

(Rev. 2/6/2018)

# Consultant Services Solicitation

(Electronic Submission Required)

Planning



Project No. 8371XDL2498/8371XDL2499

~~Traffic Study Preparation Assistance~~ Traffic Study Preparation Assistance – Addendum 1

~~November 19, 2019~~ November 27, 2019

**UTAH DEPARTMENT OF TRANSPORTATION  
Solicitation**

**Table of Contents**

**Part One**

Consultant Services Solicitation Overview

**Part Two**

Solicitation Method and Requirements

**Part Three**

Project Information and Evaluation Criteria

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

**PART ONE**

Rev. 2/6/18

**Consultant Services Solicitation Overview**

The Utah Department of Transportation is soliciting services identified in Part Three (Project Information and Evaluation Criteria) of this document. Consultant Services will follow guidelines outlined in the [Consultant Services Manual of Instruction](#) (MOI) and in this Solicitation.

**Solicitation** is defined as the document used by UDOT to obtain a Consultant's Proposal.

**Proposal** is defined as a Consultant's response to UDOT's Solicitation.

- 1. Communication:** Pursuant to Utah Code 63G-6a-1503(3), beginning the date that the solicitation is issued until the selection of a Consultant has been made, **Consultants may not contact or communicate with any member or potential member of a Selection Team except through the following official communication process:**

Consultants may contact the UDOT Contract Administrator to schedule one-on-one appointments for project or scope of work discussions with the UDOT Project Manager (PM) (and Local Government Project Manager) regarding this Solicitation. Consultants may only communicate through these official designated appointments for project-related questions. A date has been designated for appointments for these discussions in the Selection Schedule outlined in Part Three (Project Information and Evaluation Criteria). Consultants desiring to meet with the UDOT PM or any UDOT employee must contact the UDOT Contract Administrator via email to request an appointment PRIOR to the deadline identified in the Selection Schedule outlined in Part Three (Project Information and Evaluation Criteria).

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.

Consultants may contact the UDOT Contract Administrator or other Consultant Services staff with any format or process questions.

- 2. Subscription to the UDOT Consultant Services Update Service:** UDOT recommends Consultants interested in this project subscribe to the [UDOT Consultant Services Update Service](#) on the UDOT website.

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

- 3. Review of the Solicitation documents:** Consultants are responsible for reviewing and understanding the content and requirements of the Solicitation. Read and review each section carefully to ensure proposals meet the outlined requirements. If the Consultant identifies any mistake, error, or ambiguity in the Solicitation during the procurement process, it is the duty of the Consultant to notify the Contract Administrator via email.

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

4. **Conflict of Interest:** UDOT expects Consultants to act with integrity and professional ethics. When there is a potential conflict of interest, Consultants are required to either not submit for the project or disclose the potential conflict to the Consultant Services Manager prior to submitting a proposal. The Consultant Services Manager will coordinate with the UDOT Conflict of Interest Review Team for a determination by UDOT. For additional information, refer to the UDOT [Consultant Services Manual of Instruction](#) (MOI). Additional Conflict of Interest requirements may be identified in Part Three of this Solicitation.
5. **Applicable Federal and State Regulations:** The Consultant will conform to all applicable state and federal regulations.
6. **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 during the selection and contract negotiation process.
7. **Financial Screening:** Consultants are required to be financially screened at the appropriate level for this Solicitation. For additional information on financial screening requirements, refer to the [Consultant Services Manual of Instruction](#) (MOI). If the selected Consultant is unable to complete the financial screening process within 2 weeks of selection, the Proposal will be determined non-responsive and UDOT may move on to negotiate with the new first-ranked responsive Consultant.
8. **Contract Terms and Conditions:** It is the Consultants' responsibility to review and understand UDOT's Standard Terms and Conditions contained in the UDOT [Contract Terms and Conditions](#). These terms and conditions will apply to any contract resulting from this Solicitation.
9. **Health Reform – Health Insurance Coverage in State Contracts Requirements:** 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 Consultant.
10. **Debarment Certification:** Federal regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.
11. **Right to Cancel or Reject:** UDOT reserves the right to cancel the Solicitation at any time when it is in UDOT's best interest. UDOT also reserves the right to accept or reject any or all Proposals submitted in response to the Solicitation.
12. **Required Personnel Qualification:** The Consultant will be responsible to ensure all personnel proposed are qualified through training, experience, and appropriate certification for the tasks assigned and will have a working knowledge of UDOT standard practices.

