

(Rev. 3/6/2014)

**Modified Standard
Request for Qualifications
(Electronic Submission Required)**

Engineer's Estimate Support

for

Project No. 8282XCH1277
UDOT Standards and Design Staff Augmentation

May 20, 2014

UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

Summary Sheet

Please direct all questions regarding Utah Department of Transportation's (UDOT) Modified Standard Request for Qualifications (RFQ) and the selection process to the UDOT Contract Administrator, and all questions concerning the project to the UDOT Project Manager contact identified below.

1. **Project Number:** 8282XCH1277
2. **Location:** Statewide
3. **ePM PIN No.:** 12838
4. **Requested Services:** Engineer's Estimate Support
5. **Source(s) of Funding:** Federal, State, Local
6. **UDOT Contract Administrator:** Ms Raeleen Sanchez
Contract Administrator
Utah Department of Transportation
Consultant Services Division
Box 148490
4501 South 2700 West
Salt Lake City, Utah 84129-5998
801/965-4183
raeleen@utah.gov
7. **UDOT Project Management:** George Lukes
Engineer for Standards and Design
Utah Department of Transportation
Project Development
4501 South 2700 West
Taylorsville, Utah
801-965-4986
glukes@utah.gov
8. **Modified Standard Statement of Qualifications (SOQ) Deadline:** See the Selection Schedule on Page 4

Submit one electronic PDF file of the SOQ (unless directed otherwise in Appendix A *Guidelines for Preparing Modified Standard Statement of Qualifications*) to Raeleen Sanchez by email at raeleen@utah.gov prior to 11:00 AM on the submission date found in the Selection Schedule on Page 4. **If SOQs are sent to RFQ Selection Team members there will be a two-point deduction.** You will receive an email acknowledgment of receipt.

UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

SOQs will not be accepted after the 11:00 AM deadline

9. **Qualification Based Selection:** This is a Qualifications Based Selection (QBS) process based on the Brooks Act. Cost is NOT a factor in the ranking of consultants to provide the services described in Appendix C *Scope of Work* on Page 21. Refer to Page 7 for additional information regarding the consultant selection process. The Brooks Act can be found on Page 25.
10. **Type of SOQ Required:** Prepare SOQs in accordance with Appendix A *Guidelines for Preparing Modified Standard Statement of Qualifications*, see Page 13.

If there are any changes affecting the RFQ, notice will be sent out via an e-mail through the Consultant Services update service.
11. **Optional Oral Interviews:** RFQ selections may be based on the SOQ scores. However, the RFQ Selection Team may determine it is necessary to have interviews in order to make a selection. **Refer to the Selection Schedule on Page 4 for potential interview date.**
12. **Notice to Proceed:** To be issued by Consultant Services after contract execution. Direction to begin work from any other source is invalid and will result in non-payment for services provided without authorized notification to begin work.
13. **Project Completion:** Approximately **twelve (12)** months from Notice to Proceed. The selected consultant may be utilized for two additional twelve-month periods, based on performance, funding and need.
14. **Forms:** Examples of UDOT Consultant Services forms referred to throughout this RFQ are available on the UDOT Web site www.udot.utah.gov/go/csforms.
15. **Updates to the UDOT RFQ Boilerplate:** Please note changes in this RFQ in regards to Conflict of Interest, Appendix A *Guidelines for Preparing Modified Standard Statement of Qualifications*, Appendix B for CEM Projects *Proposed Key Personnel to Be Used on UDOT Project* and Appendix E *Instructions for Construction Engineering Management Services* Construction Engineering Management certification requirements. Read and review each section carefully to ensure proposals meet the requirements.

**UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support**

Consultant Selection Schedule

Date	Day	Action
5/20/2014	Tuesday	Posting of Modified Standard RFQ on UDOT Consultant Services Project Advertisement website
6/13/2014	Friday	SOQs are due electronically by 11:00 AM.
6/24/2014	Tuesday	RFQ Selection Team Meeting
7/2/2014	Wednesday	Consultant Selection Interviews
7/2/2014	Wednesday	Consultant Selection / Notification of Provisional Selection
7/7/2014	Monday	Mandatory Pre-Negotiation Meeting with Selected Consultant

UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. 8282XCH1277; Engineer’s Estimate Support

TABLE OF CONTENTS

Title Sheet.....	1
Summary Sheet.....	2
Consultant Selection Schedule.....	4
Table of Contents	5
<i>Acceptance and Completion Criteria</i>	
Overview.....	7
Project Dates	7
Required Percentage of Work for Prime Consultant	7
Required Completion and Acceptance Criteria	7
Applicable Federal and State Regulations	8
Debarment Certification.....	8
Authorization to Begin Work.....	8
Required Key Personnel Qualification.....	8
Required Availability of Key Personnel.....	8
Required Modified Standard SOQ Contents	9
Modified Standard SOQ Evaluation Procedures	9
Conditions of Proposal	9
Disposition of Modified Standard SOQs	9
Ownership of Documents	9
Financial Screening.....	9
Audits.....	10
Insurance Certificates.....	10
Health Reform – Health Insurance Coverage in State Contract Requirements	10
Subscription to the UDOT Consultant Services Update Service.....	10
Consultant and/or Corporate Logos or Branding.....	10
Right to Cancel	11
Conflict of Interest.....	11
Office Logistics	12
Contracting	12
Appendix A: Guidelines for Preparing Modified Standard Statement of Qualifications	
• Introduction.....	13
• Electronic Submission.....	13
• Modified Standard SOQ Sections	13

**UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. 8282XCH1277; Engineer’s Estimate Support**

- Modified Standard SOQ Evaluation Criteria..... 13
- Cover Page 13
- **Modified Standard SOQ Format Requirements..... 16**
 - **Criteria for Point Deductions and Disqualification**
- Modified Standard RFQ Selection Team 18
- Selection Interviews 19
- “Selecting by Consent” Process..... 19
- Summary 19

Appendix B: *Proposed Key Personnel to Be Used on UDOT Project*

The Form and an example of the completed form, along with further descriptions of the column headings are available at www.udot.utah.gov/go/csforms.....20

Appendix C: *Scope of Work*

- Project Goals.....21
- Scope of Work (Objectives & Tasks)21

Appendix D: *Additional Information*

- QC/QA Plan Requirements.....23
- UDOT Reference Items23
- Brooks Act of 1972.....25

Appendix E:

- Conflict of Interest and Confidentiality Certification26

UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

Acceptance and Completion Criteria

Overview:

UDOT Consultant Services staff facilitates RFQ Selection Teams through the ranking and selection of consultants to provide engineering services for transportation related projects. Consultant selection is a Qualification-Based Selection (QBS) process, where the primary factor in selection is the qualification-based criteria outlined by the RFQ Selection Team in *Appendix A Guidelines for Preparing Modified Standard Statement of Qualifications* rather than the cost of engineering services. Cost is a secondary factor after a Consultant is selected and the negotiation process begins.

The RFQ Selection Team will review and evaluate submitted SOQs. SOQs are ranked for qualifications, based on pre-determined criteria. If the RFQ Selection Team determines Consultant Selection Interviews are needed in order to determine final ranking, then interviews will be included in the process. Final ranking will be determined by the average of the RFQ Selection Team members' scores from SOQs and Consultant Selection Interviews, if necessary (see *Selecting by Consent* on Page 19).

UDOT follows federal regulations in selecting consultants for engineering services, based on the Brooks Act (40 U.S.C. 11) found on Page 25. Cost is **NOT** a factor in the selection ranking of a Consultant to provide services. All price/cost related items which include, but are not limited to direct salaries / wage rates, indirect cost rates, and other direct costs are prohibited from being used in SOQs. Cost control measures should not be quantified in dollar amounts, but rather in how the process improved the project.

DO NOT include any reference to Consultant costs in the SOQ. Any SOQ submitted with ANY discussion of cost (other than cost control measures) **WILL BE DISQUALIFIED.**

Project Dates:

Consultants are required to meet the dates set for the **optional** oral interviews and negotiation meetings. Consultants are also advised to meet other dates outlined in the Selection Schedule on Page 4. If a consultant fails to meet these dates the consultant will be considered non-responsive.

Required Percentage of Work for Prime Consultant:

The selected Consultant must perform work valued at not less than **95%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items not usually furnished by a consultant performing the particular type of services requested in *Appendix C Scope of Work*.

Required Completion and Acceptance Criteria:

Progress payments will be made for work in progress. Final invoice payments shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by UDOT as accurate and complete.

UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

Applicable Federal and State Requirements:

The Consultant shall conform to all applicable state and federal regulations.

Debarment Certification:

Federal regulations required certification by prospective participants (including contractors, sub-contractors and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.

Authorization to Begin Work:

Notice to proceed will be given by Consultant Services as soon as the contract is approved and signed by all parties and returned to Consultant Services.

Required Key Personnel Qualifications:

The Consultant shall be responsible to ensure that all personnel proposed under this RFQ are qualified through training, experience and appropriate certification for the tasks assigned and shall have a working knowledge of UDOT standard processes.

Prime Consultants cannot propose employees who are employed by another Consultant firm. **If such employees are listed in two SOQs, both Consultants' SOQs will be disqualified and will not be evaluated by the UDOT Selection Team.** This requirement applies to the use of individual employees and not to sub-consultant firms/employees. Sub-consultant firms/employees may be included on more than one proposing team, however individuals may only interview with one team.

The Consultant is expected to complete the form Appendix B *Proposed Key Personnel to be Used on UDOT Project*. Completed forms in SOQs should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included in the SOQ, but will not count as one of the allowed pages.**

UDOT's requirements for listing current or former UDOT employees as key personnel in SOQ's are as follows:

- If a firm lists a former UDOT employee on the SOQ who officially left UDOT employment prior to the date of submittal of the SOQ, the firm will not be disqualified.
- If the firm lists someone who has not yet left UDOT employment, even if the employee plans to retire or quit soon, **the firm will be disqualified.**
- In addition, if a firm lists a UDOT employee who was involved in the development of the RFQ for this project, whether they are a current employee of UDOT or not, **the firm will be disqualified.**
- These requirements apply to prime and sub-consultants.

