outline specification.

Construction Documents: Prepare plans and specifications for bid documents. Prepare final construction cost estimate.

Historic Restoration: Provide expertise in the restoration of sensitive historic buildings.

Bidding: Answer questions during bidding, conduct prebid conference and prepare addenda as required.

Construction Observation: Review shop submittals, make periodic site visits to observe construction and issue directives to the contractor. Review pay requests for compliance. Conduct final acceptance walk through and prepare a final punch-list. Review Operations and Maintenance Manuals.

D2. Building Inspection

Idaho or ICBO certification for building inspection required.

This category of service includes attendance at preconstruction meeting and reviewing plans, specifications and shop submittals. It also includes periodic inspections during construction to assure materials are installed in accordance with codes and the construction plans and specifications. Note discrepancies in construction and inform the architect and owner.

D3. Landscape Design

Idaho professional landscape architect registration required.

This category of service includes:

Preliminary Design: Prepare site development design to indicate vegetation, concepts, site drainage, irrigation pattern, and site stabilization solutions.

Contract Documents: Prepare landscape site plans indicating locations and types of vegetation, ground cover, irrigation systems, drainage and slope stabilization. Prepare specs for construction documents.

D4. Interior Design

This category of service includes preparing space plans indicating layout of modular work stations or furniture, assisting in planning modular work station components and color coordination, and preparing specifications for bid documents.

D5. Mechanical Design

Idaho professional engineer/mechanical engineer registration required.

This category of service includes:

Preliminary Design: Prepare preliminary designs to indicate design concept, code requirements, materials proposed.

Design Development: Coordinate with architectural, electrical, structural and civil engineering plans. Develop outline specifications and cost estimate.

Construction Documents: Prepare plans and specifications for bid documents. Prepare final construction cost estimate.

Bidding: Answer questions during bidding and prepare addenda as may be required.

Construction Observation: Review shop drawing, submittals and make periodic site visits to observe construction and issue directives to the contractor. Review Operations and Maintenance Manuals.

D6. Electrical Design

Idaho professional engineer/electrical engineer registration required.

This category of service includes:

Preliminary Design: Prepare preliminary designs to indicate design concept, code requirements, materials proposed.

Design Development: Coordinate with architectural, structural, mechanical and civil engineering plans. Develop outline specifications and cost estimate.

Construction Documents: Prepare plans and specifications for bid documents. Prepare final construction cost estimate.

Bidding: Answer questions during bidding and prepare addenda as may be required.

Construction Observation: Review shop drawing, submittals and make periodic site visits to observe construction and issue directives to the contractor. Review Operations and Maintenance Manuals.

D7. Structural Design/Analysis

Idaho professional engineer/structural engineer registration required.

This category of service includes:

Preliminary Design: Prepare preliminary designs to indicate design concept, code requirements, materials proposed.

Design Development: Coordinate with architectural, electrical, mechanical and civil engineering plans. Develop outline specifications and cost estimate.

Construction Documents: Prepare plans and specifications for bid documents. Prepare final construction cost estimate.

Bidding: Answer questions during bidding and prepare addendum as may be required.

Construction Observation: Review shop drawing, submittals and make periodic site visits to observe construction and issue directives to the contractor.

Analysis: Analyze structural systems in existing facilities for integrity or modifications for remodeling, restoration or additions.

E. ENVIRONMENTAL

Categories E1 through E9 should be performed in accordance with procedures outlined in the ITD Design Manual and the ITD Environmental Process Manual. The Consultant should be prepared to furnish raw data (i.e. GPS/GIS data) and background materials (i.e. records review information) to ITD upon request for categories of service E2 through E9.

E1. Environmental Report Documentation and Management

This category of service includes management of the Administrative Record and concise environmental documentation organized in an approved format. Environmental documentation may include Environmental Impact Statements, Records of Decision, Categorical Exclusions, Environmental Assessments, Findings of No Significant Impacts, and Section 4(f) documentation. Both paper and electronic copies of documentation may be required. Internet pages, video and/or photo documentation, and GIS data may also be required.