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

13. **Proposed Project Staff:** The Consultant is expected to provide a Consultant Proposed Staffing Plan for the project, as outlined in Part Three (Project Information and Evaluation Criteria). The plan should state the certification and education levels of the individuals proposed for use on this contract including sub-Consultants' personnel. The plan must be included in the Proposal but will not count against the maximum allowed pages.

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

1. If a Consultant lists a former UDOT employee on the Proposal who officially left UDOT employment prior to the submission date of the Proposal, the Consultant will not be disqualified.
  2. If the Consultant lists someone who has not yet left UDOT employment, even if the employee plans to retire or quit soon, the Consultant will be disqualified.
  3. If a Consultant lists a former or current UDOT employee who was involved in the development of the Solicitation for this project, the Consultant will be disqualified.
  4. These requirements apply to prime and sub-Consultants.
14. **Key Personnel:** Key Personnel are those individuals specifically identified in the Proposal as being set forth to effectively manage all aspects of the work in a quality, timely and efficient manner. When Consultants list Key Personnel, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.
15. **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 Consultant 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 Consultant's Proposal. Disqualification will be based on audit findings, determinations, and recommendations made by the UDOT Fiscal Audit Division.

16. **Work site Safety:** Utah Code 63G-6a-403 states UDOT may request the Consultant submitting a Proposal to provide information about the Consultant's work site safety program, including any requirement that the person imposes on sub consultants for a work site safety program and any other pertinent information.

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

17. **Disposition of Proposals:** Proposals and their content become the property of UDOT and are treated as non-public records until the Contract has been executed by all necessary officials of the Consultant and UDOT. The Proposal of the successful Consultant will be open to public inspection for a period of one year after the Contract has been executed.
18. **Consultant Debriefing:** As part of the Proposal evaluation, UDOT may provide constructive criticism of the Proposals submitted for this project.

Debriefing information may consist of scores of the first-ranked Consultant's proposal/interview and the scores, strengths and weaknesses of the Consultant's own proposal/interview.

The proposal and strengths identified in the selected Consultant's proposal/interview will be available for review in-person at the Consultant Services division, for a period of one year after the Contract has been executed.

Consultants may contact the Contract Administrator for a formal debriefing.

19. **Notice to Proceed (NTP):** NTP will be issued by Consultant Services division after contract execution. Authorization to begin work from any other source is invalid and will result in non-payment for services provided prior to authorized notification to begin work.
20. **Change in Key Personnel During Negotiations or after Notice to Proceed (NTP):** If after entering negotiations with the first-ranked Consultant, the Consultant is unable to provide the Key Personnel (prime or sub-Consultant) identified in the Proposal at the levels determined necessary for the project by the PM, the Consultant will be required to notify the PM and the Consultant Services Contract Administrator. The Consultant will then be offered the opportunity to propose a revised Project Team. The UDOT Selection Team will review the revised Project Team to determine if it is equal to or better than the originally proposed team. If UDOT determines the revised Team is equal to or better than the originally proposed team, negotiations will continue. If UDOT determines the revised team is not equal to or better than the originally proposed team, negotiations will be discontinued and UDOT will move on to the second-ranked Consultant. If the change in Key Personnel is after NTP and UDOT does not approve the change, UDOT reserves the right to cancel the contract and/or reflect the change on the Consultant Project Evaluation.

21. **Protests:** All protests with respect to this Solicitation 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.

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

22. **Insurance Certificates:** The Consultant is required to provide UDOT with Certificates of Insurance meeting the current guidelines. Current insurance requirements can be found within the [Consultant Services Manual of Instructions](#) (MOI).
  
23. **Required Completion and Acceptance Criteria:** Progress payments will be made for work in progress. Final invoice payment will be made after: all of the work has been completed; the final estimate, project records, and documentation have been received and accepted by UDOT as accurate and complete; and a Consultant Evaluation has been performed.
  
24. **Government Records Access and Management Act (GRAMA):** UDOT will maintain a nonpublic process for the duration of this Solicitation. Pursuant to Subsection §63G-2-305(6) of the GRAMA, all records related to this Solicitation, including, but not limited to Proposals, evaluation, and selection procedures, and any records created during the evaluation and selection process will remain nonpublic records until the Contract has been executed by all necessary officials of the Consultant and UDOT. The GRAMA, Utah Code Ann., §63G-2-101 et seq., provides in part that certain records are protected if properly classified.

