

UTAH DEPARTMENT OF TRANSPORTATION



REQUEST FOR QUALIFICATIONS
(Electronic Submittal Required)

**UDOT
STRUCTURAL DESIGN AND MANAGEMENT
SUPPORT SERVICES POOL
(POOL)**

**POOL PERIOD
JANUARY 1, 2014 - DECEMBER 31, 2018**

Revised March 29, 2017

TABLE OF CONTENTS

Table of Contents.....2

Pool Request for Qualifications (RFQ) Requirements Summary 3

Statement of Qualifications (SOQ) Requirements Summary.6

Pool Acceptance and Completion Criteria 10

Individual Engineer Qualifications for Consultant 14

Evaluation/Scoring Criteria..... 14

Requalification Certification Requirement..... 17

Scope of Work20

POOL RFQ REQUIREMENTS SUMMARY

Introduction

The Utah Department of Transportation (UDOT) utilizes a variety of avenues to select consultants for design and engineering services related contracts. All consultant solicitation and selection methods for engineering services through UDOT Consultant Services are qualifications-based (Reference 40 USC 11 Selection of Architects and Engineers (Brooks Act)). One selection method is the Structural Design and Management Support Services Pool.

Structural Design and Management Support Services Pool

The Structural Design and Management Support Services Pool is for the augmentation of UDOT Structures Division design staff with consultant structural design and management support services.

Pool Period

The Pool period is January 1, 2014 through December 31, 2018.

Contract Format

All contracts selected through the Structural Design and Management Support Services Pool will be on-call contracts and each contract is capped at the on-call contract limit, currently \$150,000. However, if UDOT determines at a future date other methods would be more effective, these methods may be changed.

All engineers on a Structural Design and Management Support Services Pool contract are required to be a licensed professional engineer in the State of Utah and listed as qualified in this pool. Other supporting staff such as an engineer in training, administrative or CADD support are not required to be listed as qualified in this pool.

SOQ Submission

Consultants interested in being listed as qualified in the Pool may submit individual-specific Statements of Qualifications (SOQ's) in response to this RFQ. An SOQ may be submitted at any time from the initial posting of this RFQ on September 9, 2013 through the first four years of the Pool period.

New Consultant SOQ's will then be evaluated annually by UDOT technical experts to determine whether the individual is qualified.

Any SOQ's received by the **11:00 a.m. deadline** will be evaluated during the months of Nov and Dec. If considered qualified, the consultant will be eligible to be selected on Jan 1st, subject to the financial screening process.

Schedule of SOQ Deadlines

October 28, 2013 by 11:00 a.m.
November 5, 2014 by 11:00 a.m.
October 28, 2015 by 11:00 a.m.
October 28, 2016 by 11:00 a.m.
October 28, 2017 by 11:00 a.m.

Any SOQ's received late by UDOT for an October 28, 2016 11:00 a.m. deadline will not be evaluated by UDOT until after the following year's deadline of October 28, 2017.

No SOQ's will be accepted for the Pool after October 28, 2017, at 11:00 a.m. Any SOQ's received after October 28, 2017 11:00 a.m. will be considered non-responsive and will be disqualified. The RFQ for the new pool period of January 1, 2019 through December 31, 2023 will be advertised in approximately September 2018 with a new deadline in October 2018.

Requalification Certification Requirement

Consultant individual engineers will be required to self-certify they are still qualified at 18-month intervals of the Pool period based on Utah Code 63G-6a-403, see page 17 for details.

Pool Project Locations

Various locations statewide

Sources of Funding

Federal, Local, State, or Other

RFQ Administrator

Gaye Hettrick, Consultant Services Manager

UDOT Consultant Services

Box 148490

Salt Lake City, UT 84114-8490

801-965-4639

ghettrick@utah.gov (email contact for questions)

StructuresSOQ@utah.gov (email contact for submittal of SOQ's & RCF's)

Electronic SOQ Submission Required

- 1) Submit an electronic PDF file of each SOQ by email to Gaye Hettrick, Consultant Services Manager, StructuresSOQ@utah.gov.
- 2) If for some reason you are unable to email your submittal, a CD, jump drive, etc. with SOQ file(s) delivered to Consultant Services will be accepted.
- 3) The state email system will not receive any emails with attachments of 25M or greater.
- 4) When the StructuresSOQ@utah.gov email receives emails, an automatic return email will be generated to provide confirmation your email was received if you have the word "pool" in the subject line somewhere.

