

UTAH DEPARTMENT OF TRANSPORTATION
Solicitation

1. **Contract Completion:** Approximately **60** months from Notice to Proceed.
2. **Required Percentage of Work for Prime Consultant:** The Consultant must perform work valued at not less than **60%** 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 requested in the outlined Scope of Work.
3. **Financial Screening:** Consultants are required to have an independent audit by a CPA for this Solicitation. Inability to complete the financial screening process will disqualify the Consultant's Proposal, unless the delay is due to problems or delays by UDOT. The selected Consultant must complete the financial screening process within 2 weeks after selection.
4. **Proposal Organization:**

Technical PDF

- Cover Page
- Project Team
- Capability of the Firm(s)
- Approach to the Project
- Consultant Proposed Staffing Plan
- Form BC (Business Confidentiality), if applicable

5. **Proposal Section Requirements:**

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 Consultant	
Prime Consultant'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 will 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 will 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 Consultant. 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 Solicitation. I understand any misrepresentations or failure to disclose matters in the proposal is immediate grounds for disqualification.</i></p>	
Signature	
Name	
Title	

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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 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.

Project Team: The Selection Team will evaluate how well the qualifications and experience of the proposed project team members relate to the specific project. The Selection Team will score Proposals based upon the following criteria:	
% of Section Total	Project Team Section Criteria
10	Project Team organizational charts including sub-Consultants (see sample Project Team Organizational Chart available on the UDOT website). Identify Consultants and individuals that will be providing key services on the project (including all technical expertise necessary to perform the outlined Scope of Work).
65	Describe the qualifications and experience of Key Personnel on your proposed project team. Correlate the qualifications and past experience with the Contract Goals and the outlined Scope of Work.
25	Provide a table of projects completed by team members during the last ten years. The table headings should include the following items. (See sample Project Related Experience Chart available on the UDOT website). Columns may be combined in order to consolidate information. <ul style="list-style-type: none"> - Name of Project Manager / Team member(s) - Year - Type of Project - Project Name - Project Location - Project Description - Services Performed / Specific Project Role - Client - Reference Contact and Telephone Number
60	Maximum points available for this section of the Proposal (out of 100).

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Capability of the Firm(s): The Selection Team will evaluate the Firm(s) capability to perform the work. The Selection Team will score Proposals based upon the following criteria:

% of Section Total	Capability of the Firm(s) Section Criteria
60	Describe your project team firms' capability, experience and unique qualifications to perform the specific type of work identified in the Scope of Work.
40	Choose a similar project identified in the Project Team section and discuss in detail what your project team firms' did to make that project a success.
20	Maximum points available for this section of the Proposal (out of 100).

Approach to the Project: The 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. The Selection Team will score Proposals based upon the following criteria:

% of Section Total	Approach to the Project Section Criteria
80	Describe the course of action proposed to meet the Contract Goals and Scope of Work. Be realistic, clear and concise.
20	Identify potential risks and mitigation.
20	Maximum points available for this section of the Proposal (out of 100).

A maximum total of 100 points is available for the Technical Proposal.

6. **Consultant Proposed Staffing Plan:** The Consultant is expected to provide a [Consultant Proposed Staffing Plan](#). Consultants are not required to use this example form, as long as all necessary information is included. The Staffing Plan must identify the certification and education levels of the individuals proposed for use on the contract, including sub-Consultants' personnel. When Consultants list personnel on the Proposed Staffing Plan, the Consultant is agreeing to make the personnel available to complete the services in the contract at whatever level the project requires.

The Consultant Proposed Staffing Plan 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 provided, the Staffing Plan will be removed. No evaluation points are assigned to this section.

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7. **Claim of Business Confidentiality:** The GRAMA, Utah Code Ann., §63G-2-101 et seq., provides in part that certain records are protected if properly classified. Consultants are responsible for determining which information, if any, they wish to be protected under a Claim of Business Confidentiality, and are responsible for taking appropriate action to do so. An entire Proposal may not be protected under a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Consultant must, at the time the information is provided to UDOT, include a [Form BC - Claim of Business Confidentiality](#). It is the responsibility of the Consultant to complete Form BC in accordance with Subsection §63G-2-309 and submit to UDOT as an attachment to the Proposal. If nothing in the Proposal is being protected under a Claim of Business Confidentiality, a Form BC is not required.
8. **Four (4) Page Maximum:** Pages exceeding the maximum limit will be removed from the Proposal prior to distribution to the Selection Team. The Cover Page, Consultant Proposed Staffing Plan and Form BC (if applicable) do not count towards the page maximum.

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

Do not include a reference or link to additional information. If Proposals contain references or links, UDOT Consultant Services will remove them from the Proposal.

9. **UDOT Reference Items:**

- UDOT CADD use and information is available on-line from the UDOT website at www.udot.utah.gov/go/ETS.
- UDOT Construction Manual of Instruction is available online at the UDOT Website www.udot.utah.gov/go/Manuals.
- UDOT Consultant Services Manual of Instruction is available on-line at the UDOT Website www.udot.utah.gov/go/CSManuals.
- Other UDOT manuals are available on-line from the UDOT website at www.udot.utah.gov/go/Manuals.
- UDOT Project Delivery Networks is available on-line from the UDOT website at www.udot.utah.gov/go/ProjectManagement.
- UDOT ProjectWise use and information is available on-line from the UDOT website at www.udot.utah.gov/go/ETS.
- UDOT Standards are available on-line from the UDOT Website at www.udot.utah.gov/go/2017Standards.
- UDOT 2017 Strategic Direction & Performance Measures are available on-line from the UDOT website at www.udot.utah.gov/go/StrategicDirection.

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- UDOT Structures Design and Detailing Manual and the Bridge Management Manual are available on-line from the UDOT website at www.udot.utah.gov/go/STRManuals).
- UDOT Traffic and Safety Highway Sign Policies and Manuals are available on-line from the UDOT website at www.udot.utah.gov/go/HighwaySignPolicy.
- State of Utah Web Standards and Guidelines are available on-line from the website at <http://www.utahta.wikispaces.net/Application+Architecture>.