Required Availability of Key Personnel:

When Consultants list personnel on Appendix B *Proposed Key Personnel to be Used on UDOT Project* form, the Consultant is agreeing to make the personnel available to complete the work on the contract at whatever level the project requires.

UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

Required Modified Standard SOQ Contents:

The SOQ from the Consultant should contain the information identified in Appendix A *Guidelines for Preparing Modified Standard Statement of Qualifications*.

Modified Standard SOQ Evaluation Procedures:

The RFQ Selection Team will evaluate the SOQ in accordance with the criteria described in Appendix A *Guidelines for Preparing Modified Standard Statement of Qualifications*.

Conditions of Proposal:

All costs related to the preparation of the SOQ and any related activities, such as interviews, are the sole responsibility of the Consultant. UDOT assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Disposition of Modified Standard SOQs:

SOQs and their content become the property of UDOT and are treated as protected documents, and are disposed of according to UDOT policies. UDOT reserves the rights to reject all SOQs. The SOQ of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. SOQs of Consultants who are not awarded a contract shall not be open to public inspection and will be destroyed once the contract is executed with another consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Consultant Services Manager shall examine the request in the SOQ to determine its validity prior to award of the contract. If the parties do not agree as to the disclosure of data in the contract, the Consultant Services Manager shall inform the Consultant in writing what portion of the SOQ will be disclosed and that, unless the Consultant withdraws the SOQ, the information will be disclosed. If the Consultant withdraws their SOQ, the Consultant will not be awarded the contract.

Ownership of Documents:

All tracings, plans, manuscripts, specifications, data, maps, etc., prepared or obtained by the Consultant as a result of working on this contract, shall be delivered to and become the property of UDOT.

Financial Screening:

UDOT requires consultants to be Financially Screened prior to performing work for UDOT. The selected Consultant has two weeks after selection to complete the financial screening process. **Inability to complete the financial screening process will disqualify the Consultant's SOQ, unless the delay is due to problems or delays by UDOT.**

The time it takes a Consultant to complete the Financial Screening process varies and therefore UDOT encourages Consultants to submit their *Financial Screening Application* as soon as possible.

Consultants may obtain the *Financial Screening Application* from the UDOT Web site www.udot.utah.gov/go/csforms. For questions, contact the Consultant Services Financial

UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

Screener at 801/965-4138. A Consultant's Financial Screening status is effective for the period of one year from the time the Consultant is approved.

Audits:

Prior to final contract award, an audit may be conducted by UDOT of the selected Consultant. This audit will be for the purpose of ensuring the selected firm is financially capable of performing the contract, the cost information and prices quoted are reasonable, and the selected Consultant has adequate accounting practices to ensure accurate tracking of contract costs. UDOT reserves the right to inspect Consultant records associated with this project, including financial records, as deemed necessary during the term of the contract.

Prior to final acceptance of the contract work, UDOT may conduct a closing audit of the Consultant. This closeout audit will be performed upon completion of the contract to verify the accuracy of all billings and compliance with the contract provisions.

In the event that a proposing Consultant has failed to pay UDOT monies due to UDOT for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's Modified Standard SOQ. Disqualification will be based on audit findings, determinations, and recommendations made by the UDOT Fiscal Audit Division.

Insurance Certificates:

The Consultant is required to provide UDOT with Certificates of Insurance meeting the current guidelines. Locate current insurance requirements at www.udot.utah.gov/go/csmanuals.

Health Reform – Requirement for Health Insurance Coverage in State Contracts:

As required by UCA 72-6-107.5, effective July 1, 2009, UDOT will not enter into a contract of \$1,500,000 or more with a prime Consultant or \$750,000 or more with a sub-consultant without demonstration of compliance regarding the offering of "Qualified Health Insurance Coverage" to their employees. Prior to issuing a Notice to Proceed, the Consultant must demonstrate compliance with the provisions of Administrative Rule R-916-5. A Consultant's inability to adequately demonstrate compliance may be grounds for determining an SOQ non-responsive and UDOT moving on to negotiate with the new first-ranked responsive firm.

Subscription to the UDOT Consultant Services Update Service:

UDOT recommends Consultants interested in proposing an SOQ subscribe to the UDOT Consultant Services Update Service on the UDOT web site www.udot.utah.gov/go/subscriptionlist.

If there are any changes affecting this RFQ, notice will be sent out via an email through the Update Service.