Note: To prequalify for category of service E1, the Consultant must provide the best example of one of the following finished documents: an Environmental Impact Statement, an Environmental Assessment, or a Documented Categorical Exclusion. The report will not count against the page limitation set in the Request for Qualifications.

E2. Noise Studies

This category of service includes highway traffic noise related environmental services for Type I projects (new location, substantial alignment change, or addition of a through-traffic lane) performed in accordance with procedures set forth in 23 CFR 772 “Procedures for Abatement of Highway Traffic Noise and Construction Noise”; 2010 USDOT/FHWA guidance entitled “Highway Traffic Noise Analysis and Abatement Policy and Guidance”; and the ITD Environmental Process Manual Section 1300.

Compliance with the listed procedures may include conducting surveys and analysis, reporting findings, and/or preparing information for local jurisdictions disclosing future traffic noise levels and suggest land use planning and zoning efforts to minimize future noise impacts.

All documents shall be prepared under the responsible oversight of a trained acoustic analyst.

In Criteria 2 of the Term Agreement proposal (Experience and Qualifications), identify the name and title of the individual(s), and the date they completed one or more of the following courses:

- *FHWA Course – The Fundamentals and Abatement of Highway Traffic Noise”*
- *NHI Course 142051 Highway Traffic Noise*
- *An equivalent course as approved by ITD Environmental Section Manager.*

E3. Air Quality Analysis

This category of service includes determination of the level of air quality analysis required through use of ITD screening criteria. It also includes preparation of project level air quality analysis when required.

E4. Wetlands

This category of service includes wetlands identification, delineation, function and values assessment (MDT Montana Wetland Assessment method or other ITD/Corps of Engineers approved method), conceptual wetland mitigation plans, wetland mitigation design, wetland mitigation monitoring, section 404 permitting, and section 401 water quality certifications. GIS/GPS survey techniques and mapping may be required.

E5. Water Quality Analysis, Hydrology, Stormwater and NPDES

This category of service includes water quality, storm water, and municipal stormwater facility analyses; identification of Best Management Practices; and preparation of hydrologic studies, NPDES permits, Stormwater Pollution Prevention plans, and erosion and sediment control plans. This category also includes stormwater (NPDES) inspection of construction projects.

E6. Biological Studies

NOTE: (E6 is not a category by itself. At a minimum you need to apply for and be qualified under E6a. Specialized experience and qualifications are required to be qualified for Categories E6b and E6c.)

When working on an ITD project where biological resources are present and may be impacted, work must be completed by an individual or individuals who meet, at a minimum, the biologist (E6a) requirements. Some ITD projects may require more specialized experience in botany (E6b. Botanist), and fisheries (E6c. Fisheries Biologist).

E6a. Biologist

Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree in general biology, zoology, ecology, wildlife or fisheries biology, natural resource or land management, environmental science, plant biology, botany, or related disciplines. Professional knowledge and competence in the science of wildlife and fisheries biology and/or plant biology to perform work in evaluating the impact of construction projects or maintenance activities that present potential or actual adverse effects on wildlife, fish or plant resources and their habitats.

Experience may include but is not limited to: field experience in the identification of Idaho flora or fauna, particularly rare, threatened, and endangered species; general Endangered Species Act (ESA) species habitat evaluations, Idaho Species of Greatest Conservation Need (SGCN), ESA, and sensitive species surveys, ESA compliance, surveying for native and invasive plant species, migratory birds and migratory bird nests, and biological monitoring. Professional knowledge and competence in preparing simple biological evaluations to complex “no effect” and “may affect” biological evaluations, including Biological Evaluations and Biological Assessments, and other technical reports for environmental compliance.

A combination of education and professional experience (courses equivalent to a major as described above, plus appropriate experience or additional education) totaling a minimum of four years may be substituted for education or experience requirements as approved by a District or Headquarters Senior Environmental Planner. The education or combined education and experience must be comparable in type, scope, and thoroughness to that acquired through successful completion of a 4-year course of study as described above.