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

**PART TWO**

Rev. 01/23/18

**Solicitation Method and Requirements**  
**Streamlined Solicitation**

1. **Solicitation:** This Solicitation follows the Streamlined Solicitation processes and procedures outlined herein.

UDOT Consultant Services staff facilitates Selection Teams through the ranking and selection of Consultants to provide engineering services for transportation related projects. Consultant selection is a Qualification-Based Selection (QBS) process, where the primary factor in selection is the qualification-based criteria outlined by the Selection Team in Part Three (Project Information and Evaluation Criteria), rather than the cost of engineering services. Cost is a secondary factor after a Consultant is selected and the contract negotiation process begins.

2. **Proposal Deadline:** Submit one (1) electronic PDF file of the Proposal by email to [the](#) email address specified and prior to 11:00 AM on the submission date identified in the Selection Schedule in Part Three (Project Information and Evaluation Criteria). Proposals will not be accepted after the 11:00 AM deadline.
3. **Qualification Based Selection:** This is a Qualifications Based Selection (QBS) process based on United States Code (USC) Title 40, Chapter 11, Sections 1101 – 1104 (Selection of Architects and Engineers, otherwise known as The Brooks Act). Consultant fees are not a factor in the ranking of Consultants to provide the requested services.
4. **Consultant Fee Discussion:** Consultant fees are not a factor in the selection ranking of a Consultant to provide services. All price/cost related items which include, but are not limited to past, present or future fees associated with Consultant contracts, direct salaries / wage rates, indirect cost rates, and other direct costs are prohibited from being used in Proposals. Consultant fee discussions are not allowed. Do not include any reference to Consultant fees (past, present, or future) in the Proposal.
5. **Financial Screening:** UDOT requires Consultants to be financially screened at the appropriate level for this Solicitation. The time it takes a Consultant to complete the Financial Screening process varies and therefore UDOT encourages Consultants to submit their [Financial Screening Application and Questionnaire](#) as soon as possible.

Consultants may obtain the Financial Screening Application and Questionnaire from the UDOT website. 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.



**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

6. **Guidelines for Preparing Streamlined Proposals:** These guidelines were developed to standardize the preparation of a Proposal by Consultants for engineering 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. The purposes of the guidelines are to ensure consistency in format and content in the Proposals prepared by Consultants and submitted to UDOT. It is highly recommended that Proposals are written and presented to UDOT in a clear and concise format which will not distract from the content of the material presented.

The following table outlines the Proposal instructions and guidelines. Any penalty or disqualification actions are clearly identified in the table. Violations that do not result in a penalty or a disqualification action may still affect the Consultant’s overall Proposal score as part of the evaluation process.

<b>Proposal Instructions and Guidelines</b>		
<b>Instruction</b>	<b>Description of Requirement</b>	<b>Violation Penalty or Disqualification</b>
Page Limits	Provide only the allowable number of pages as identified in Part Three (Project Information and Evaluation Criteria)	Additional pages will be removed
Page Sizes	Provide only the allowable page sizes identified in Part Three (Project Information and Evaluation Criteria)	Pages violating size requirement will be removed
Consultant Proposed Staffing Plan	Provide a copy of the <a href="#">Consultant Proposed Staffing Plan</a> with no additional information beyond that which is required, as identified on the sample form	If additional information is provided, the Staffing Plan will be removed
Margins	Provide one-inch (1”) margins throughout the Proposal; Consultant Name/Logo and Page Headers/Footers may be within the margins	Guideline
Font and Line Spacing	Use a 10-point [or greater] Arial or Times New Roman font	Guideline
E-mail	Do NOT send Proposals directly or indirectly to any known or presumed Solicitation Selection Team members or other UDOT personnel outside of the prescribed UDOT email address	Guideline
PDF Submission	Send Proposals via e-mail in PDF format	Guideline
Proposal Deadline	Send Proposals to <a href="mailto:udotcssoq@utah.gov">udotcssoq@utah.gov</a> prior to the 11:00 AM deadline on the date identified in Part Three (Project Information and Evaluation Criteria)	Disqualification
Interviews	If interviews are required, attend the date and time instructed by Consultant Services	Disqualification

**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. Proposal scores will be carried over and will be weighted at 30% of the final score. The remaining 70% of the final score will be based on the interview.

