

**UTAH DEPARTMENT OF TRANSPORTATION
Solicitation**

Fee Discussion	Submit a Proposal without any reference to Consultant fees on this project or any past, present or future project	Disqualification
Cover Page	Provide a complete Cover page, including a signed, verbatim Acknowledgement as identified in Part Three (Project Information and Evaluation Criteria)	Disqualification
UDOT Staff	Provide a team that does not include any current UDOT employees or former UDOT employees who were involved in the development of this Solicitation	Disqualification
Financial Screening	Complete the UDOT financial screening process at the appropriate level, identified in Part Two (Solicitation Method and Requirements)	Disqualification

1. **UDOT Right:** UDOT reserves the right to disqualify a Proposal when the intent of the Solicitation process is violated. UDOT Consultant Services staff may utilize the provision of Utah Procurement Code 63G-6a-114 to determine an error is immaterial.
2. **Selection Team:** The Selection Team members will receive copies of each responsive Proposal submitted. They will review and score the Proposals individually based on the evaluation criteria identified in Part Three (Project Information and Evaluation Criteria) and submit their scores and comments to the Contract Administrator. The Contract Administrator will tally and compile the scores and comments.

The Selection Team will then meet to discuss the Proposals and comments from individual Selection Team members and determine whether interviews are necessary or whether the selection may be made based on the averaged scores from the Proposals. Final Proposal score results are the average of voting Selection Team members' scores.

Most Streamlined Solicitation selections will be based on the Proposal scores. However, if the Selection Team determines it is necessary to conduct interviews in order to make a selection, the Selection Team will develop the format of the interviews and provide instructions on the interview format to each Consultant invited to participate.

3. **Selection Interviews:** The Streamlined Solicitation is intended to reduce the level of effort required to compete for and administrate the selection process. Interviews will take place in the event the first place ranking is a tied score for two or more Consultants, or other extenuating circumstances. If the Selection Team determines interviews are necessary, project-specific topics will be provided to each team that is invited to participate in the interview process.
4. **Selecting By Consent (SBC):** The SBC process is a scoring process that aids the Selection Team in developing final ranking through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Team Meeting. After the interviews are conducted, the Selection Team scores each segment and question by "consent".

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Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process.

5. **Qualitative Assessment Guidelines:** Throughout the scoring process (for Proposals and interviews) the Selection Team will use the following Qualitative Assessment Guidelines when scoring. These guidelines are used to help ensure consistency in scoring.

Qualitative Assessment Guidelines	
9 – 10	The Proposal demonstrates a complete understanding of the subject and qualifications that significantly exceed expectations and the stated requirements. Proposal contains many strengths and minor weaknesses, if any.
6 – 8	The Proposal demonstrates a strong understanding of the subject and qualifications that exceed expectations and the stated requirements. Weaknesses, if any, are minor. Proposal contains strengths that outweigh the weaknesses.
3 – 5	The Proposal demonstrates an adequate understanding of the subject and qualifications that meet expectations and the stated requirements. Proposal contains strengths that are offset by the weaknesses.
1 – 2	The Proposal demonstrates a vague understanding of the subject and qualifications that fall below expectations and the stated requirements. Proposal contains weaknesses that outweigh the strengths.
0	The Proposal is unacceptable. The Proposal fails to meet expectations and the stated requirements. Proposal contains many weaknesses and only minor strengths, if any.

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PART THREE

Rev. 11/15/16

**Project Information & Evaluation Criteria
Streamlined Solicitation**

Project Information	
Project Number	8282XCH2027
Project Name	Engineers Estimate Support
PIN Number	16240
Requested Services	Preconstruction Engineering
Source of Funding	State
Contact Information	
UDOT Contract Administrator	Leslie Peterson UDOT Consultant Services Box 148490 4501 South 2700 West Salt Lake City, Utah 84129-5998 lpeterson@utah.gov (801) 965-4183
UDOT Project Management	George Lukes Project Manager Utah Department of Transportation Central / Complex

Consultant Selection Schedule

Date	Action
Wednesday, January 03, 2018	Posting of Solicitation on UDOT Consultant Services Project Advertisement website
Friday, January 05, 2018	Deadline to request a one-on-one discussion meeting
Tuesday, January 09, 2018	Appointments to discuss the project
Thursday, January 18, 2018	Proposals are due electronically by 11:00 AM.
Monday, January 29, 2018	Selection Team Meeting
Monday, February 05, 2018	Consultant Selection Interviews (if necessary)
Monday, February 05, 2018	Consultant Selection
Thursday, February 08, 2018	Pre-Negotiation Meeting with Selected Consultant

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Contract Goal:

Augment UDOT staff and provide Region support with specialized expertise to perform the tasks outlined in the Scope of Work and improve UDOT's cost and schedule estimating process.