With regards to species focused surveys, the biologist must meet regulatory agency protocol qualifications and possess or obtain appropriate state and/or federal permits prior to conducting the survey, where necessary.

E6b. Botanist

In addition to meeting the qualifications in E6a, a botanist must also have at least 2 years of relevant experience in Idaho, or similar environment. A botanist must have knowledge of plant taxonomy and natural community ecology; familiarity with natural communities of Idaho, including sensitive natural communities; have experience conducting botanical surveys; and have experience analyzing the impacts of projects on botanical resources. A botanist must have the ability to follow federal established rare plant protocols, project monitoring, and prepare botanical reports for environmental compliance.

E6c. Fisheries Biologist

In addition to meeting the qualifications in E6a, a fisheries biologist must also have at least 2 years of relevant experience in Idaho, or similar environment, performing surveys and inventories of aquatic species, including listed, native, and invasive fish species and their habitats. Professional knowledge and competence in evaluating the impact of construction projects or maintenance activities, including fish passage projects, that present potential or actual adverse effects on fish resources and associated aquatic habitats. A fisheries biologist must have the ability to prepare fishery technical reports and impacts analyses for environmental compliance.

All individuals participating in fish handling, capture and fish monitoring operations will have the training, knowledge, skills, and ability to ensure safe handling of fish, and to ensure the safety of staff conducting the operations. According to current US Fish and Wildlife Services or National Marine Fisheries Services protocols, if electrofishing is proposed as a means of fish capture, the directing biologist will have a minimum of 100 hours electrofishing experience in the field using similar equipment, and any individuals operating electrofishing equipment will have a minimum of 40 hours electrofishing experience under direct supervision. A Scientific Collecting Permit issued by IDFG is required to handle all fish.

E7. CULTURAL RESOURCES

(E7 is not a category by itself. You need to apply for E7a, E7b, and/or E7c, which are three separate categories.)

This category of service includes cultural resources evaluation, research, and documentation performed as needed by an architectural historian, archaeologist, or historian in accordance with the requirements listed below.

Procedures outlined in the ITD Environmental Manual include conducting historic research, archaeological and historical evaluations (including survey and report production, determination of site eligibility and project effect, and preparation of Section 106 and Section 4(f) documentation (if 4(f) is required)).

The final product may also include the preparation of a Determination of Adverse Effect and Memorandum of Agreement as prescribed by, and in consultation with, ITD HQ Cultural Resources Staff. GIS/GPS survey techniques and mapping may be required.

When working on an ITD project that includes historic architecture and archaeological resources, work must be completed by an individual or individuals who meet both resource type requirements.

E7a. Architectural History

Consultants performing the inventory, documentation, and evaluation of buildings, sites, and properties for the purpose of compliance with federal regulations, such as Section 106 of the National Historic Preservation Act (NHPA) and Section 4(f) of the DOT Act of 1966 shall meet the following criteria:

Architectural Historians must meet the Secretary of the Interior's Standards for Architectural History which outline the following stipulations:

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architectural Historians must also have demonstrated proficiency and experience in historic architectural inventory and documentation (and the ability to complete the required paperwork such as the Idaho Historic Sites Inventory (IHSI) forms, National Register of Historic Places nomination forms, and the Archaeological and Historic Survey Report (AHSR)) in accordance with Idaho Transportation Department and Idaho State Historic Preservation Office standards. If the consultant wants to complete Section 4(f) for ITD, they must have demonstrated proficiency and experience in completing Section 4(f) evaluations.

Consultants must have proficiency and experience in the following areas:

1. Inventory and documentation with reconnaissance-level and intensive-level surveys.
2. A knowledge of survey methodology and the available resources (such as experience in utilizing county recorder and assessor records, county and/or state historical society records, etc.) to undertake such surveys.
3. Understanding of National Register of Historic Places eligibility criteria.

