

(Rev. 1/20/2016)

# Request for Letter of Interest

(Electronic Submittal Required)

Structural Materials Expertise



S-ST99(364)  
2016 Structures Materials Support

~~February 1, 2016~~ February 9, 2016  
Addendum 1

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Request for Letter of Interest**  
**Project No. S-ST99(364) / 2016 Structures Materials Support**

**SUMMARY SHEET**

1. Project Number: S-ST99(364)
2. Location: 2016 Structures Materials Support
3. ePM PIN No.: 14069
4. Requested Services: Structural Materials Expertise
5. Source(s) of Funding: State
6. UDOT Project Administrator: Mr. Phil Ellsworth  
Contract Administrator (Consultant)  
Utah Department of Transportation  
Consultant Services  
Box 148490  
4501 South 2700 West  
Salt Lake City, Utah 84129-5998  
801-957-8681  
[pellsworth@utah.gov](mailto:pellsworth@utah.gov)
7. UDOT Project Management: Cheryl Hersh Simmons  
Project Manager / Structures Design Manager  
Utah Department of Transportation  
Structures  
4501 South 2700 West  
Salt Lake City, Utah 84129-5998  
801-964-4463  
[cherylhersh@utah.gov](mailto:cherylhersh@utah.gov)
8. **Communications:** Based on revisions to Utah Code 63G-6a-1503(3), UDOT has an official process for communication regarding RFQs after advertisement or posting of RFQs. Consultants may not contact or communicate regarding this RFQ with any member or potential member of a Selection Team except through the following official RFQ communication process.

Consultants may contact the UDOT Contract Administrator to schedule appointments for project or scope of work discussions with the UDOT Project Manager regarding this project. Consultants may only communicate through these official designated appointments. A date has been designated for appointments for these discussions, see the Selection Schedule below.

UDOT desires to make the most efficient use of resources for all parties involved with the established communication process. The one-on-one meeting with UDOT should not be viewed as a marketing tool and is not part of the Consultant Selection

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process. These meetings are intended for Consultants who have not visited with the UDOT PM about project specifics or who have new issues or concerns not previously discussed with the UDOT PM.

Consultants desiring to meet with the UDOT PM for a formal communication meeting should contact the UDOT Contract Administrator **via email** to request an appointment PRIOR to the deadline identified in the selection schedule table on Page 4. The UDOT Contract Administrator will schedule appointments based on the number of firms requesting appointments. Include the name and contact information of the primary individual for your appointment.

Consultants may still contact the UDOT Contract Administrator or other Consultant Services staff regarding the selection process.

**9. Letter of Interest (LOI) Due Date: See the Selection Schedule on Page 4**

Submit one electronic PDF file of the LOI (unless directed otherwise in Appendix A *Guidelines for Preparing the Letter of Interest*) to Phil Ellsworth by email at [pellsworth@utah.gov](mailto:pellsworth@utah.gov) prior to 11:00 AM on the date found in the Selection Schedule on Page 4. **If LOIs are sent to RLOI Selection Team members the LOI will be considered non-responsive and will be disqualified.** You will receive an e-mail acknowledgment of receipt.

**LOIs will not be accepted after the 11:00 a.m. deadline.**

The LOI has a maximum page-limit of **TWO** pages. If there are any changes affecting the RLOI, notice will be sent out via an e-mail through the Consultant Services update service.

10. 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 20. Refer to Page 7 for additional information regarding the consultant selection process. The Brooks Act can be found on Page 24.
11. 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.
12. Project Completion Date: Approximately **12+** months from Notice to Proceed.
13. **Forms:** Examples of UDOT Consultant Services forms referred to throughout this RLOI are available on the UDOT Web site [www.udot.utah.gov/go/csforms](http://www.udot.utah.gov/go/csforms).

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14. The Department anticipates contracting with the selected consultants for an initial 12-month period, with up to two additional 12-month modifications.

**Consultant Selection Schedule**

<b>Date</b>	<b>Day</b>	<b>Action</b>
Monday	2/1/2016	Posting of the Request for Letter of Interest on UDOT Consultant Services Project Advertisement website and subscriber email
Monday	2/8/2016	<b>4:00 PM deadline to request a one-on-one discussion meeting</b>
Tuesday	2/9/2016	<b>One-on-one Appointments to discuss the project</b>
Tuesday	2/16/2016	<b>Letter of Interest is due electronically by 11:00 AM</b>
Friday	2/19/2016	Shortlist for Oral Interviews
Monday	2/29/2016	UDOT Consultant Selection Interviews
Monday	2/29/2016	Consultant Selection
Wednesday	3/2/2016	Contract Pre-Negotiation Meeting

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Overview:

UDOT Consultant Services staff facilitates RLOI 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 RLOI Selection Team in Appendix A *Guidelines for Preparing the Letter of Interest*, rather than the cost of engineering services. Cost is a secondary factor after a Consultant is selected and the negotiation process begins.