Consultant and/or Corporate Logos or Branding:

Consultant and/or corporate logos or branding identification may no longer be displayed in **public** documents or products produced for UDOT beginning July 1, 2005. It is UDOT's

UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

intent that consultants should place identifying information, in text format, in appropriate places in documents. **This requirement does not apply to SOQ's.** For specific questions or further guidance, please contact Gaye Hettrick, Consultant Services Manager, 801/965-4639 or ghettrick@utah.gov.

Consultants and/or corporations are specifically restricted from placing logos or branding in the following items:

- Plan Sheets or Title Blocks
- Environmental Documents
- Standard UDOT Forms
- Project Websites
- Cover Pages
- Headers/Footers, and
- Information and Display Boards for Public Meetings

Consultants are encouraged to place their company logos or brandings in their SOQs.

Right to Cancel:

UDOT reserves the right to cancel the RFQ at any time when it is in UDOT's best interest. UDOT also reserves the right to accept or reject any and all SOQs submitted in response to the RFQ.

Conflict of Interest:

UDOT expects consultants to act with integrity and professional ethics. When there is a potential conflict of interest, consultants are required to either not submit for the project or disclose the potential conflict to the Consultant Services Manager prior to submitting a proposal. The Consultant Services Manager will coordinate with the UDOT Conflict of Interest Review Team for a determination by UDOT. For additional information, please reference the UDOT Consultant Services Manual of Instruction (MOI). Download the MOI from www.udot.utah.gov/go/csmanuals.

The Consultant project team members and principal-in-charge will be required to sign and comply with the UDOT Engineering Services Contracts / Consultant Program Management Conflict of Interest Statement in Appendix of this RFQ.

Prior to responding to any future project specific RFQ, Request for Letter of Interest (RLOI) or Request for Pool Letter of Qualification (RPLOQ) for design services, through any project delivery method, the Consultant will be required to notify UDOT Consultant Services in writing of their interest in pursuing those projects as a prime or sub-consultant. A UDOT management team will review potential conflicts of interest and the Consultant will be given a written response with approval to submit an SOQ/PLOQ or denial with potential conflict of interest criteria identified.

The Consultant will need to work with UDOT to resolve any other potential conflicts that may arise during this work.

UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

Office Logistics

In an effort to maximize efficiency in processing contracts, the selected Consultant may be required to co-locate in the same building as the UDOT Standards and Design Division, currently the Calvin Rampton Complex located at 4501 South 2700 West, Salt Lake City. The Consultant staff will be required to be available during the UDOT working hours of Monday through Friday, 8:00 AM to 5:00 PM. Depending on project specific needs, availability may be required for additional hours during the week and on weekends.

UDOT will provide work stations and other materials for use by staff co-located on site.

Contracting

Contracts from this Consultant selection will be On-Call contracts. UDOT anticipates subsequent On-Call contracts for the 2nd and 3rd year of this consultant selection. The selected Consultant will be required to provide detail with their invoices allocating costs to the appropriate projects.

UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

Appendix A

Guidelines for Preparing a Modified Standard Statement of Qualifications

Introduction:

These guidelines were developed to standardize the preparation of SOQs by Consultants for engineering services on a UDOT project. Submitting an SOQ is the beginning of the selection process and is used as the basis for selecting or for short-listing Consultants. If the RFQ Selection Team determines interviews are necessary prior to selection, a minimum of at least two Consultants will be short-listed and invited to an interview by the RFQ Selection Team.

The purpose for these guidelines is to assure consistency in format and content in SOQ prepared by Consultants and submitted to UDOT. Preparing an SOQ instead of a detailed proposal reduces the time requirements for consultants and simplifies the review process for the RFQ Selection Team.

Electronic Submission:

UDOT's goal is to migrate to electronic processes wherever possible. Consultant Services intends to require all SOQ's to be submitted solely by electronic means.

Modified Standard SOQ Sections:

The SOQ should contain the following sections in the order listed.

1. Cover Page
2. Project Team
3. Capability of the Consultant
4. Approach to the Project
5. Appendix B *Proposed Key Personnel to be Used on UDOT Project*

Modified Standard SOQ Evaluation Criteria:

The SOQ evaluation criteria are listed below in red.

Cover Page

The Cover Page is one page. It must be on the Prime Consultant's letterhead and consist of the following with no additional information:

**UTAH DEPARTMENT OF TRANSPORTATION
Modified Standard Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support**

Cover Page	
Date	
Modified Standard RFQ Name and Description	
Prime Firm	
Prime Firm's Federal ID#	
Sub-consultants (if any)	
Primary Contact	
Primary Contact Name (Prime)	
Address	
City, State, Zip	
Email	
Office Phone	
Cell Phone	
Secondary Contact	
Secondary Contact Name (Prime)	
Address	
City, State, Zip	
Email	
Office Phone	
Cell Phone	
Signature Block	
Signature	
Name	
Title	

The information is not required to be in this exact format, as long as each item of requested information is presented, **with no additional information**. If there is any other information provided in the Cover Page, the Cover Page will be stripped from the SOQ and will not be provided to the RFQ Selection Team. **In addition, a one-point deduction will be assessed if the Cover Page includes additional information.**

No evaluation points are assigned to this section and the Cover Page will not count as one of the allowed pages.