E7b. Archaeology

Consultants performing the inventory, documentation, and evaluation of archaeological sites for the purpose of compliance with federal regulations, such as Section 106 of the National Historic Preservation Act (NHPA) and Section 4(f) of the DOT Act of 1966 shall meet the following criteria: Archaeologists must meet the Secretary of the Interior's Standards for Archaeology which outline the following stipulations:

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archaeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

Archaeologists must also have demonstrated proficiency and experience in archaeological inventory and documentation (and the ability to complete the required paperwork such as the Archaeological Survey of Idaho (ASI) Site Inventory Form and the Archaeological and Historic Survey Report (AHSR)) in accordance with Idaho Transportation Department and Idaho State Historic Preservation Office standards. If the consultant wants to complete Section 4(f) for ITD, they must have demonstrated proficiency and experience in completing Section 4(f) evaluations.

Consultants must have proficiency and experience in the following areas:

1. Inventory and documentation with reconnaissance-level and intensive-level surveys.
2. Knowledge of archaeological survey methodology and the available resources to undertake such surveys.
3. Understanding of National Register of Historic Places eligibility criteria.

E7c. Historian

Consultants performing historical research and writing shall meet the following criteria: Historians must meet the Secretary of the Interior's Standards for Historian which outline the following stipulations:

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

E8. Hazardous Materials/Waste

This category of service includes site investigation assessments (all phases) and remediation for hazardous materials/waste, underground storage tanks, asbestos, lead paint, PCB's, and other potentially contaminated sites or structures. Site investigation may include records and field reviews, as identified in the Environmental Process Manual. Investigative capabilities should include nonintrusive methods as well as intrusive methods. This category of service also includes sampling of soil, water, structural materials, and unknowns for analysis to determine contamination levels or hazardous waste status in compliance with EPA and DEQ requirements.

E9. Visual Assessment

This category of service includes visual inventory and visual analysis to support planning models. Visual simulations may be required.

F. TRANSPORTATION PLANNING

F1. Public Involvement

This category of service includes developing models, strategies and procedures for effective public involvement in regard to the department's projects, programs and plans.

F2. Public Relations

This category of service includes providing expert assistance/advice in the art and science of public relations and communication strategies with the public and media.

F3. Public Opinion Research

This category of service includes public opinion polling/surveying on transportation issues.

F4. Photography

This category of service includes professional photography for department projects, publications, and promotions.

F5. Videography

This category of service includes video production (including editing), 3D animation, and digital video effects for department projects and promotions.

F6. Graphic Arts

This category of service includes graphic design services including conceptual support; design of logos, brochures and other publications; and technical production assistance.

F7. Studies and Plans

This category of service includes:

Highway Needs Study: Road inventory & data collection, economic analysis, highway finance, funding shortfalls, cost responsibilities & revenue distribution, reporting and presentations.

Scenic Byway Corridor Management Plans: Work with local government officials and interest groups to develop plans to protect scenic corridors while allowing for growth and economic development, publish plans, and make presentations.

Corridor Planning: Develop long-range (20 year) plans for state highway corridors in accordance with the *Idaho Corridor Planning Guidebook*. The plans combine the technical elements of policy planning and traffic engineering with local concerns, needs and land uses.

Highway Modal Plan: Gather data, establish and manipulate databases, run models, prepare maps and gather public input on all features of the highway system, present and future.

Strategic Planning and Economic Forecasting: Use principles of strategic planning in the public sector. Requires a background in public sector financing/budgeting/ forecasting.

Idaho Transportation Plan: Employ knowledge of federal requirements and facilitating long-range (20 years+) transportation planning efforts. Make presentations/facilitate meetings and publish reports.

Rail and Intermodal Planning: Statewide and project-specific rail planning, intermodal transportation planning and intermodal facility feasibility studies. Make presentations, facilitate meetings and publish reports.

Interstate Point of Access Studies: Utilize knowledge of federal requirements and experience in conducting access study. Make presentations, facilitate meetings and publish reports.

