

(Rev. 06/21/2016)

**Standard Public Involvement (PI)  
Request for Proposals**  
(Electronic Submission Required)

Public Involvement



Project No. S-0089(406)398  
US-89; Farmington to I-84

November 1, 2016

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Standard Public Involvement Request for Proposals**  
**Project No. S-0089(406)398 / US-89; Farmington to I-84**

**Summary Sheet**

1. **Project Number:** S-0089(406)398
2. **Location:** US-89; Farmington to I-84
3. **ePM PIN No.:** 13821
4. **Requested Services:** Public Involvement
5. **Source(s) of Funding:** State
6. **UDOT Contract Administrator:** Mr. Phil Ellsworth  
Contract Administrator (Consultant)  
Utah Department of Transportation  
Consultant Services Division  
Box 148490  
4501 South 2700 West  
Salt Lake City, Utah 84129-5998  
801-957-8681  
[pellsworth@utah.gov](mailto:pellsworth@utah.gov)  
Submit Proposals to: [CSSOQ@utah.gov](mailto:CSSOQ@utah.gov)
7. **UDOT Project Management:** Michael Romero  
Project Manager  
Utah Department of Transportation  
Region 1
8. **Communications:** Based on revisions to Utah Code 63G-6a-1503(3), UDOT has an official process for communication regarding RFPs after advertisement or posting of RFPs. Consultants may not contact or communicate regarding this RFP with any member or potential member of a Selection Team except through the following official RFP communication process.

Consultants may contact the UDOT Contract Administrator to schedule appointments for project or scope of work discussions with the UDOT Project Manager (and Local Government 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 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.

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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 with any questions.

**9. Standard PI Proposal Deadline:** See the Selection Schedule on Page 4

Submit one electronic PDF file of the Proposal (unless directed otherwise in Appendix A *Guidelines for Preparing Standard PI Proposals*) to [CSSOQ@utah.gov](mailto:CSSOQ@utah.gov) prior to 11:00 AM on the submission date found in the Selection Schedule on Page 4. **If Proposals are sent to Selection Team members there will be a two-point deduction.** You will receive an email acknowledgment of receipt.

**Proposals will not be accepted after the 11:00 AM deadline**

**10. Type of Proposal Required:** Prepare Proposals in accordance with Appendix A *Guidelines for Preparing Standard PI Proposals*, see Page 12.

If there are any changes affecting the RFP, notice will be sent out via an e-mail through the Consultant Services update service.

**11. Optional Oral Interviews:** RFP selections may be based on the Proposal scores. However, the RFP 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 **12** months from Notice to Proceed.

**14. Forms:** Examples of UDOT Consultant Services forms referred to throughout this RFP are available on the UDOT Web site [www.udot.utah.gov/go/csforms](http://www.udot.utah.gov/go/csforms).

**15. RFP Note:** Please be aware that this document is an RFP, not an RFQ, and therefore deviates from Consultant Services' typical RFQ processes. Read and review each section of this RFP carefully to ensure Proposals meet the requirements.

**Consultant Selection Schedule**

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<b>Date</b>	<b>Day</b>	<b>Action</b>
Nov. 1, 2016	Tuesday	Posting of Standard PI RFP on UDOT Consultant Services Project Advertisement website
Nov. 10, 2016	Thursday	<b>Deadline to request a one-on-one discussion meeting</b>
Nov. 14, 2016	Monday	<b>Appointments to discuss the project</b>
Nov. 21, 2016	Monday	<b>Proposals are due electronically by 11:00 AM.</b>
Nov. 30, 2016	Wednesday	RFP Selection Team Meeting (Short-listing)
Dec. 8, 2016	Thursday	Consultant Selection Interviews
Dec. 8, 2016	Thursday	Consultant Selection
Dec. 12, 2016	Monday	Pre-Negotiation Meeting with Selected Consultant

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**Acceptance and Completion Criteria**

**Overview:**

UDOT Consultant Services staff facilitates Proposal Selection Teams through the ranking and selection of consultants to provide PI services for transportation related projects.