Project Team – The RFQ Selection Team will evaluate how well the qualifications and experience of the proposed project team members relate to the specific project. The RFQ Selection Team recommends the following information be provided.

UTAH DEPARTMENT OF TRANSPORTATION
Modified Standard Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

- Project Team flow charts including sub-consultants (see sample *Project Organization and Related Experience Chart* available on the UDOT web site www.udot.utah.gov/go/csforms).
- Describe the qualifications, experience, and availability of key personnel on your proposed project team. Correlate the qualifications and past experience with the Project Goals. (NOTE: Do not include percentages of availability, as this may be misinterpreted as a reference to cost.)
- Provide a spreadsheet list of projects **completed** by key team members during the last five years. The spreadsheet column headings should include the following items. (See sample *Project Organization and Related Experience Chart* available on the UDOT web site www.udot.utah.gov/go/csforms.) Note: Columns may be combined in order to meet the font size and margin requirements under Modified Standard SOQ Format Requirements on Page 16.
 - Name of Project Manager / Key Team member(s)
 - Year
 - Type of Project
 - Project Name
 - Project Location
 - Project Description
 - Construction Estimate Cost - \$Million
 - Services Performed / Specific Project Role
 - Client
 - Reference Contact and Telephone Number

A maximum of 30 points is available for this section.

2. **Capability of the Consultant** – The RFQ Selection Team will evaluate the Consultant's capability to perform the work.

- Describe your firm's capability to perform the work.
- Describe any unique qualifications your firm has to perform this type of work.
- Describe your firm's internal quality and cost control procedures.
- Describe your firm's experience with the specific type of work identified in Appendix C *Scope of Work*.
- Identify the location of the main office of the proposing firm and the logistics relating to how the project team will provide the services requested.
- Provide an analysis of the project team firms' current workload.
- Describe the overall performance record of the proposed project team firms.

A maximum of 35 points is available for this section.

3. **Approach to the Project** – The RFQ Selection Team will evaluate how well you have planned a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts:

**UTAH DEPARTMENT OF TRANSPORTATION
Modified Standard Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support**

- Describe the course of action proposed to meet the Project Goals and Scope of Work identified in Appendix C *Scope of Work*. Be realistic, clear and concise.
- Identify key project milestones.
- Identify potential impacts, impediments, conflicts or potential mitigation.

A maximum of 35 points is available for this section.

5. **Appendix B Proposed Key Personnel to be Used on UDOT Project** – The Consultant is expected to complete the Appendix B *Proposed Key Personnel to be Used on UDOT Project* (see example in this RFQ). Firms are not required to use this example form, as long as all necessary information is included in a form presented in the SOQ. The form must state the certification and education levels of the individuals proposed for use on this contract, including sub-consultants' personnel.

When Consultants list personnel on Appendix B *Proposed Key Personnel to be Used on UDOT Project* form, the Consultant is agreeing to make the personnel available to complete the services in the contract at whatever level the project requires.

The completed form must be included in the SOQ, but will not count as one of the allowed pages. No other information is allowed on these pages. No evaluation points are assigned to this section.

Modified Standard SOQ Format Requirements:

It is very important that SOQs be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the RFQ Selection Team.

A maximum total of 100 points is available for the SOQ.

One-point penalty deductions:

1. **8-1/2" X 11" or 11" X 17" Page Sizes** – This requirement is addressed below in the list of Three-Point Penalty Deductions.
2. **One (1") Margins** – Exceptions: Consultant Name/Logo and Page Headers/Footers may be within the margin.
3. **Font and Spacing Requirement** – The body of the SOQ is required to be written with a 10-point [or greater] standard Arial or Times New Roman font, including the Cover Page, Project Experience Table and Appendix B *Proposed Key Personnel to be Used on UDOT Project*. Exceptions will be made for section headings, paragraph headings, graphics, headers and footers. Excepted text may be any other font and size as long as the text is reasonable and can be easily read by reviewers without the need of magnification in order to understand what is being presented. The minimum line spacing is 12-point.
4. **Charts, Graphs, and Pictures** – Optional and counted as page(s). If the graphic is a duplicate from another source, it must be referenced. Charts, graphs, headings, and headers/footers are excepted from the font requirements, see font requirement above.

UTAH DEPARTMENT OF TRANSPORTATION
Modified Standard Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

5. **Page Headers/Footers are required** – May be within the one-inch margins; and must include Project Number, Project Location/Description, and Current Date.
6. **Related Experience Chart and Project Organization Chart are required** – Sample charts are available on the UDOT web site www.udot.utah.gov/go/csforms.
7. **Cover Page** – Is required as the first page of the PDF, but does not count towards the page maximum. The Cover Page must be on the Prime Consultant's letterhead and is limited to the instructions provided. The Cover Page may be presented in any format the Consultant chooses, i.e. text, chart, etc. The Cover Page must meet the font requirement above. No additional informational information is allowed. No additional back page is allowed.
8. **Appendix B Proposed Key Personnel to be Used on UDOT Project** – The completed form is required and will not count towards the page maximum.