Financial Screening

UDOT requires Consultants be Financially Screened prior to performing work for UDOT. If a Consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant will be disqualified 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* at the same time as their Statement of Qualifications or before. Consultants may obtain the *Financial Screening Application* from the website www.udot.utah.gov/go/csforms. For questions, contact Consultant Services 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.

Structural Design and Management Support Services Pool RFQ

January 1, 2014 – December 31, 2018

Page 4 of 20

UDOT has a system in place that allows UDOT Project Managers to electronically select consultants from the Pool, the Contract Management System (CMS). This system tracks all contract requests. If your firm has never been financially screened by Consultant Services your firm is not listed in CMS. Therefore, your admittance into the Pool is contingent on providing a copy of your firm's W-9 and the contact information for your financial representative (Name, Company, Address, Phone, and email) as a minimum so we can input your firm's data. Or, you may submit a full financial screening application. If your firm has never been financially screened, do not attach an application or the W-9 with your pool submission, please submit separately.

Consultant Services Electronic Notification Subscription Service

Please join the Consultant Services Electronic Notification Subscription Service. **Consultants will only be notified of any updates or changes to this RFQ through this service.** The website for subscribing is www.udot.utah.gov/go/subscriptionlist.

SOQ REQUIREMENTS SUMMARY

Preparation of SOQ's

Prepare Statements of Qualifications (SOQs) in accordance with the SOQ Requirements Summary.

SOQ Sections

Each SOQ should contain the following sections:

- 1) Pool Cover Page Form;
- 2) Qualifications (Individual);
- 3) Project Experience (Individual);
- 4) Qualifications / Experience of Support Team (Firm); and,
- 5) Capability of the Consultant (Firm).

Sections are not required to start at the top of a page. (NOTE: The Cover Page should not be submitted as a separate electronic file from the rest of the SOQ, it should be the first page in the electronic file.)

Pool Cover Page Form

A Cover Page is required for each SOQ. It may be on the Consultant's letterhead and consist of the following with no additional information.

POOL COVER PAGE FORM 2014-2018 Structural Design and Management Support Services Pool	
Date:	
Proposed Individual Engineer	
Name:	
Firm	
Firm Name:	
W-9 Federal ID No.:	
Firm Address:	
Primary Contact (During Pool Selection Administration Process)	
Primary Contact Name:	
Email:	
Office Phone No.:	
Cell Phone No.:	
Primary Contact (For Future Contracts)	
Primary Contact Name:	
Email:	
Office Phone No.:	
Cell Phone No.:	
Acknowledgements	
<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 Statement of Qualification to be true, accurate and all matters fully disclosed as requested in the Request for Qualifications. I understand any misrepresentations or failure to disclose matters in the Statement of Qualifications is immediate grounds for disqualification.</i></p>	
Signature Block	
Signature:	
Name:	
Title:	

The information is required to be in this exact format with no additional information other than the Consultant's letterhead. **SOQs will be considered non-responsive and will be disqualified if the Cover Page is not attached to the SOQ; 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. The Pool Cover Page Form – 2014-2018 Structures

Structural Design and Management Support Services Pool RFQ

January 1, 2014 – December 31, 2018

Page 7 of 20

Pool may be downloaded from the web www.udot.utah.gov/go/cspooladvertisements or www.udot.utah.gov/go/csforms.

Separate SOQ Submittal Required for Each Individual Engineer Proposed

A separate SOQ submittal is required for **each** individual engineer for which you are interested in submitting. However, multiple SOQ electronic files may be attached to one email.

Electronic File Naming Convention

Consultants are required to use the electronic file naming convention outlined as follows. The electronic file name of your SOQ file will be named first with the firm name, then the proposed individual engineer's last name, then the proposed individual's first name. For example, if Acme Corporation is submitting an SOQ for the individual engineer John Doe then the electronic file name of the PDF will be "Acme Corporation – Doe, John.pdf". Firms will submit a separate electronic file for each proposed individual engineer using this naming convention.

No Sub-consultants

Consultants may not use the qualifications of sub-consultants as part of their SOQ submittal to qualify.

SOQ Maximum Number of Pages

The maximum number of pages for each SOQ is **three (3)** and the maximum length of the Cover Page Form is **one (1)** page for a total of **four (4)** pages.

Any SOQ exceeding the page-maximum will be considered non-responsive and will be disqualified.

Page Footers

Page Footers are required on every page bottom right corner except the Cover Page and must include the following information in the order shown.