The RLOI Selection Team will review and evaluate submitted LOIs. Firms are shortlisted for interviews based on pre-determined criteria. Short-listed firms are invited to participate in interviews before the RLOI Selection Team. The final selection ranking of consultants is based on the final scores developed by the RLOI Selection Team using the *Interview Scores* spreadsheet and *Selecting by Consent* (see *Selecting by Consent* on Page 17).

UDOT follows federal regulations in selecting consultants for engineering services, based on the Brooks Act (40 U.S.C. 11) found on Page 24. 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 LOIs. Cost control measures should not be quantified in dollar amounts, but rather in how the process improves the project.

**DO NOT** include any reference to Consultant costs in the LOI. Any LOI 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 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 Consultant must perform work valued at not less than **30%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in Appendix C *Scope of Work*.

Required Completion and Acceptance Criteria:

Progress payments will be made for work in progress. Final invoice payment, 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.

Applicable Federal and State Regulations:

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

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Debarment Certification:

Federal regulations require certification by prospective participants (including contractors, subcontractors, 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 Qualification:

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

The Consultant is expected to complete the form, Appendix B *Proposed Key Personnel to Be Used on UDOT Project*. Completed forms in LOIs 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 with the LOI, but will not count as one of the allowed pages.**

UDOT's requirement for listing current or former UDOT employees as key personnel in LOIs is as follows:

- If a firm lists a former UDOT employee on the LOI who officially left UDOT employment prior to the date of submission date of the LOI, 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 RLOI 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 work on contracts at whatever level the project requires.

Change in Project Team During Negotiations:

If after entering negotiations with the first-ranked Consultant, the Consultant is unable to provide the key personnel (prime or sub-consultant) proposed in the LOI at the levels required for the project, the Consultant will be offered the opportunity to propose a revised Project Team. UDOT will review the revised Project Team to determine if it offers an "equal to or better than" team. If UDOT determines the revised Team is "equal to or better than", negotiations will continue. If UDOT determines the revised Team is not "equal to or better than", negotiations will be discontinued and UDOT will move on to the second-ranked firm.

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Required Streamlined LOI Contents:

The LOI from the Consultant should contain the information identified in Appendix A *Guidelines for Preparing the Letter of Interest*.

LOI Evaluation Procedures:

The RLOI Selection Team will evaluate the LOI in accordance with the criteria described in Appendix A *Guidelines for Preparing the Letter of Interest*.

Conditions of Letter of Interest:

All costs related to the preparation of the LOI 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 Letters of Interest:

LOIs 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 right to reject all LOIs. The LOI of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. LOIs of Consultants who are not awarded contracts 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 LOI 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 LOI will be disclosed and that, unless the Consultant withdraws the LOI, it will be disclosed. If the Consultant withdraws their LOI, 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 the Department.

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](http://www.udot.utah.gov/go/csforms). For questions, contact the Consultant Services Financial

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Screening 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 LOI. 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. Current insurance requirements can be found at [www.udot.utah.gov/go/csmanuals](http://www.udot.utah.gov/go/csmanuals).

Health Reform – Health Insurance Coverage in State Contracts Requirements:

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 a LOI 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 a LOI subscribe to the UDOT Consultant Services Update Service on the UDOT Web site [www.udot.utah.gov/go/subscriptionlist](http://www.udot.utah.gov/go/subscriptionlist).

**If there are any changes affecting the RLOI, notice will be sent out via an e-mail 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

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intent that consultants should place identifying information, in text format, in appropriate places in documents. This requirement does not apply to LOIs. For specific questions or further guidance, please contact Gaye Hettrick, Consultant Services Manager, 801/965-4639 or [ghettrick@utah.gov](mailto:ghettrick@utah.gov).

Consultants and/or corporations are specifically restricted from placing logos or branding on 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 the LOIs.

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](http://www.udot.utah.gov/go/csmanuals).