The RFP Selection Team will review and evaluate submitted Proposals. Proposals are ranked based on pre-determined criteria. If the RFP 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 RFP Selection Team members' scores from Technical Proposals, incorporating the scores from the Price Proposal, and adding Consultant Selection Interviews, if necessary (see Selecting by Consent on Page 20).

Cost is **NOT** a factor in the Technical Proposal evaluation scoring of a Consultant to provide PI services. All evaluation on cost takes place in the Price Proposal evaluation. 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 the Technical section of the proposal.

**DO NOT** include any reference to Consultant costs in the Technical Proposal. Any Technical Proposal submitted with ANY discussion of cost (other than process-related 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 **50%** 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.

**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,

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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 RFP 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 Proposals, both Consultants' Proposals 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 Proposals 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 Technical Proposal, but will not count as one of the allowed pages.**

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

- If a firm lists a former UDOT employee on the Proposal who officially left UDOT employment prior to the date of submittal of the Proposal, 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 RFP 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.

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 Proposal at the levels required for the project, the Consultant will be offered the opportunity to propose a revised

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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.

Required Standard PI Proposal Contents:

The Proposal from the Consultant should contain the information identified in Appendix A *Guidelines for Preparing Standard PI Proposals*.

Standard PI Proposal Evaluation Procedures:

The RFP Selection Team will evaluate the Proposal in accordance with the criteria described in Appendix A *Guidelines for Preparing Standard PI Proposals*.

Conditions of Proposal:

All costs related to the preparation of the Proposal 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 Standard PI Proposals:

Proposals 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 Proposals. The Technical Proposal of the successful Consultant will be open to public inspection for a period of one year after award of the contract. Price Proposals will not be open to public inspection. Proposals of Consultants who are not awarded a contract will 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 will examine the request in the Proposal 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 will inform the Consultant in writing what portion of the Proposal will be disclosed and that, unless the Consultant withdraws the Proposal, the information will be disclosed. If the Consultant withdraws their Proposal, 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. **Consultants are not required to have an independent audit by a CPA firm for this RFP. Inability to complete the financial screening process will disqualify the Consultant's Proposal, unless the delay is due to problems or delays by UDOT.**

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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 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 Proposal. 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 within the Consultant Services Manual of Instructions from the UDOT website [www.udot.utah.gov/go/csmanuals](http://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 March 17, 2016, UDOT will not enter into a contract of \$2,000,000 or more with a prime Consultant or \$1,000,000 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 Proposal 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 Proposal 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).

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**If there are any changes affecting this RFP, 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 intent that consultants should place identifying information, in text format, in appropriate places in documents. **This requirement does not apply to Standard PI Proposal's.** 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 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 Proposals.

Right to Cancel:

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

Protests:

All protests with respect to this RFP must be in writing, and will follow the requirements in Utah Code Sections §63G-6a-1602 et seq. Deliver a copy of any protest to:

Executive Director  
Utah Department of Transportation  
4501 South 2700 West, 1<sup>st</sup> Floor  
P O Box 141245  
Salt Lake City, UT 84114-1245

Any protest not set forth in writing within the time limits specified in §63G-6a-1602 is null and void and will not be considered.

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

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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).

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## **Appendix A**

### **Guidelines for Preparing a Standard PI Statement of Qualifications**

Introduction:

These guidelines were developed to standardize the preparation of Proposals by Consultants for public involvement services on a UDOT project. Submitting a Proposal is the beginning of the selection process and is used as the basis for selecting or for short-listing Consultants. If the RFP 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 RFP Selection Team.

The purpose for these guidelines is to assure consistency in format and content in the Proposal prepared by Consultants and submitted to UDOT.