Bicycle/Pedestrian Plan: Employ knowledge of federal requirements and experience in assembling data and producing a statewide plan. Make presentations, facilitate meetings and publish reports.

Performance Management: Identify ways to integrate transportation features with an agency's policy, goals and objectives using innovative investment strategies.

Travel Demand Modeling: Project the results of proposed transportation improvements and civic infrastructure growth using the four-step process: trip generation, distribution, mode choice, and assignment.

F8. GIS Mapping, Database Design and Application Development-

This category of service includes employment of the knowledge, skills and abilities of GIS/CAD software. Required skills range from the ability to generate digital and hardcopy map products to spatial analysis of transportation and environmental conditions using GIS/CAD tools. This category may also include development of specialized databases, providing expertise in the integration of existing spatial and tabular data stores, and providing guidance to ITD employees in the development of their GIS capabilities.

F9. Visualization Services

This category of service includes 2D, 3D, and 4D Services. 2D includes graphics for concept development and public information. 3D includes terrain modeling and photo simulations. 4D supports interactive, real-time applications.

G. CONSTRUCTION ENGINEERING & INSPECTION

G1. Project Management (Construction)

A Professional Engineering License is preferred but not required for this category of service.

This category of service includes the management of highway construction projects. It includes:

- 1) Constructability reviews;
- 2) Pre-bid conferences (includes the ability to interface with contractors during the bidding phase of the project);
- 3) Pre-construction conferences;
- 4) Day-to-day administration of highway construction projects, including the management of inspection staff and project documentation; and
- 5) Presentation of the project at completion to the Department for final review and acceptance, and certification that all work has been done in accordance with the policies and procedures of the ITD and FHWA.

G2. Partnering

This category of service includes the participation in the partnering process and a demonstrated commitment in the use of this process for disputes resolution.

G3. (Reserved)

G4. Claim Analysis

A Professional Engineering license is preferable but not required for this category of service. Consultant need not be a licensed attorney.

This category of service includes the analysis of construction claims including entitlement, quantum and schedule analysis. Broad experience in engineering and construction and a thorough working knowledge in the area of construction contract law are required.

G5. Audit

A CPA license is required for this category of service.

This category of service includes auditing construction claims for the purpose of cost verification. Demonstrated knowledge and experience regarding federal procurement regulations and Federal Acquisition Cost Principles, 48 CFR Part 31 is required.

G6. Construction Inspection

This category of service includes inspection of construction projects. Inspector qualifications as outlined in Section 114 of the Contract Administration Manual, and experience in the day-to-day inspection common to heavy highway construction are required for this category of service.

G7. Construction Materials Testing

This category of service includes materials testing (aggregate, concrete, asphalt, etc.) at construction projects. Sampler/Tester (WAQTC) qualifications as outlined in Section 114 of the Contract Administration Manual, and experience in the field sampling and testing common to heavy highway construction are required for this category of service. All equipment used in the testing process will meet the requirements of ITD's Laboratory Qualification Program

G8. Blasting Consultant

This service category includes reviewing blasting submittals and monitoring rock excavation by blasting. It may include the following services:

- 1) Review blasting plan submittals before blast hole drilling begins. Review all blasting plans and provide comments regarding blast plan adequacy and specification conformance.
- 2) Review all test blast results and provide recommendations for required blast design modification or supplementation to meet specifications.
- 3) Review production blasting results when needed and make recommendations for modification or supplementation.
- 4) Verify drill hole locations, depths, angles, and actual stemming and explosive loading for conformance with the final approved blast plan.
- 5) Perform pre-blast and post-blast surveys of any threatened structures.
- 6) Be in responsible charge of blast vibration and overpressure monitoring to verify contract conformance.

The Blasting Consultant must have the minimum experience and qualifications as follows:

- 1) Must have at least 10 years of experience in construction blasting adjacent to utilities, residential or commercial structures or transportation facilities, and critical habitats.
- 2) Must be involved with at least 10 transportation projects that required blasting (including controlled blasting) in the last 15 years.
- 3) The blasting consultant must be in good standing with any licensing boards where they hold or have held licenses regardless of state, and all federal regulatory agencies governing the use of explosives.