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

4. **Selecting By Consent (SBC):** The SBC process will be used to score the interview. SBC 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”. 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.

<b>Qualitative Assessment Guidelines</b>	
<b>9 – 10</b>	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.
<b>6 – 8</b>	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.
<b>3 – 5</b>	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.
<b>1 – 2</b>	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.
<b>0</b>	The Proposal is unacceptable. The Proposal fails to meet expectations and the stated requirements. Proposal contains many weaknesses and only minor strengths, if any.

**UTAH DEPARTMENT OF TRANSPORTATION  
Solicitation**

**PART THREE**

Rev. 11/15/16

**Project Information & Evaluation Criteria  
Streamlined Solicitation**

<b>Project Information</b>	
Project Number	8371XDL2498 & 8371XDL2499
Project Name	Traffic Study Preparation Assistance (2 Firms)
PIN Number	18096 & 18097
Requested Services	Planning
Source of Funding	State
<b>Contact Information</b>	
UDOT Contract Administrator	Carlie Torres UDOT Consultant Services Box 148490 4501 South 2700 West Salt Lake City, Utah 84129-5998 catorres@utah.gov (801) 965-4387
UDOT Project Management	Jesse Sweeten Project Manager Utah Department of Transportation Central

**Consultant Selection Schedule**

<b>Date</b>	<b>Action</b>
Tuesday, November 19, 2019	Posting of Solicitation on UDOT Consultant Services Project Advertisement website
Friday, November 22, 2019	Deadline to request a one-on-one discussion meeting
Tuesday, November 26, 2019	Appointments to discuss the project
Thursday, December 05, 2019	Proposals are due electronically by 11:00 AM.
Tuesday, December 17, 2019	Selection Team Meeting
Wednesday, December 18, 2019	Consultant Selection Interviews (if necessary)
Wednesday, December 18, 2019	Consultant Selection
Thursday, December 19, 2019	Pre-Negotiation Meeting with Selected Consultant

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

**Background Information:**

In an effort to address the need for timely traffic analysis and information, the Traffic and Safety Division is soliciting consultant assistance in performing and reviewing Traffic Studies. Often, deadlines are short and a quick turn-around time is required.

The Scope of Work outlined below includes work performed for the following tasks and roles:

**Task 1: Traffic Study Preparation Consultant Team(s) – This Solicitation – PIN 18096/18097**

Task 2: Traffic Study Independent Review– Separate Solicitation – PIN 18095

Work for this solicitation will be performed under the direction of the Traffic and Safety Division. Contracts associated with this solicitation may be entered into prior to January 1, 2020. Contracts will be written on an annual basis for up to five (5) years based on Department funding, need, and consultant performance.

It is anticipated that (3) separate consultant teams will be selected; one (1) consultant team will be selected to act as the Traffic Study Independent Review Engineer, and two (2) consultant teams will be selected to perform Traffic Study Preparation.

If the selection team cannot identify at least three (3) qualified firms to do the work, one (1) for Traffic Study Independent Review and two (2) for Traffic Study Preparation, the Department will not award any work through either solicitation.

**Additional Information Regarding Selection for this Solicitation:**

A separate proposal is required by the consultant team to propose on one or both Tasks.

Conflict of Interest prevents selection of a consultant team for both the Traffic Study Independent Review and Traffic Study Preparation Consultant Team(s).

The selection team will evaluate Task 1 (Traffic Study Preparation Consultant Team(s)) and Task 2 (Traffic Study Independent Review) separately. Proposals for Task 2 will first be evaluated and scored by the Selection Team. The first ranked firm will be selected for the Traffic Study Independent Review.

If the selected consultant team for Task 2 (Traffic Study Independent Review) also proposes on Task 1 (Traffic Study Preparation Consultant Team(s)), they will no longer be considered for Task 1. Proposals for Task 1 will then be evaluated and scored by the Selection Team. The first and second rankings for Task 1 proposals will be the (2) selected Consultant Team(s), respectively.