A one-point penalty will be assessed by Consultant Services for each applicable violation of the above format requirements for a maximum eight-point penalty per SOQ.

Two-point penalty deductions:

9. **Send SOQs to the Contract Administrator** – Send SOQs to the Contract Administrator, do not send SOQs directly or indirectly to any known or presumed RFQ Selection Team members or other UDOT personnel, see instructions on Page 2.
10. **PDF Submission** – SOQs are required to be submitted in PDF files. Unless specifically addressed in the RFQ, only one PDF will be accepted,

A two-point penalty will be assessed by Consultant Services for each applicable violation of the above format requirement(s) for a maximum four-point penalty per SOQ.

Three-point penalty deductions:

11. **Seven-Page Maximum** – (The SOQ has a maximum page limit of seven pages.)

A page is defined as a single-sided 8-1/2" X 11" or 11" X 17" sheet that contains text, pictures, tables, graphs, charts, plan sheets or any other graphic. **There is a limit of up to zero (0) 11" X 17" sheets.**

Do not include a reference or link to additional information. If SOQs contain references or links, UDOT Consultant Services will assume additional pages are used.

Any Modified Standard SOQ that exceeds the seven-page maximum will receive a three-point penalty per page over the limit.

UTAH DEPARTMENT OF TRANSPORTATION
Modified Standard Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

Disqualification:

12. **Late Submission** – Any SOQ received by Consultant Services after the 11:00 AM deadline.
13. **Electronic PDF Submission** – Submittals must be submitted to UDOT electronically in PDF format via email. Submit the appropriate PDF file(s) (containing all of the sections in the order presented in the Modified Standard SOQ Sections on Page 13) to Raeleen Sanchez at raeleen@utah.gov.
14. **Cost Discussion** – Do not include any reference to costs in the SOQ. Cost discussions are not allowed (other than cost control measures). Cost control measures should not be quantified in dollar amounts, but rather in how the process improved the project.
15. **Use of employees employed by another consultant** – Use of employees currently employed by another consultant and presented on two SOQs Refer to Required Key Personnel Qualification on Page 8 for more information.
16. **Use of UDOT staff** – Use of current UDOT employees or former staff who were involved in the development of the RFQ. Refer to Required Key Personnel Qualification on Page 8 for more information.
17. **Financial Screening** – Consultants are required to complete the UDOT Financial Screening process within two weeks of selection. Refer to Financial Screening discussion on Page 9 for further details.
18. **Other** – UDOT reserves the right to disqualify an SOQ when the intent of the RFQ process is violated.

Any SOQs committing violations to the above format requirements will be disqualified by Consultant Services.

Modified Standard RFQ Selection Team:

The RFQ Selection Team members will receive copies of each responsive SOQ submitted. They will review and score the SOQs individually based on the evaluation criteria and submit their scores and comments to the Contract Administrator. The Contract Administrator will tally and compile the scores and comments.

The RFQ Selection Team will then meet to discuss the scores and comments from individual RFQ Selection Team members and determine whether interviews are necessary or whether the selection may be made based on the scores from the SOQs. Final SOQ score results are determined from the average of voting RFQ Selection Team members' scores. Interviews occur when final averaged scores of the top-ranked firms have a small enough point deviation to continue a competitive selection process.

UTAH DEPARTMENT OF TRANSPORTATION
Modified Standard Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

If the RFQ Selection Team determines interviews are necessary in order to make a selection, the members will develop the format of the interviews in the RFQ Selection Team Meeting by completing the *Consultant Selection – Interview Format Worksheet*, which can be found on the web site www.udot.utah.gov/go/csforms.

Selection Interviews:

If the RFQ Selection Team determines interviews are necessary, the following project-specific topics may be some of the issues discussed.

- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of the Project

“Selecting by Consent” Process:

The final selection process during interviews will be performed using the “Selecting by Consent” (SBC) process developed by the Consultant Selection Interview Process Quality Improvement Team officially implemented August 12, 2004.

The SBC process is a scoring process that aids the RFQ Selection Team in developing final ranking through a collaborative process. In this process each segment and question of the interview is weighted in advance during the RFQ Selection Team Meeting. After the interviews are conducted, the RFQ Selection Team scores each segment and question by “consent”. Consent is defined as the willingness of all RFQ Selection Team members to accept a decision reached by a collaborative process. The final ranking is based on the final scores developed by the RFQ Selection Team using the *Consultant Selection - Interview Scores Example* found on the UDOT web site www.udot.utah.gov/go/csforms. See the form for more information regarding this process.

Consultant Debriefing:

UDOT has a consultant debriefing process. As part of the SOQ evaluation, RFQ Selection Teams may provide constructive criticism of the SOQs submitted for this project. Debriefing information will be distributed after the execution of the contract resulting from this selection.