Scope of Work:

The intent of this Solicitation is to hire a Consultant to augment UDOT staff. The selected firm will be required to provide staff that will be co-located at UDOT. The workload level is always changing, having peaks and valleys, dependent on funded projects. The Consultant will be required to address this issue in the Approach to the Project section of their Proposal.

The selected Consultant will enter a one year contract, with the option for up to two additional one year contracts, for a potential total of three years, at the Department's discretion, depending on performance, funding and need. Work is not guaranteed as a result of this selection.

The selected Consultant may perform various tasks in the role of a cost based estimator to supplement UDOT staff.

The selected consultant will be responsible for the following:

- Provide expertise to help UDOT accurately estimate project costs and schedules.
- Provide constructability expertise to project teams on how contractors build projects to better understand project costs.
- Mentor UDOT design engineers on cost estimates and contractor methodologies.
- Provide project teams with recommended strategies to avoid costly change orders and to reduce overall project costs.
- Provide professional insight to the current bidding environment.
- Develop performance measures and track and report how well UDOT is estimating its projects.

The selected consultant will also be required to:

1. Manage initiatives to improve UDOT cost estimating processes for developing engineer's estimates which are accurate and awardable.
2. Manage a cost based estimating program within UDOT. This task includes:
 - a. As requested, developing cost based estimates on UDOT projects and evaluating results against historical estimates.
 - b. Supporting the Regions in:
 - i. Cost based estimating software
 - ii. Cost based estimating
 - iii. Historical cost estimating skills and tools
 - iv. Training as directed
3. Manage a yearly process to develop estimated construction cost inflation rates for UDOT's use.
4. Manage and produce an estimating newsletter that is distributed to key UDOT personnel informing them of the current and predicted cost construction economic trends.

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5. Manage cost estimating support including responding to phone calls, emails, or other cost estimating requests.
6. Manage the development of engineer's estimates on projects as requested by Region project teams, internal UDOT organizations, and UDOT management.
7. Under the direction of the Standards and Design Engineer:
 - a. Review and support CMGC project engineer's estimates as requested by projects
 - b. Support, as requested, the UDOT Innovative Contracting Engineer in evaluating proposed CMGC construction costs.
 - c. Participate in the bid opening process for CMGC projects as requested by the Innovative Contracting Engineer.
 - d. Manage quality control processes and documentation pertaining to engineer's estimates and assist in maintaining other quality control policies and processes.
 - e. Manage the design network tasks pertaining to engineer's estimates and assist in maintaining design network documentation.
 - f. Contribute to project constructability reviews including how contractors approach building the project
 - g. Support construction crews, as requested, with change order assistance, including:
 - i. Change Order cost information
 - ii. Preparation for negotiation
 - iii. Material and equipment costs
 - iv. Equipment capacities and rates
 - v. Material, equipment, rates, etc. from a contractor's perspective
8. Provide recommendations and compile reports to assist in the refinement of processes and procedures associated with:
 - a. Additive bidding
 - b. Price + Time bidding
9. Manage and conduct additional program level on-call work relating to the UDOT Design and Standards section, as requested.
10. The selected consultant project team members and principle-in-charge will be required to sign and comply with the *Consultants Acting as a UDOT Project Manager, Consultant Services Support, and/or Program Manager Support Conflict-of-Interest and Confidentiality Certification, illustrated below.*

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**UDOT Engineering Services Contracts
Consultants Acting as a UDOT Project Manager, Consultant Services Support,
and/or Program Manager Support
Conflict-of-Interest and Confidentiality Certification**

I, _____ (INDIVIDUAL) with _____ (CONSULTANT), have been retained by the Utah Department of Transportation ("UDOT") to perform services for the _____ Division of UDOT. (Utah Code Ref 63G-6a)

Neither my firm nor I have:

- Any financial or other interest in the outcome of any project/program I will be managing.
- Any agreement, enforceable promise, or guarantee to provide any future work on any project I will be managing.
- No one with a financial interest in the outcome of projects/programs I will be managing exercises any control over my employment, pay, bonuses, or any other area subject to external influence.