[If a selected Consultant firm is performing construction QC or QA on any given project, the firm will be conflicted out of performing either the work associated with this role or the QC or QA role they are performing. The selected consultant will need a contingency plan to address these scenarios.](#)

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**Appendix A**

**Guidelines for Preparing the Letter of Interest**

Introduction:

The LOI selection process is one of three project specific Consultant selection processes for UDOT to be used in the selection of Consultants for engineering services on a UDOT project. Submitting a LOI is the beginning of this selection process and is used as the basis for short-listing Consultants. Consultant interviews are necessary prior to selection; a minimum of at least two Consultants will be short-listed and invited to an interview by the RLOI Selection Team. The RLOI Selection Team determined Short-listing Criteria determined prior to advertisement of the RLOI and will share the criteria with proposing consultants as part of UDOT's normal debriefing process. Ranking is determined solely by the information presented during the Consultant interviews and any point deductions.

The purposed for these guidelines is to ensure consistency in format and content in the LOI prepared by Consultants and submitted to UDOT. Preparing a LOI instead of a detailed proposal reduces the time requirements for consultants and simplifies the review process for the RLOI Selection Team.

**In order for Consultants to be short-listed, an understanding of the specific project and a strong project team must be presented in the LOI submitted in response to this RLOI.**

Electronic Submission:

UDOT's goal is to migrate to electronic processes wherever possible. Consultant Services requires all LOI submissions be received solely by electronic means.

Letter of Interest:

The Letter should be addressed to:

Mr. Phil Ellsworth  
Contract Administrator  
UDOT Consultant Services  
4501 South 2700 West  
Salt Lake City, UT 84129-5998  
[ghettrick@utah.gov](mailto:ghettrick@utah.gov) [pellsworth@utah.gov](mailto:pellsworth@utah.gov)

LOI Format Requirements:

In **two pages**, include the following information:

- Express your interest in the project and understanding of the work
- State qualifications to do the work
- Identify the Consultant Project Manager and other key team members
- Recount any information on the project team or yourself that may be useful or informative to the Department

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- Include the mailing and e-mail addresses and the phone numbers (including office and cell numbers) of the primary contact person for this consultant selection process in the LOI.
- ~~Do not include a cover page~~
- All pages are 8-1/2 X 11”
- Submit one PDF file (containing the LOI requirements in the order presented in this Appendix).

The LOI is expected to consist of the following in one PDF:

- Cover Page (one page)
- Letter of Interest (two pages)
- *Project Experience Chart* (one page)
- Appendix B (no page limit)

**LOIs exceeding the above pages and format or consisting of an inappropriate number of PDF file(s) will be considered non-responsive and will not be reviewed by the RLOI Selection Team and therefore will not be short-listed for Consultant Selection Interviews.**

**Disqualifications:**

1. **Late Submission** – Any LOI received by Consultant Services after the 11:00 AM deadline.
2. **Do not send LOIs to RLOI Selection Team Members** – send LOIs to the contract administrator, not directly to any RLOI Selection Team members, see instructions on Page 3.
3. **Electronic PDF Submission** – Submit one PDF file (containing all of the LOI sections in the order presented in RLOI instructions on Page 12) to Phil Ellsworth at [pellsworth@utah.gov](mailto:pellsworth@utah.gov).
4. **Cost Discussion** – Do not include any reference to costs in the LOI. 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. On the Project Experience Table, if construction costs are not applicable, insert “NA”, do not include the consultant’s fee.
5. **Cover Page** – Any LOI received without a Cover Page; without the Acknowledgement on the Cover Page; and/or with additional information. Refer to Page 14 for further details.
6. **Use of UDOT staff** – Use of current UDOT employees or former staff who were involved in the development of the RLOI. Refer to Required Key Personnel Qualification on Page 8 for more information.

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7. **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.
8. **Two (2) Page Maximum** – ([Cover Page](#), Project Experience Table and Appendix B *Proposed Key Personnel to be Used on UDOT Project* do not count towards the page maximum if no additional information is included.)

A page is defined as a single-sided 8.5" x 11" sized sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics.

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

9. **Other** – UDOT reserves the right to disqualify an LOI when the intent of the RLOI process is violated.