Debriefing information consists of scores and strengths of the first-ranked firm's proposal/interview and the scores, strengths and weaknesses of the consultant's own proposal/interview.

Consultants are offered the opportunity to meet with the Contract Administrator for a formal debriefing after distribution of the above information.

Summary:

The SOQ should be clear, concise, and it should provide the RFQ Selection Team Members with an understanding of the proposed Consultant Team's ability to undertake and complete the proposed project successfully in a thorough, efficient and timely manner.

UTAH DEPARTMENT OF TRANSPORTATION
Modified Standard Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

Appendix C

Project Goals

- Improve UDOT's estimating process
- Provide estimating/constructability expertise to help UDOT to better cost estimate its projects
- Provide professional insight to the current bidding environment
- Develop performance measures and track and report how well UDOT is estimating its projects

Scope of Work

1. Manage initiatives to improve UDOT cost estimating processes for developing engineer's estimates which are accurate and awardable.
2. Manage a cost based estimating program within UDOT. This task includes:
 - a. Developing independent cost based estimates on all UDOT projects and evaluating results against historical estimates.
 - b. Supporting the Regions in:
 - i. Cost based estimating software
 - ii. Cost based estimating
 - iii. Historical cost estimating skills and tools
 - iv. Training as directed
3. Manage a yearly process to develop estimated construction cost inflation rates for UDOT's use.
4. Manage the development of a regular estimating newsletter addressing current construction economic trends.
5. Manage cost estimating support including responding to phone calls, emails, or other cost estimating requests.
6. Manage the development of engineer's estimates on projects as requested by Region project teams, internal UDOT organizations, and UDOT management.
7. Under the direction of the Standards and Design Engineer:
 - a. Manage the review of CMGC project engineer's estimates.
 - b. Support the UDOT Innovative Contracting Engineer in evaluating proposed CMGC construction costs.
 - c. Manage the blind bid opening process for CMGC projects.

UTAH DEPARTMENT OF TRANSPORTATION
Modified Standard Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

- d. Manage quality control processes and documentation pertaining to engineer's estimates and assist in maintaining other quality control policies and processes.
- e. Manage the design network tasks pertaining to engineer's estimates and assist in maintaining design network documentation.
- f. Contribute to project constructability reviews
- g. Support construction crews, as requested, with change order assistance including but not limited to:
 - i. Change Order cost information
 - ii. Preparation for negotiation
 - iii. Material and equipment costs
 - iv. Equipment capacities and rates
 - v. Material, equipment, rates, etc. from a contractor's perspective
- 8. Provide recommendations and compile reports to assist in the refinement of processes and procedures associated with:
 - a. Additive bidding
 - b. Price + Time bidding
 - c. Assist in maintaining practical design guidelines and documentation.
- 9. Manage and conduct additional on-call work as requested by the Preconstruction and Standards Engineer.

UTAH DEPARTMENT OF TRANSPORTATION
Modified Standard Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

Appendix D

Additional Information

QC/QA Plan Requirements:

- The Consultant will prepare, distribute, and implement the Quality Control/Quality Assurance Plan for the project. UDOT has adopted QC/QA standards and the Consultant must meet or exceed these requirements. The Standard for Design is available on the UDOT Web site www.udot.utah.gov/go/qcqa
- Document Control: All documents will be maintained in both an electronic and hard copy form. Each document will have a uniquely specific location in both electronic and hard copy formats.

UDOT Reference Items:

- UDOT CADD use and information is available on-line from the UDOT web site at www.udot.utah.gov/go/ETS.
- UDOT Construction Manual of Instruction is available online at the UDOT Web site www.udot.utah.gov/go/Manuals.
- UDOT Consultant Services Manual of Instruction is available on-line at the UDOT Web site www.udot.utah.gov/go/CSManuals.
- UDOT Drainage Manual of Instruction is available on-line from the UDOT web site at www.udot.utah.gov/go/Manuals.
- UDOT Environmental Process Manual of Instruction is available on-line from the UDOT web site at www.udot.utah.gov/go/Manuals.
- Other UDOT manuals are available on-line from the UDOT web site at www.udot.utah.gov/go/Manuals.
- UDOT Project Delivery Networks is available on-line from the UDOT web site at www.udot.utah.gov/go/ProjectManagement.
- UDOT ProjectWise use and information is available on-line from the UDOT web site at www.udot.utah.gov/go/ETS.
- UDOT Reference Material is available on-line from the UDOT Web site at www.udot.utah.gov/go/StandardsReferences.

UTAH DEPARTMENT OF TRANSPORTATION
Modified Standard Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

- UDOT Right of Way Design and Operations Manuals are available on-line from the UDOT Web site at www.udot.utah.gov/go/Manuals.
- UDOT Roadway Design Manual of Instruction is available on-line from the UDOT web site at www.udot.utah.gov/go/Manuals.
- UDOT Standards are available on-line from the UDOT Web site at www.udot.utah.gov/go/2012Standards.
- UDOT Traffic and Safety Highway Sign Policies and Manuals are available on-line from the UDOT web site at www.udot.utah.gov/go/HighwaySignPolicy.
- UDOT 2014 Strategic Direction & Performance Measures are available on-line from the UDOT web site at www.udot.utah.gov/go/StrategicDirection.
- State of Utah Web Standards and Guidelines are available on-line from the web site at <http://www.utahta.wikispaces.net/Application+Architecture>.