- 1) Consultant Firm Name
- 2) Proposed Individual Engineer's Name
- 3) Page number – every page will be numbered consecutively, 1,2,3. Do NOT count the Cover Page as page 1.

Margins

One Inch Margins for all pages (Page Footer information may be inside or outside of this boundary).

Color

Color is allowed.

Font and Spacing Requirements

The SOQ is required to be written with a 10 point [or greater] standard Arial or Times New Roman font, including the Cover Page Form. Exceptions will be made for letterhead font, 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 to see what is being presented. The minimum line spacing is 12 point.

Page Size

8½ x 11

Design

Charts, graphs, pictures, tables are acceptable but will be counted as part of page requirements and shall meet the above requirements.

Penalty Points

UDOT reserves the right (through Consultant Services and/or the Selection Teams) to assess one Penalty Point for each instruction violation in the SOQ Requirements Summary. Our goal is not to penalize any submittal just help standardize/streamline the Pool Review Process for the Pool Selection Teams.

POOL ACCEPTANCE AND COMPLETION CRITERIA

Qualified Consultant Selections

The UDOT Structures Division Representative may select any firm with qualified individuals. However, it is up to each Consultant to market their skills and services directly to the UDOT Structures Division. **There is no guarantee of work.**

Prime Consultant Requirements

Pool Contract Language states that a Prime Consultant will perform **100%** of the total contract value.

Prime Consultant Pool Dollar Availability

No contracts or modifications selected through the Structural Design and Management Support Services Pool will count towards the Prime Consultant's Cumulative Pool Dollars.

Contract and/or Modification Requirements

UDOT requires standard contract and contract modification documentation. Any variation from this will require full justification in the Consultant's Executive Summary. Contract modification requests are required to comply with the contract-cap and on-call contract requirements.

The Consultant submits the following items through the Contract Management System (CMS) to the UDOT Structures Division Representative for review and approval:

- 1) Executive Summary
- 2) Detailed Work Plan
- 3) Staffing Plan
- 4) Cost Proposal
- 5) Hours Derivation
- 6) Task Schedule/Deliverable Dates/Project Completion Date
- 7) Certificate of Insurance (annually submitted and maintained on file with Consultant Services)

Insurance Requirements

UDOT requires all Consultants selected for Pool Projects meet certain insurance requirements. These requirements may change throughout the Pool period according to the need and direction of UDOT. It is the responsibility of the Consultant to meet the insurance requirements of UDOT. Insurance Waivers may be requested through the Consultant Services Manager in writing who will then submit the request to Risk Management for approval. The current insurance requirements may be downloaded from www.udot.utah.gov/go/csmanuals.

Applicable Federal, State, and Local Regulations

It is the responsibility of Consultants to know and understand state and federal contracting and project regulations, rules, policies and procedures. Consultants shall conform to all state and federal requirements.

Authorization to Begin Work

Consultant Services staff are the only authorized agents to give a Notice to Proceed (NTP). This will come via email and will then be followed up with an official letter. Consultants may request an early Notice to Proceed with the UDOT Structures Division via email if a specific incident arises where UDOT needs to allow work to begin prior to a formal NTP. The UDOT

Structures Division Representative is then required to submit this request in writing justifying and supporting the request to the Consultant Services Manager. If an early Notice to Proceed is given, it will come from Consultant Services in writing with specific limitations and expectations for the Consultant and the UDOT Structures Division Representative.

NOTE: Violation of authorization to begin work (Notice to Proceed) may result in non-payment of work performed, termination of an impending contract, or loss of federal funds, if applicable. Consultant billings shall not date prior to contract and/or modification execution date.

Consultant Personnel/Certification Requirements

The Consultant guarantees UDOT every individual working for them is qualified through training, experience, and appropriate certification for the tasks they will be assigned for a contract or contract modification.

Personnel Change – Contract Management

If an approved Structural Design and Management Support Engineer leaves a firm **during a contract** and:

- The firm **does have** another approved Structural Design and Management Support Engineer, the firm may submit the proposed change as an Alternative Staff Transaction in CMS to the UDOT Structures Division Representative who is acting as the project manager on the contract (Project Manager) for approval. If the Project Manager approves, the Project Manager will approve the change in CMS. If the Project Manager does not approve, they may request a revision of the proposed change and/or terminate the contract.
- The firm **does not have** another approved Structural Design and Management Support Engineer, the contract will be cancelled and possibly initiated with another firm from the qualified pool list.