Electronic Submission:

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

Standard PI Proposal Sections:

**The Proposal should contain the following sections in the order listed.**

**First PDF – Technical Proposal**

1. Cover Page (one page)
2. Project Team, Experience, and Approach (two pages)
3. Project Experience Table (one page)
4. Appendix B *Proposed Key Personnel to be Used on UDOT Project*

**Second PDF – Price Proposal**

1. Blended Hourly Rates Submittal

PI Proposal Content:

The PI Proposal content are listed below in red.

**TECHNICAL PROPOSAL**

1. **Cover Page**

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

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<b>Cover Page</b>	
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 Request for Proposals. I understand any misrepresentations or failure to disclose matters in the Proposal is grounds for immediate 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.** **Proposals will**

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

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

2. **Project Team Qualifications** – In two pages, include the following information:
  - Identify your project team members and their roles on the project, including key personnel and sub-consultants
  - Summarize your understanding of the work and describe your team’s experience and qualifications to accomplish the Contract Goals
  
3. **Project Experience Table** – Provide a **one-page** table 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
  - Services Performed / Key Team Member’s Specific Project Role
  - Client
  - Client Reference Contact and Telephone Number
  
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 RFP). Firms are not required to use this example form, as long as all necessary information is included in a form presented in the Proposal. 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 Proposal, but will not count as one of the allowed pages. No other information is allowed on these pages. If additional information is included, the Proposal will be considered non-responsive and will**

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**be disqualified by Consultant Services.** No evaluation points are assigned to this section.

## **PRICE PROPOSAL**

1. **Price Proposal – Appendix E** – Cost will be evaluated independently from the Technical Proposal. The Price Proposal will consist of the information submitted on the Form in Appendix E – *PI Price Proposal*.

Appendix E is to have no other information on the form other than the blended hourly rates and the other requested information. **If any other information is located on the form, all other information will be removed and not considered. Limit of one page.**

### Standard PI Proposal Format Requirements:

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

### **Proposal Format Guidelines:**

1. **One (1”) Margins** – Exceptions: Consultant Name/Logo and Page Headers/Footers may be within the margin.
2. **Font and Spacing Requirement** – The body of the Proposal and the Project Experience Table should be written with a 10-point [or greater] standard Arial or Times New Roman font, excluding the Cover Page 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.
3. **Appendix B Proposed Key Personnel to be Used on UDOT Project** – The completed form is required and will not count towards the page maximum if no additional information is included.
4. **PDF Submission** – Proposals should be submitted in two PDF files. Unless specifically addressed in the RFP, only two PDFs will be accepted (one for the Technical Proposal and the second for the Price Proposal).

### **Disqualification:**

1. **Page Limit** – The Technical Proposal has a maximum page limit of **Two (2)** pages. The Price Proposal has a maximum page limit of **One (1)** page.

A page is defined as a single-sided 8-1/2” X 11” sheet that contains text, pictures, tables, graphs, charts, plan sheets or any other graphic. **There are no 11” X 17” sheet(s) allowed in the Technical Proposal.**

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**Do not** include any reference(s) or link(s) to additional information. If Proposals contain references or links, UDOT Consultant Services will assume additional pages are used, and the Proposal will be disqualified.

2. **Late Submission** – Any Proposal received by Consultant Services after the deadline identified in the Consultant Selection Schedule.
3. **Electronic PDF Submission** – Any Proposal not received in the appropriate PDF format via email (containing all of the sections in the order presented in Standard PI Proposal Sections on Page13).
4. **Send Proposals to the Contract Administrator only** – Any Proposal that is sent to anyone besides the Contract Administrator. **Do not** send Proposals directly or indirectly to any known or presumed RFP Selection Team members or other UDOT personnel, see instructions on Page 3.
5. **Cost Discussion** – Any Proposal that includes any reference to consultant costs in the Technical Proposal. Consultant cost discussions are not allowed in the Technical Proposal (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 Chart, if construction estimates are not applicable, insert “NA”, do not include the consultant’s contract amounts.
6. **Cover Page** – Any Proposal received without a Cover Page, without the Acknowledgement on the Cover Page, and/or with additional information. No additional back page is allowed. Refer to Page 14 for further details.
7. **Use of employees employed by another consultant** – Any Proposal received using employees currently employed by another consultant or presented as staff on two Proposals for the same advertisement. (This does not apply to a sub-consultant firm competing on one or more project teams.) Refer to Required Key Personnel Qualification on Page 8 for more information.
8. **Use of UDOT staff** – Any Proposal received with current or former UDOT employees as part of the proposed Project Team who were involved in the development of the RFP. Refer to Required Key Personnel Qualification on Page 8 for more information.
9. **Financial Screening** – Any Proposal received from Consultants who are unable to complete the UDOT Financial Screening process within two weeks of selection. Refer to Financial Screening discussion on Page 9 for further details.
10. **Other** – UDOT reserves the right to disqualify a Proposal when the intent of the RFP process is violated.