In the performance of my duties I will:

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

I will not:

- Access information unless required to do so for the performance of my assignment.
- Inappropriately disclose any information gained.
- Use my assignment to influence selection of other consultants.
- Allow others access to UDOT systems granted to me as a Consultant for these services.
- Prepare or process any consultant contracts or administer any consultant selection process for which my firm is competing either as the prime or a sub-consultant.
- Exert undue pressure on any UDOT employee, local government official, or Selection Team member to either select or not select a particular consultant/contractor.
- Make copies of any confidential or privileged information for use after the contract is terminated.

Other employees of the CONSULTANT will not:

- Ask or require the INDIVIDUAL to disclose confidential information.

I understand my access to UDOT systems will be audited and I understand any violation of this Certification may result in termination of my firm's contract(s) with UDOT.

By: _____
(Individual's Signature)

Date: _____

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

Date: _____

[Authorized Consultant Officer (Print Name)]

[Consultant Firm Name]

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1. **Contract Completion:** Approximately **36** months from Notice to Proceed.
2. **Required Percentage of Work for Prime Consultant:** The Consultant must perform work valued at not less than 85% 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.

Conflict of Interest: The selected consultant project team members and principle-in-charge will be required to sign and comply with the *Consultants Acting as a UDOT Project Manager, Consultant Services Support, and/or Program Manager Support Conflict-of-Interest and Confidentiality Certification* as illustrated in the Scope of Work.

3. **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

4. **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
20	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).
80	Describe the qualifications, experience, and availability of Key Personnel on your proposed project team. Correlate the qualifications and past experience with the Contract Goals and the outlined Scope of Work.
55	Maximum points available for this section of the Proposal (out of 100).

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
30	Describe your project team firms' capability and unique qualifications to perform the specific type of work identified in the Scope of Work.
10	Describe your project team firms' internal quality and cost control procedures. Include discussion of maintaining confidentiality of information.
60	Provide a description of experience relevant to the Contract Goals and Scope of Work completed by team members during the last ten years.
15	Maximum points available for this section of the Proposal (out of 100).

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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
45	Describe the course of action proposed to meet the Contract Goals and Scope of Work. Be realistic, clear and concise.
20	Provide a description of how you will address fluctuating workloads and describe how you will address and complete task schedules.
25	Discuss your project team firms' collaboration efforts and how you plan to work together for a successful project.
10	Identify risks, challenges, conflicts and potential mitigation.
30	Maximum points available for this section of the Proposal (out of 100).

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

5. **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.

6. **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.

7. **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.

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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.

8. UDOT Reference Items:

- UDOT Standards are available on-line from the UDOT Web site at www.udot.utah.gov/go/2017Standards.
- UDOT Project Delivery Networks are available on-line from the UDOT web site at www.udot.utah.gov/go/ProjectManagement.
- UDOT CADD use and information is available on-line from the UDOT web site at www.udot.utah.gov/go/ETS.
- UDOT Construction Manual of Instruction is available online at the UDOT Web site www.udot.utah.gov/go/Manuals.
- UDOT Consultant Services Manual of Instruction is available on-line at the UDOT Web site www.udot.utah.gov/go/CSManuals.
- UDOT Drainage Manual of Instruction is available on-line from the UDOT web site at www.udot.utah.gov/go/Manuals.
- UDOT Environmental Process Manual of Instruction is available on-line from the UDOT web site at www.udot.utah.gov/go/Manuals.
- Other UDOT manuals are available on-line from the UDOT web site at www.udot.utah.gov/go/Manuals.
- UDOT ProjectWise use and information is available on-line from the UDOT web site at www.udot.utah.gov/go/ETS.
- UDOT Reference Material is available on-line from the UDOT Web site at www.udot.utah.gov/go/StandardsReferences.
- UDOT Right of Way Design and Operations Manuals are available on-line from the UDOT Web site at www.udot.utah.gov/go/Manuals.
- UDOT Roadway Design Manual of Instruction is available on-line from the UDOT web site at www.udot.utah.gov/go/Manuals.
- UDOT 2017 Strategic Direction & Performance Measures are available on-line from the UDOT web site at 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.

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- 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.
- State of Utah Web Standards and Guidelines are available on-line from the web site at <http://www.utahta.wikispaces.net/Application+Architecture>.