Personnel Change – Pool Qualification

If an approved Structural Design and Management Support Engineer leaves a firm and:

- The new firm he/she joins **is** already qualified under this Pool with other Structural Design and Management Support Engineer(s), then the new firm with this Structural Design and Management Support Engineer, **is** eligible for selection for new projects under this Pool.
- The new firm he/she joins **is not** already qualified under this Pool with other Structural Design and Management Support Engineer(s), then the new firm with this Structural Design and Management Support Engineer, **is not** eligible for selection for new projects under this Pool until such time as a new SOQ is submitted and approved. A new SOQ may be submitted at any time.

Former UDOT Employees

If a firm submits someone who has not yet left UDOT employment, even if the employee plans to retire or quit soon, the SOQ will be disqualified. If a firm submits a former UDOT employee on an SOQ who officially left UDOT employment prior to the date of submittal of the SOQ, the proposed individual will not be disqualified.

No Sub-consultants

Consultants may not use the qualifications of sub-consultants as part of their SOQ submittal to qualify.

Training Requirements

Consultants will be required to provide UDOT any necessary training verification as deemed necessary. It is the responsibility of each Consultant to know what training will be required and when it is offered.

Project Evaluation Requirements

Consultant Services requires UDOT Project Managers, Local Government Project Managers, and Consultants perform at least TWO Project Consultant Evaluations for each contract. Consultants are encouraged to initiate these evaluations if the UDOT or Local Government Project Manager has not. They are further encouraged to include them in the project schedule.

Debarment Certification

Federal Regulations require certification by prospective participants (including consultants, 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 on every contract. **Consultants are required to disclose any current (last 2 years) debarment, license issues, and/or investigations information.**

Pool Debriefing Opportunities

Consultant Services will offer Consultant Pool Debriefs by email within 90 days of receiving an email request. Debriefing information will include 1) Criteria Scores and 2) Not Qualified ("0") Score Selection Team Reviewer Comments (see page 14 for details). This may be changed to meet the needs of UDOT.

Disclosure and Disposition

SOQs of successful Consultants shall be open to public inspection for a period of five years after the Pool qualification is made. Once submitted, SOQs and their content become the property of UDOT and are treated as protected documents (this includes scores and comments) and will be handled according to UDOT Policies.

Preaward Audit

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 Statement of Qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by UDOT's authorized agent.

Technology Requirements

It is the responsibility of the Consultant to know what technology requirements are required when doing business with the State. The Consultant will be responsible for the accuracy of the translated data and therefore, may be required to reimburse UDOT for any errors having a direct cost to UDOT. Technical and Standards support will be provided to the consultant through the Department of Technology Services.

Quality Control / Quality Assurance

Reviews and Quality Assurance: All contracts require a quality control / quality assurance plan and checklist. For design projects specifically, the CONSULTANT shall deliver a project specific QC/QA plan that meets or exceeds the DEPARTMENT'S standard QC/QA plan located on the DEPARTMENT web page at www.udot.utah.gov/go/qcqa. If the CONSULTANT elects to use their own QC/QA plan, that plan shall, as a minimum, contain the requirements of the

DEPARTMENT'S plan and be approved by the DEPARTMENT'S Project Manager. In addition to the QC/QA checklists and certifications, back up documentation of the QC/QA plan shall be maintained. The back up documentation shall include, but not be limited to the following items:

- 1) Check prints and calculations
- 2) Comment resolution forms
- 3) Written records of the findings of the Quality Control check
- 4) Peer review letters, memoranda, etc.
- 5) Any other correspondence regarding the Quality Control activities involving the task.

INDIVIDUAL ENGINEER QUALIFICATIONS FOR CONSULTANT

Each consultant should submit a separate Statement of Qualifications for each individual engineer they are proposing as a “Structural Design and Management Support Engineer”. Interested Consultants are to submit an SOQ summarizing their abilities and strengths.

EVALUATION/SCORING CRITERIA

The Structural Design and Management Support Services Pool Selection Team will evaluate and score all SOQs in accordance with the criteria and rating scale below. Criteria 1-2 are based on the individual proposed Structural Design and Management Support Engineer and will be scored on a scale of 1-5. Criteria 3-4 are based on the firm and will be Pass/Fail. (NOTE: It is not required to have headings on separate pages in the SOQ.)