The Blasting Consultant's resume must include a list of blasting projects, including current reference names and phone numbers or email addresses, a description of actual blast consulting work performed on the projects, the blast plan details including proximity to utilities, structures, transportation facilities and critical habitats, and any recommended blast plan modifications made during the project.

The listed projects must also demonstrate working knowledge of controlled blasting techniques, fly rock control, and vibration and noise monitoring and control methods. In addition the resume must include all affiliations with contractors, explosive suppliers and a complete list of blasting licenses held regardless of whether they are current, lapsed or revoked.

When hired by the Contractor, the blasting consultant must be independent and cannot be in the employment of or a representative of the Contractor's first or lower tier subcontractors, explosive manufacturer, or explosives distributor.

G9. Steel Fabrication Testing and Inspection

This category of service includes inspecting and testing steel fabrication (girders, overhead sign structures, etc) at the location of fabrication. The inspectors must be a Certified Welding Inspector (CWI) and must comply with current ANSI/AASHTO/AWS D1.5. This category will be subject to the 504 Section of the Standard Specifications for Highway Construction.

H. GEOTECHNICAL/MATERIALS

The services under this category are typically performed during the design of a project.

For service categories H1, H3, and H4, a professional engineer licensed in the State of Idaho will review, approve, and seal the final report(s) submitted.

For service category H2, a professional engineer or professional geologist licensed in the State of Idaho will be in responsible charge, with the final report(s) submitted being sealed by either the professional geologist or the professional engineer.

H1. Project Development

This category includes preparing Materials Reports as outlined in the ITD Design and Materials Manuals. Other possible areas of service include plan sheet and proposal preparation.

H1a. Geologic Reconnaissance Report

Produce Geologic Reconnaissance reports.

Additional Information Required for this category:

When addressing Criteria 2 and Criteria 4 for this service category:

List projects and describe in detail what the Consultant has done regarding Geologic Reconnaissance reports, or similar reports prepared for others, addressing the items described in Section 220 of the ITD Materials Manual. Emphasize experience in topography and geology, surface water and groundwater, and geologic constraints/hazards. Describe experience designing slopes and pavements, and performing Life Cycle Cost Analysis (LCCA). Refer to Section 500 of the ITD Materials Manual for pavement design and LCCA guidance.

When addressing Criteria 3 for this service category:

List technical resources available for preparing Geologic Reconnaissance or similar reports, including pavement design software, reference manuals, specifications, text books, etc.

H1b. Roadway Materials Report

Produce Roadway Materials reports.

Additional Information Required for this category:

When addressing Criteria 2 and Criteria 4 for this service category:

List projects and describe in detail what the Consultant has done regarding Roadway Materials reports, or similar reports prepared for others, addressing the items described in Section 240 of the ITD Materials Manual. Emphasize experience in soils profiles, pavement condition surveys, designing slopes, surface and subsurface water, drainage, and geosynthetics.

List projects and describe in detail what the Consultant has done regarding pavement designs addressing the items described in Section 240.05 of the ITD Materials Manual. Emphasize experience with various new and rehabilitation pavement types, analyzing results from destructive and non-destructive testing, and prepare engineering reports of the results. Address both asphalt cement and portland cement concrete pavement designs. Describe experience designing new pavement and pavement rehabilitation using Pavement ME and performing LCCA. Refer to Section 500 of the ITD Materials Manual for pavement design and LCCA guidance.

List projects and describe in detail what the Consultant has done addressing the items described in Section 240.22 to 240.29 of the ITD Materials Manual. Emphasize experience in determining pavement type, typical sections, materials and estimating data necessary to compute plan quantities and cost estimates for highway paving projects.

List projects and describe in detail what the Consultant has done addressing the items described in Sections 240.30 and 240.31 of the ITD Materials Manual. Emphasize experience in preparing special provision specifications, contractor notes, and materials acceptance requirements.