**Any Proposals committing violations to the above format requirements ( will be disqualified by Consultant Services.**

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Selection Team:

Selection Team members will receive copies of each responsive Technical Proposal submitted. The Selection Team prepares short-listing criteria prior to the RFP advertisement and will compare Technical Proposals to the criteria during their individual reviews. Through consent as a Team they will short-list a minimum of at least two firms, based on the Technical Proposals. Those Consultants making the short-list will be invited to participate in consultant selection interviews and will be provided further instructions.

Short-Listing for Interviews:

The Selection Team will “short-list” for interviews depending on the number and quality of Consultant responses. The Selection Team will meet to determine which firms will interview by the “Consent” of the Selection Team. Consent is defined as the willingness of all 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:

- Change Management
- Social Media
- Noise Policy
- Right of Way
- Communication

Selection of a consultant will be finalized through response to this RFP 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 RFP, 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.

The SBC process is a scoring process that aids the 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 Selection Team Preparation/Scoping Meeting. After the interviews are conducted, the 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 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) in combination with the Price Proposal scores.

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Price Proposals will not be unveiled to the Selection Team until after the Interview scores have been finalized. After the scores for the Interviews have been locked in by the Contract Administrator, the Price Proposals will then be opened. The Price Proposals will be evaluated using the following criteria:

The Price Proposal points are based on the submitted blended hourly rates for each PI Staffing Level as outlined in Appendix E – *Public Involvement Price Proposal*. The Proposer with the lowest blended hourly rate, within a given PI Staffing Level, will receive 100% of the available Price Proposal points for each specific PI Staffing Level. Proposals with a blended hourly rate within 10% of the lowest blended hourly rate for each PI Staffing Level will receive 100% of the available Price Proposal Points for each specific PI Staffing Level. All other Proposers will receive a portion of the available Price Proposal points for each specific Staffing Level according to what percentage higher their blended hourly rate is from the lowest blended hourly rate plus 10%.

The formula to calculate points for each specific PI Staffing Level is:  
 $S = Rmax (2 - (B / BL))$

The definitions for the formula are:

- $Rmax$  = maximum points allowed for the Price Proposal
- $B$  = proposed blended hourly rate
- $BL$  = lowest proposed blended hourly rate + 10%
- $S$  = score

Below are examples of the points awarded for each specific PI Staffing Level Blended-Hourly rate:

<b>Staffing Level - Clerical</b>			
<b>Firm</b>	<b>Example Submitted Rate</b>	<b>Percent Above Lowest Rate</b>	<b>Points Awarded (If 5 pts. available)</b>
Firm D	\$23	--	5
Firm B	\$25	8.7%	5
Firm C	\$28	21.74%	4.5
Firm A	\$30	30.43%	4.1

<b>Staffing Level - Mid</b>			
<b>Firm</b>	<b>Example Submitted Rate</b>	<b>Percent Above Lowest Rate</b>	<b>Points Awarded (If 10 pts. available)</b>
Firm C	\$69	--	10
Firm D	\$72	4.35%	10
Firm A	\$78	13.04%	9.7
Firm B	\$80	15.94%	9.5

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<b>Staffing Level - High</b>			
<b>Firm</b>	<b>Example Submitted Rate</b>	<b>Percent Above Lowest Rate</b>	<b>Points Awarded (If 5 pts. available)</b>
Firm C	\$90	--	5
Firm A	\$95	5.56%	5
Firm B	\$105	16.67%	4.7
Firm D	\$115	27.78%	4.2

The Contract Administrator will then combine the scores for the Interviews and the Price Proposal to determine the selected Consultant.