Rating: 1 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Qualifications (Individual)	65		X <u>13</u> =	
2	Project Experience (Individual)	35		X <u>7</u> =	
3	Qualifications / Experience of Support Team (Firm)	Pass/Fail*			
4	Capability of the Consultant (Firm)	Pass/Fail*			
Total Points		100			

* **Pass/Fail:** If a Selection Team Member rates a Consultant with a failing score, the Team Member will be required to submit detailed comments on the Evaluation Form. If the Consultant receives a failing score by the Selection Team, the proposed individual in the Statement of Qualifications will not be selected for the qualified pool list. If the failing score is less than unanimous by the Selection Team, the Selection Team will decide as a Team by “Consent” whether the Consultant receives a passing or failing score. "Consent" is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. Comments will be given to the Consultant in their debriefing email.

Heading 1 – Qualifications (Individual)

Submit information about education, collaboration, communication, and other pertinent skills necessary to be a productive team member. Include relevant examples of working in a team environment.

Heading 2 – Project Experience (Individual)

Describe direct experience as a structural design engineer and describe project management experience working on highway transportation projects.

Heading 3 – Qualifications/Experience of Support Team (Firm)

State Consultant firm experience in supporting a project team.

Heading 4 – Capability of the Consultant (Firm)

Provide Consultant firm capabilities such as specific and unique strengths of firm that show quality structural engineering and project management.

*** Rating – Qualitative Assessment Guidelines for Reviewers**

Selection Team members will review and score each SOQ according to the criteria. Team members will evaluate and score based on the scoring listed below. Selection Teams may use up to two decimal place accuracy; i.e., 2.75, 3.33, 4.25, etc.

5	The Proposer's qualifications are exceptional. The Proposer demonstrates a complete understanding of the subject and qualifications that significantly exceed the stated requirements and objectives of the work. The Proposal communicates an outstanding level of quality.
4	The Proposer's qualifications are more than adequate. The Proposer demonstrates a strong understanding of the subject and qualifications that meet the stated requirements and objectives of the work. The Proposal communicates a high level of quality.
3	The Proposer's qualifications are adequate. The Proposer demonstrates a general understanding of the work and qualifications and may contain some weaknesses/deficiencies regarding the stated requirements and objectives of this work. The proposal communicates an adequate level of quality.
2	The Proposer's qualifications do not indicate the likelihood that the work will be completed adequately. The Proposer demonstrates insufficient understanding of the subject and qualifications that fail to meet the stated requirements and objectives of this work. The Proposal communicates a low level of quality.
1	Not Qualified. NOTE: If a Selection Team Reviewer rates a Consultant with less than two (2), the Reviewer will be required to submit detailed comments on the Consultant's Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.

REQUALIFICATION CERTIFICATION REQUIREMENT

Utah Code 63G-6a-403 (Effective 05/01/13). Prequalification of potential vendors Subsection (3)(b)(v) states, “*the period of time during which the list of prequalified potential vendors will remain in effect, which may not be longer than 18 months after the list of prequalified potential vendors is made available to the public under Subsection (8)(b) . . .*” Vendor is defined in Subsection (1)(a)(iii) as “*a contractor, including an architect or an engineer.*”

In order to be consistent with Utah Code, all Consultants qualified in the Pool as of the following dates will be required to self-certify they are still qualified to provide services.

1. **May 1, 2015, Friday**
2. **Nov 1, 2016, Tuesday**
3. **May 1, 2018, Tuesday**

Consultants are required to submit an individual-specific *Requalification Certification Form* (RCF) for **each** individual engineer listed as qualified by UDOT in order to maintain their qualified status in the Pool.

RCF Submission Deadlines

1. **Between May 1, 2015 and Mon, May 11, 2015 by 11:00 a.m.**
2. **Between Nov 1, 2016 and Thurs, Nov 15, 2016 by 11:00 a.m.**
3. **Between May 1, 2018 and Thurs, May 15, 2018 by 11:00 a.m.**

Consultants may submit RCFs any time during the timeframes listed above until 11:00 a.m. on the date listed.

Any individual engineer listed as qualified in the Pool who does not submit an RCF within the window provided and by the deadline will no longer be considered qualified in the Pool effective on the following dates respectively.

1. **July 1, 2015**
2. **Jan 1, 2017**
3. **July 1, 2018**

If a firm misses the RCF deadline(s), they may submit a new SOQ for the next SOQ interim submission deadline for consideration.

Separate RCF Submittal Required for **Each Individual Engineer**

A separate RCF submittal is required for **each** Individual Engineer listed as qualified by UDOT in order to maintain a qualified status in the Pool. However, multiple RCF electronic files may be attached to one email.