When addressing Criteria 3 for this service category:

List technical resources available for preparing Roadway Materials or similar reports, including pavement design software, (Pavement ME) reference manuals, specifications, text books, etc.

H1c. Geotechnical Engineering Report

Produce Geotechnical reports for structures.

Additional Information Required for this category:

When addressing Criteria 2 and Criteria 4 for this service category:

List projects and describe in detail what the Consultant has done regarding Geotechnical Engineering Reports or similar reports prepared for others. Emphasize experience in bridge foundation analysis and design following the LRFD design method, including shallow foundations, such as spread footings and deep foundations such as pile foundations and drilled shaft foundations. Describe experience designing Mechanically Stabilized Earth (MSE) (and other wall types such as soil nailed and soldier pile walls), including performing global stability analyses.

List projects and describe in detail what the Consultant has done addressing the items described in Section 230.09 of the ITD Materials Manual. Emphasize experience in preparing special provision specifications and contractor notes.

When addressing Criteria 3 for this service category:

List technical resources available for preparing Geotechnical Engineering Reports or similar reports, including geotechnical software for foundation designs and global stability, reference manuals, specifications, text books, etc.

H1d. Special Geotechnical Engineering Services

Produce special geotechnical reports, such as reports on land slides, cut slope stability, corrections for settlement, liquefaction problems, etc.

Additional Information Required for this category:

When addressing Criteria 2 and Criteria 4 for this service category:

List projects and describe in detail experience:

- *Investigating and designing remediation for landslides, rock falls, mud flows, etc.*
- *Designing cut slopes in soil or rock, steepened reinforced slopes, high embankments (over 20 feet) over soft ground, etc.*
- *Designing retaining walls and temporary support, including Mechanically Stabilized Earth (MSE) walls, Soil Nail walls, Soldier Pile walls, etc. in accordance with the LRFD design method.*
- *Designing ground improvement methods to improve soft, weak soils to counter problems such as liquefaction, settlement, etc.*
- *Developing pile driving criteria using Wave Equation analysis, and list all technical resources available for performing this task. Describe experience analyzing field test results such as Pile Load tests, Pile Dynamic tests, Cross Hole Sonic Logging (CSL) and Thermal Integrity Profiling (TIP) tests, etc.*
- *Any other experience in geotechnical engineering work that is not listed above.*

When addressing Criteria 3 for this service category:

List all technical resources available for these types of work including but not limited to software, reference manuals, textbooks, etc. specific to the type of geotechnical engineering performed.

H2. Subsurface Investigation

This service category includes subsurface investigations, including drilling test holes and digging test pits. Obtain disturbed and undisturbed soil samples and rock cores. Perform field tests such as the Standard Penetration Test (SPT), Cone Penetration Test (CPT), Rock Quality Designation (RQD), and the Vane Shear Test. Install and monitor geotechnical monitoring instrumentations, such as piezometers and inclinometers. It also includes the professional engineer or professional geologist be in responsible charge during subsurface investigations, and bore holes and test pit logging, keeping field records, directing investigation activities, and analyzing data from subsurface investigations and field and lab test results.

H3. Materials Laboratory Testing

This category of service includes various AASHTO, ASTM, and ITD standard tests on materials such as concrete, hot mix asphalt, aggregate, paint, soils, rock, steel, etc. Must be AASHTO accredited or qualified through the ITD Laboratory Qualification Program including Sampler / Tester qualifications.

H4. Non-Destructive Testing for Pavements

This category of service includes non-destructive testing of pavements and structures. Tests may include Ground Penetrating Radar, Falling Weight Deflectometer, Locked Wheel Skid test, Impact Echo, Profiling, Pavement roughness, etc. Provide test records, analysis of test results, recommendations, etc.

J. INTELLIGENT TRANSPORTATION SYSTEMS

J1. Planning

This category of service includes planning and guidance for future implementation and deployment of ITS technologies in accordance to the National ITS Architecture and NTCIP Standards as well as preliminary cost analysis.