Qualitative Assessment Guidelines:

Throughout the interview scoring process the Selection Team will use the following Qualitative Assessment Guidelines when scoring. These guidelines are used to help ensure consistency in scoring.

<b>Qualitative Assessment Guidelines</b>	
<b>8 – 10</b>	The Interview is exceptional. The Proposer demonstrates a complete understanding of the subject and qualifications that significantly exceed expectations and the stated requirements of this project. Interview contains many strengths and few minor weaknesses, if any.
<b>5 – 7</b>	The Interview is above average. The Proposer demonstrates a strong understanding of the subject and qualifications that exceed expectations and the stated requirements of this project. Weaknesses, if any, are minor. Interview contains strengths that outweigh the weaknesses.
<b>3 – 4</b>	The Interview is adequate. The Proposer demonstrates a general understanding of the project and qualifications that meet expectations and the stated requirements of this project. Weaknesses are minor. Interview contains weaknesses that are offset by the strengths.
<b>1 – 2</b>	The Interview raises questions about the Proposer's ability to successfully complete the work. The Proposer demonstrates a vague understanding of the project and qualifications containing significant weaknesses/deficiencies regarding expectations and the stated requirements of this project. Interview contains weaknesses that are not offset by the strengths.
<b>0</b>	The Interview is unacceptable. The Proposer fails to meet expectations and the stated requirements of this project. Weaknesses and deficiencies are so major and/or extensive that a new interview would be required to make it acceptable. Interview contains many weaknesses and only minor strengths, if any.

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Consultant Debriefing:

UDOT has a consultant debriefing process. As part of the Proposal evaluation, Selection Teams may provide constructive criticism of the Proposals and/or Interviews associated with this project. Debriefing information will be distributed after the execution of the contract resulting from this selection.

Debriefing information may consist of scores of the first-ranked firm's Interview and the scores, strengths and weaknesses of the consultant's own Proposal/Interview.

The strengths of the selected Proposer will be available for review in-person at the Consultant Services division, along with the selected firm's proposal, after the contract has been executed.

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

Summary:

The Proposal should be clear, concise, and it should provide the RFP 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.



## Appendix C

### Contract Goals

Develop and implement a comprehensive strategic communications plan that builds good will with the public, provides timely information to stakeholders, assists in Right-of-Way acquisition, and helps convey the change in facility type.

### Project Goals

UDOT's goals for the project are to:

- Conduct a thorough, objective, and technically sound environmental study resulting in a context-sensitive transportation solution that
  - addresses the transportation need
  - is an asset to the community
  - and is compatible with the natural and built environment.
- Engage all project stakeholders in a pro-active and cooperative manner to solicit feedback, resolve concerns, and build consensus throughout the process
- Provide comprehensive, accurate, and well-organized documentation of the process

### Scope of Work

UDOT intends to prepare a State Environmental Study (SES) Type B consistent with the Utah Department of Transportation Environmental Process Manual of Instruction for US-89 between Farmington and I-84. The scope of this contract is to provide Public Involvement support for this effort.

The PI Consultant will play a key role in achieving each of the project goals, with primary focus on the second goal listed above.

The SES will evaluate the purpose and need, determine the project limits, scoping and screening of alternatives that meet the purpose and need, analyzes the impacts of the no-build and build alternatives, identifies the preferred alternative, and presents mitigation measures to reduce impacts.