Electronic File Naming Convention

Consultants are required to use the electronic file naming convention outlined as follows. The electronic file name of your RCF file will be named first with “RCF”, then the firm name, then the individual engineer’s last name, then the individual engineer’s first name. For example, if Acme Corporation is submitting an RCF for John Doe then the electronic file name of the PDF will be “Acme Corporation – Doe, John.pdf”. Firms will submit a separate electronic file for each individual engineer using this naming convention.

Electronic Requalification Certification Submission Required

- 1) Submit an electronic PDF file of each RCF by email to Gaye Hettrick, Consultant Services Manager, StructuresSOQ@utah.gov.
- 2) If for some reason you are unable to email your submittal, a CD, jump drive, etc. with RCF files delivered to Consultant Services will be accepted.
- 3) The state email system will not receive any emails with attachments of 25M or greater.
- 4) When the StructuresSOQ@utah.gov email receives emails, an automatic return email will be generated to provide confirmation your email was received if you have the word "pool" in the subject line somewhere.

Requalification Certification Form (RCF)

A RCF is required for each individual engineer. It must be on the Consultant's letterhead and consist of the following with no additional information.

REQUALIFICATION CERTIFICATION FORM 2014-2018 Structural Design and Management Support Services Pool	
Date:	
Individual Engineer	
Name:	
Firm	
Firm Name:	
W-9 Federal ID No.:	
Firm Address:	
Primary Contact	
Primary Contact Name:	
Email:	
Office Phone No.:	
Cell Phone No.:	
Requalification Certification	
<p>I certify the individual engineer has maintained their license, is qualified under the requirements of this pool, and has maintained the skills necessary to provide structural design and management support services. In addition, I certify the engineer has:</p> <ul style="list-style-type: none"> • Specific and unique strengths showing leadership, management, work quality, commitment, collaboration, and communication capabilities. • Specific past experience related to education, expertise, leadership, management, past projects, and ability to collaborate and communicate. 	
Signature Block	
Signature:	
Name:	
Title:	

The information is required to be in this exact format with no additional information other than the Consultant's letterhead. **If there is any other information provided in the RCF, the RCF will be considered non-responsive and will be disqualified.** The *Requalification Certification Form (RCF) – Structures Pool* may be downloaded from the website www.udot.utah.gov/go/csforms.

SCOPE OF WORK (DESCRIPTIONS/CERTIFICATIONS/OTHER REQUIREMENTS)

This contract is for "as-needed" services, based on the intermittent needs of the Structures Division for support. The structural design and management support engineer's point of contact will be the Structures Design Manager. Every attempt will be made to submit requests and schedule at least one week prior to the need for personnel, however it is expected that any requests made will be complied within a 48-hour period. If the individual is unable to fulfill the request, UDOT Structures Division may utilize a secondary team of individuals for the services.

Services will be required as directed by the Structures Design Manager and durations of time will be established at the time of request. The structural design and management support assistance is being required in accordance with this contract to supplement the Structures Division's staff.

The structural design engineer must be a licensed professional engineer in the State of Utah. This category of work is defined as the production of competently engineered structure designs and plans (bridges and minor structures) that conform to UDOT's design standards and specifications, including the UDOT Structures Design and Detailing Manual, the Bridge Management Manual, and those of AASHTO and FHWA.

Demonstrate ability to provide engineering services to design, study, analyze or review complex structures and minor structures of various types that may be required on a highway project or engineering study. This may include but not be limited to the complete design of bridges and other complex structures or any minor structure. Minor structures include but are not limited to box culverts, other culvert types, retaining walls, overhead sign structures, and structures required for ITS functions.

Demonstrate knowledge to analyze, design and load rate structures with the applicable UDOT, Local Government, AASHTO, State and Federal requirements.

Demonstrate understanding of UDOT Project Delivery Network for structures and required Quality Control/Quality Assurance Procedures for all projects.

Describe experiences associated with bridge management and bridge operations. Demonstrate knowledge of load rating requirements for structures and experience with the AASHTO Manual for Bridge Evaluation.

Demonstrate understanding of Accelerated Bridge Construction, AASHTO LRFD Design Specifications, and AASHTO Guide Specification for LRFD Seismic Bridge Design.

Describe project management experience and management support for projects. Demonstrate ability to coordinate project work, manage budgets and set schedules. Demonstrate an understanding of quality control/quality assurance, manage project performance and adhere to policies and procedures.