**Any LOIs committing violations to the above requirements will be disqualified by Consultant Services and will not be reviewed by the RLOI Selection Team.**

**Cover Page**

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

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Cover Page	
Date	
PIN No, Project 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	
Acknowledgement	
<p><i>I understand the acceptance and completion criteria, submittal, financial screening requirements, contract selection types and contract caps. My firm shall comply with all state and federal contracting requirements applicable to the project. I understand UDOT policies, procedures and processes may change during the duration of the project and shall comply with any changes required by UDOT. I have fully and accurately disclosed any debarment, license issues, and/or investigations being performed by any governmental entity. Employees listed on the staffing plan are current bona fide employees of the firm.</i></p> <p><i>As authorized to sign for my organization, I certify the content of this proposal to be true, accurate and all matters fully disclosed as requested in the RFQ/RLOI/RFP. I understand any misrepresentations or failure to disclose matters in the proposal is immediate grounds for disqualification.</i></p>	
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**. **LOIs will be considered non-**

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**responsive and will be disqualified if the Cover Page is not attached to the LOI; if the Acknowledgement is not included on the Cover Page; and/or if there is additional information included on the Cover Page.**

Requirements for Experience Table and References:

Provide a **one-page** spreadsheet list of projects **completed** by key team members during the last ten years. If projects were completed while in the employment of a previous employer, the table must indicate the firm under which the work was completed. The table must provide a description of the services completed by the employee. Spreadsheet column headings should include the following items. (See sample *Related Experience Chart* available on the UDOT Web site [www.udot.utah.gov/go/csforms](http://www.udot.utah.gov/go/csforms).)

- Name of Key Team Member
- Key Team Member's firm (or former firm)
- Year
- Type of Project
- Project Name
- Project Location
- Project Description
- Construction Estimate Cost - \$Million (If construction costs are not applicable, insert "NA")
- Services Performed / Key Team Member's Specific Project Role
- Client
- Client Reference Contact and Telephone Number

**Note: The completed table must be included in the LOI, but will not count as one of the allowed pages. Using this page for additional information for the LOI will result in disqualification by Consultant Services. If the table includes a reference to the Consultant's "fee" instead of "construction costs", the LOI will be considered non-responsive and will be disqualified.**

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*. Firms are not required to use this exact form, as long as all necessary information is included in a form presented in the LOI. 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 LOI, but will not count as one of the allowed pages. No other information is allowed on these pages. If additional information is included, the LOI will be considered non-responsive and will be disqualified by Consultant Services.**

**The information in this form should be included to provide technical details for all of the Consultant Project Team. This form may or may not be considered by the RLOI**

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**Selection Team in order to make a short-list for Consultant Selection Interviews.**

**Appendix B will not count as one of the allowed pages.**

RLOI Selection Team:

RLOI Selection Team members will receive copies of each responsive LOI submitted. The RLOI Selection Team prepares short-listing criteria prior to the RLOI advertisement and will compare LOIs to the criteria in their individual review of the LOIs. Through consent as a Team they will short-list a minimum of at least two firms. Those Consultants making the short-list will be invited to participate in consultant selection interviews and will be given further instructions.

Consultant selection notification after consultant selection interviews will consist of any short-list criteria, and strengths and weaknesses identified by the RLOI Selection Team in the LOI. The strengths identified in the highest-ranked firm's LOI will be available for review in-person at the Consultant Services division, along with the selected firm's LOI, after the contract has been executed. This debriefing information is distributed by UDOT to assist firms in improving their ability to be short-listed in future RLOI advertisements. See "Selection Interviews" below for topics regarding the short-listing criteria.

Short-Listing for Interviews:

The RLOI Selection Team will "short-list" for interviews depending on the number and quality of Consultant responses. The RLOI Selection Team will meet to determine which firms will interview by the "Consent" of the RLOI Selection Team. Consent is defined as the willingness of all RLOI Selection Team members to accept a decision reached by a collaborative process.

Selection Interviews:

The following project-specific topics may be discussed during consultant selection interviews:

- Experience
- Understanding of the Work
- Approach to the Project

Selection of a consultant will be finalized through response to this RLOI and oral interviews.

The Department reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right to not proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described herein. **If there are any changes affecting the RLOI, notice will be sent out via an e-mail through the UDOT Consultant Services update service.**

"Selecting by Consent" Process:

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

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

Summary:

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



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## **Appendix C**

### **Project Goals**

- Provide the Structures Division with materials expertise.
- Provide structures construction inspection support to evaluate, counsel, observe, and assess best practices.
- Improve performance, durability, and cost-effectiveness of products used on and with respect to structures.

### **Scope of Work**

Provide materials expertise applicable to structures including, but not limited to structural concrete, structural concrete repairs, bridge expansion and contraction joints, crack sealing, concrete sealants and coatings, waterproofing membranes, reinforcing steel, and bridge deck overlay systems.