The general scope of work for the PI Consultant is to design and implement a comprehensive Public Involvement (PI) Plan that:

- Supports the project goals
- Meets all State public notification requirements
- Develops and presents clear project messages
- Fosters trust and a spirit of partnership with stakeholders and the general public
- Employs a variety of tools to communicate effectively with a broad audience
- Effectively generates, tracks, and responds to feedback in a timely manner
- Outlines coordination efforts with the Region One Communications Manager
- Provides incidental media support to the Region One Communications Manager as needed
- Organizes and prepares materials for various meetings

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- Coordinates seamlessly with the engineering, environmental and Right of Way teams
- Engages in various partnering and consensus building activities
- Provides support for the Department's Right of Way Lead Agent
- Provides accurate and timely information
- Serves to educate stakeholders and the general public on the study's process and progress
- Design and maintain a project website and hotline

The Consultant will provide a Public Involvement Coordinator (PIC), who is the primary general point of contact to the public (not the media), and will oversee the day-to-day activities of the PI Plan. This individual will lead the PI team to ensure the PI Plan is followed and modified as needed to better meet the needs of the SES process. The PIC must be available for the duration of the SES.

The Consultant PI team will be knowledgeable and have experience with the SES process. Team members will need to be flexible and responsive to stakeholder concerns, and be able to effectively document and track all communications.

**Assumptions**

UDOT is contracting separately with a consultant that will prepare the SES and perform all associated engineering. This consultant will:

- I. Have primary responsibility to ensure the study complies with UDOT's Environmental Process Manual of Instruction
- II. Prepare engineering drawings and exhibits to support PI activities
- III. Provide a PI Coordinator to be the primary liaison between the environmental/ engineering team and the PI team
- IV. Provide technical staff to assist at stakeholder meetings

**General Considerations**

The Consultant will accomplish all work tasks listed above and will be responsible for preparing, presenting, and publishing the appropriate components of the PI Plan. All materials prepared for the project will be considered the property of UDOT. The Consultant will present progress and findings to UDOT staff as needed throughout the project.

Consultants are encouraged in their SOQs to focus on their process to meet the project goals, rather than in-depth discussion of project issues or proposed solutions. **UDOT strongly discourages Consultants from contacting project stakeholders during this SOQ development process.**

All documents pertaining to this project will be considered part of the permanent document control record.

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## Appendix D

### Additional Information

#### Documentation Requirements:

- 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 is 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 is 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 is 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 is 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 Project Delivery Networks is available on-line from the UDOT web site at [www.udot.utah.gov/go/ProjectManagement](http://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](http://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](http://www.udot.utah.gov/go/StandardsReferences).
- UDOT Right of Way Design and Operations Manuals are 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 is available on-line from the UDOT web site at [www.udot.utah.gov/go/Manuals](http://www.udot.utah.gov/go/Manuals).
- UDOT Standards are 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 are 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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## Appendix E

### Public Involvement Price Proposal

**Price Proposal** – Cost will be evaluated independently from the Technical Proposal. The Price Proposal will consist of providing three separate blended hourly rates for specific PI Staffing Levels; each rate must include all labor costs for staff and sub-consultant staff (actual salary, fringe benefits, overhead and consultant profit) associated with each specific PI Staffing Level.

Direct costs will be reimbursed at actual cost with no mark up and should not be included in the blended hourly rate. Examples of direct costs are project hotlines, printing, room rental, announcements, and flyers. This is not an all-inclusive list of potential direct costs.

**If this Public Involvement Price Proposal is sent to anyone other than Consultant Services staff, the consultant's proposal will be considered non-responsive and will be disqualified.**

Date:	
Consultant Firm:	
Project Location:	

PI Staffing Level Rate	Blended Hourly Rate	Available Price Proposal Points
Clerical Level: (e.g. Administrative Support Staff)	\$	6
Mid-level: (e.g. Project Managers, Coordinators, Strategists, Associates, etc.)	\$	8
High-level: (e.g. Presidents, Principals, etc.)	\$	6