UTAH DEPARTMENT OF TRANSPORTATION
Modified Standard Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

The Brooks Act of 1972:
Federal Government Selection of Architects and Engineers

United States Code (U.S.C.) Title 40 - Public Buildings, Property and Works

Chapter 11, Section 1101 - 1104: Selection of Architects and Engineers

§ 1101. Policy (Formerly 40 U.S.C. § 541)

The policy [of the Federal Government] is to publicly announce all requirements for architectural and engineering services and to negotiate contracts for architectural and engineering services on the basis of demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices.

§ 1102. Definitions (Formerly 40 U.S.C. § 542)

In this chapter, the following definitions apply:

1. **Agency head.**- - The term "agency head" means the head of a department, agency, or bureau [of the Federal Government].
2. **Architectural and engineering services.**- - The term "architectural and engineering services" means- -
 - A. professional services of an architectural or engineering nature, as defined by state law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide the services described in this paragraph;
 - B. professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and
 - C. other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.
3. **Firm.**- - The term "firm" means an individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture or engineering.

§ 1103. Selection procedure (Formerly 40 U.S.C. § 543)

- a. **In general.**- - These procedures apply to the procurement of architectural and engineering services by an agency head.
- b. **Annual statements.**- - The agency head shall encourage firms to submit annually a statement of qualifications and performance data.
- c. **Evaluation.**- - For each proposed project, the agency head shall evaluate current statements of qualifications and performance data on file with the agency, together with statements submitted by other firms regarding the proposed project. The agency head shall conduct discussions with at least 3 firms to consider anticipated concepts and compare alternative methods for furnishing services.
- d. **Selection.**- - From the firms with which discussions have been conducted, the agency head shall select, in order of preference, at least 3 firms that the agency head considers most highly qualified to provide the services required. Selection shall be based on criteria established and published by the agency head.

§ 1104. Negotiation of contract (Formerly 40 U.S.C. § 544)

- a. **In general.**- - The agency head shall negotiate a contract for architectural and engineering services at compensation which the agency head determines is fair and reasonable to the Federal Government. In determining fair and reasonable compensation, the agency head shall consider the scope, complexity, professional nature, and estimated value of the services to be rendered.
- b. **Order of negotiation.**- - The agency head shall attempt to negotiate a contract, as provided in subsection (a), with the most highly qualified firm selected under [section 1103](#) of this title. If the agency head is unable to negotiate a satisfactory contract with the firm, the agency head shall formally terminate negotiations and then undertake negotiations with the next most qualified of the selected firms, continuing the process until an agreement is reached. If the agency head is unable to negotiate a satisfactory contract with any of the selected firms, the agency head shall select additional firms in order of their competence and qualification and continue negotiations in accordance with this section until an agreement is reached.

UTAH DEPARTMENT OF TRANSPORTATION
Modified Standard Request for Qualifications
Project No. 8282XCH1277; Engineer's Estimate Support

Appendix E

UDOT Engineering Services Contracts Consultant Program Management Conflict-of-Interest and Confidentiality Certification

I, _____ (Individual) with _____ (Firm), have been retained by the Utah Department of Transportation ("UDOT") to perform cost estimating services for the Department.

In the performance of my duties I will:

- Represent UDOT in an equitable, ethical, and unbiased manner.
- Disclose potential conflicts-of-interest to the UDOT Preconstruction and Standards Engineer.
- Document and work with the UDOT Preconstruction and Standards Engineer, in cases of potential conflicts-of-interest, to work out a course of action to alleviate a potential conflict-of-interest.
- Work under the direction of the UDOT Preconstruction and Standards Engineer.
- Maintain the confidentiality of all related information to which I gain access as a result of my job or assignment under with UDOT contract, including but not limited to any UDOT written documents, electronic documents, discussions, comments or meetings that are of a sensitive or confidential nature even from my employer.
- Refer anyone requesting information relevant to confidential information to the appropriate UDOT division.
- Disclose and discuss with the UDOT Preconstruction and Standards Engineer in the event there are any activities which could interfere with the ethical performance of my duties.
- Any violation of this Certification will result in termination of the contract.

I will not:

- Access information unless required to do so for the performance of my assignment.
- Inappropriately disclose any information gained.
- Allow others access to UDOT systems granted to me as a Consultant UDOT Program Manager.

By: _____
(Individual)

[This individual is a principal of the firm]

Approved by: _____
[Authorized Consultant Officer (Signature)]

[Authorized Consultant Officer (Print Name)]

[Consulting Firm Name]

Date: _____