J2. Design

This category of service includes design any or all phases of implementation and deployment of ITS technologies in accordance with the National ITS Architecture, NTCIP Standards, the ITD Design Manual, the Manual on Uniform Traffic Control Devices as adopted by the State, and the ITD Traffic Manual.

J3. Implementation/ Deployment

This category of services includes guidance for implementation and deployment of ITS technologies in accordance to the National ITS Architecture, NTCIP Standards, the ITD Design Manual, the Manual on Uniform Traffic Control Devices as adopted by the State, and the ITD Traffic Manual.

K. AIRPORTS

Idaho Professional Registration or Certification as required. Requirements are essentially the same as for surface transportation facilities.

K1. Airport Planning

This category of service requires training and experience in community planning and specific training and experience in airport layout, design, maintenance, and operations as detailed in Federal Aviation Administration (FAA) requirements and Idaho Division of Aeronautics recommended guidance. Typical work elements include airport planning services, layout drawing preparation, narrative report preparation, capital improvement planning, compatible land use planning, facility evaluation, and facility layout relative to design aircraft standards.

K2. Airport Engineering

This category of service requires training and experience in civil engineering and specific training and experience in airport design, maintenance, and operations as detailed in Federal Aviation Administration (FAA) requirements and Idaho Division of Aeronautics recommended guidance. Typical work elements include capital improvement planning, facility evaluation and design, engineering studies and analysis such as geotechnical, pavement design and condition analysis, drainage, and facility layout relative to design aircraft standards, airport visual and navigational aid design and installation, and bidding, construction, and inspection services.

L. CMGC SUPPORT SERVICES

L1. Construction Manager/General Contractor (CMGC) Support Services

This category of service includes performing CMGC support services either before construction or during construction. Services include:

- 1) Risk assessment and management
- 2) Constructability reviews and support
- 3) Independent cost estimates and/or validating estimates
- 4) Schedule development and/or analysis
- 5) Contracting and construction phasing strategies
- 6) Market analysis

The consultant performing CMGC support services shall have a minimum of 10 years of direct experience for each listed task. The consultant providing these services must provide their detailed approach to how they would perform the specific service tasks and list project specific examples for each task that includes transportation or highway specific experience.

M. PROJECT DEVELOPMENT SUPPORT SERVICES

The consultant performing project development support services shall have a minimum of ten (10) years of direct experience for each listed task. The consultant providing these services must provide their detailed approach to how they would perform the specific service tasks and must list project specific examples for each task that includes transportation or highway specific experience.

M1. Independent Cost Estimates and/or Validating Estimates

This category of service includes providing independent cost estimates and/or validating existing estimates. It includes:

- Detailed estimating using appropriate, alternative estimating methods
- Market analysis
- Cost-risk assessment and management
- Cost effective contracting and construction phasing strategies

M2. Project Management (Development)

This category of service includes the management of highway projects during the development stages. It includes the following responsibilities.

- Successfully integrates with project team staff and resources;
- Effectively deliver projects by actively managing the project team, and the project's scope, cost, schedule, quality, and risk;
- Consults with the Design/Construction Engineer or Planning and Scoping Engineer to staff their project;
- Knows the status of development/construction at any time;
- Reviews and updates charter and cost estimates at key project milestones. Updates schedules at least monthly;
- Communicates with subject matter experts including Environmental, Bridge, Utilities, Railroad, Right-of-Way, and Communications;
- Coordinates with third parties, including consultants, contractors, and local governmental agencies;
- Anticipates risks and issues before they occur and works to minimize or eliminate them;
- Reports accurate and timely project status to Design/Construction Engineers via a project schedule (preferably within the Department's Project Scheduling System) and weekly/monthly status reports;

M3. Constructability Reviews

This category of service includes providing comprehensive reviews of the project documents to make certain that the work requirements are clear, the documents are coordinated, and that the documents facilitate effective bidding, construction and administration of the project.