#### General Tasks:

- Review, evaluate, develop and/or revise structures specific materials specifications and requirements (products, qualifications, execution, testing, acceptance, measurement, and payment).
- Develop, review and/or revise applicable structure material related processes, policies, procedures including the Bridge Management Manual, Structures Design and Detailing Manual, and Structures QC/QA Procedures.
- Coordinate with the Materials and Construction Divisions.
- Evaluate applicability of materials for specific purposes.
- Evaluate materials for inclusion on the approved products list.
- Provide construction support for structural related items, such as:
  - Submittals: Review of structural related materials submittals.
  - Training: Develop and conduct general or project specific (pre-bid meetings, preconstruction meetings, and pre-activity meetings) structures training for construction best practices and conformance with specifications.
- Evaluate, monitor, and report on in-place performance of structures related materials.
- Document lessons learned from construction and develop best practices to be incorporated in specifications and training.

#### The selected consultant is expected to:

- Be an expert on products used in the construction, rehabilitation, and repair of UDOT structures
- Possess first-hand experience of field work best practices
- Consist of individuals with structures engineering background (bridge/miscellaneous structural design and construction engineering experience)
- Consist of individuals with materials science and/or engineering knowledge (research, specification, design and development of materials; understanding of material properties; understanding of material performance)

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- Consist of individuals with materials inspection and testing experience (both in the field and in the laboratory); with first-hand familiarity with AASHTO and ASTM standards and testing requirements; and that hold applicable certifications (i.e. cement and Portland cement concrete certifications, UDOT qualified technician)
- Have materials testing capabilities including an AASHTO accredited laboratory qualified through UDOT's Lab Qualification Program (LQP)
- Provide a single point of contact with materials experience and experience providing similar services.
- Problem-solve and be innovative
- Understand and follow all current UDOT processes, policies and procedures including the Bridge Management Manual, Structures Design and Detailing Manual, and Structures QC/QA Procedures.
- Have key personnel coordinate weekly to discuss needs and issues, and report on progress and schedule.

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## **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](http://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](http://www.udot.utah.gov/go/ETS)).
- UDOT Construction Manual of Instruction (available online at the UDOT Web site [www.udot.utah.gov/go/Manuals](http://www.udot.utah.gov/go/Manuals)).
- UDOT Consultant Services Manual of Instruction (available on-line at the UDOT Web site [www.udot.utah.gov/go/CSManuals](http://www.udot.utah.gov/go/CSManuals)).
- UDOT Drainage Manual of Instruction (available on-line from the UDOT web site at [www.udot.utah.gov/go/Manuals](http://www.udot.utah.gov/go/Manuals)).
- UDOT Environmental Process Manual of Instruction (available on-line from the UDOT web site at [www.udot.utah.gov/go/Manuals](http://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](http://www.udot.utah.gov/go/Manuals)).
- UDOT ProjectWise use and information is available on-line from the UDOT web site at [www.udot.utah.gov/go/ETS](http://www.udot.utah.gov/go/ETS)).
- UDOT Reference Material (available on-line from the UDOT Web site at [www.udot.utah.gov/go/StandardsReferences](http://www.udot.utah.gov/go/StandardsReferences)).
- UDOT Right of Way Design and Operations Manuals (available on-line from the UDOT Web site at [www.udot.utah.gov/go/Manuals](http://www.udot.utah.gov/go/Manuals)).

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- UDOT Roadway Design Manual of Instruction (available on-line from the UDOT web site at [www.udot.utah.gov/go/Manuals](http://www.udot.utah.gov/go/Manuals)).
- UDOT Standards (available on-line from the UDOT Web site at [www.udot.utah.gov/go/2012Standards](http://www.udot.utah.gov/go/2012Standards)).
- UDOT 2016 Strategic Direction & Performance Measures (available on-line from the UDOT web site at [www.udot.utah.gov/go/StrategicDirection](http://www.udot.utah.gov/go/StrategicDirection)).
- UDOT Structures Design and Detailing Manual and the Bridge Management Manual are available on-line from the UDOT web site at [www.udot.utah.gov/go/STRManuals](http://www.udot.utah.gov/go/STRManuals)).
- 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](http://www.udot.utah.gov/go/HighwaySignPolicy)).
- State of Utah Web Standards and Guidelines are available on-line from the web site at <http://www.utahta.wikispaces.net/Application+Architecture>).

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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.