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

**Scope of Work:**

**Task 1: Traffic Study Preparation Consultant Team(s)**

Assist the Traffic and Safety Division in preparing Traffic Studies as outlined below. Each Consultant selected for Task 1 must have a licensed Professional Traffic Operations Engineer (PTOE) on their team to perform internal QC/QA.

**The Overview section below describes the overall process for the Traffic Study Preparation Consultant Team(s) and the Traffic Study Independent Review.**

**Purpose:**

The following is intended to serve as a basic guide for outsourcing the preparation of Utah Department of Transportation (the Department) Traffic Studies. At the Department's discretion, the process can be updated or changed.

**Overview:**

This guide is divided into the following three (3) sections, each representing a key outsourcing element:

- Process
- Responsibilities
- Traffic Study Preparation Consultant Team(s) Assignment Process

The process section describes the chronological flow of a typical traffic study from initial request to distribution of the final study.

The responsibilities section defines the roles of both UDOT and the consultant. UDOT will be primarily responsible for assigning out the traffic study requests to a consultant, tracking the consultant's progress and approving the final study. The consultant will be primarily responsible for collecting and analyzing information, preparing a draft and final study and distributing and filing the final study.

The tracking system section identifies what is needed initially and long-term to track traffic study requests, consultant assignments, consultant progress, deadlines and traffic study documentation.

- **Process:**

1. Traffic Study Request

- a. Complete and Submit Online Traffic Study Request

Whoever initiates the traffic study request will be required to do so through the online request form. The form will include a "Due Date" entry section. The minimum time to complete a traffic study will be 15 business days. A business day is defined as Monday through Friday excluding State holidays. ~~It is estimated on average 20 business days to produce the traffic study.~~

The online form MUST be submitted in order to initiate the traffic study request.

- b. Negotiate and Log Requests

After the online form is submitted, the traffic study request is assigned to a consultant as outlined in the Tracking System Section under Consultant Assignment Process.

If the initiator requests a due date that is less than the 15-day minimum, the decision to accept or renegotiate the due date will be determined on a case-by-case basis

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

depending on resource availability. This determination will be made before a traffic study request is assigned to a consultant.

This effort produces the following:

- Assigned consultant
- Traffic study due date

2. Prepare Traffic Study

a. Develop Study

The different types of traffic studies are as follows:

- Traffic signal warrants
- Left-turn signal warrants
- Dual left-turn signal warrants
- Pedestrian signal warrants
- School zone studies/warrants
- Speed limit/Speed studies
- Crosswalk warrants
- Advisory curve speeds (ball-bank studies)
- No passing zone striping study
- 48 Hour Counts
- Corridor Traffic Studies
- Intersection Control Evaluations

Several official UDOT Policies provide guidance for traffic study work. These policies are listed below.

- UDOT Policy 06C-05: Traffic Engineering Orders (TEOs)
- UDOT Policy 06C-25: Establishment of Speed Limits on State Highways
- UDOT Policy 06C-27: Marked Pedestrian Crosswalks at Uncontrolled Locations
- UDOT Policy 06C-41: Curb and Pavement Marking for Parking Control
- UDOT Policy 06C-42: Establishment of Pass/No-Pass Zones
- UDOT Policy 06C-52: Left-Turn Phases at Signalized Intersections
- UDOT Policy 06C-61: Work Zone Speed Limits

b. Review Study

Once prepared, the traffic study is reviewed as follows:

- I. A quality control check is performed by a certified Professional Traffic Operations Engineer (PTOE) on the Consultant Team.
- II. The study is submitted to the Traffic Study Review Engineer for approval. The Traffic Study Review Engineer has eight (8) business hours to either approve the study or request changes.
  - Once the required changes are submitted, the Traffic Study Review Engineer has 4 business hours to confirm the changes and approve the study. Because of the time sensitive nature of delivering traffic studies, this approval process does not allow for more than one set of changes to be requested by the Traffic Study Review Engineer. Once the 1<sup>st</sup> set of changes is confirmed the traffic study needs to be approved.

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

Once approved, the Traffic Study Review Engineer:

- Uploads the approved traffic study in Traffic and Safety’s Workflow Manager system.
- A copy of the completed study automatically forwarded to the Tracking Team and Initiator.

The Workflow Manager system removes the report from the Active Traffic Study Report list.

3. Re-submittal after Final Acceptance

- a. If, the initiator requests additional work to be done on the study after the Traffic Study Review Engineer has approved the document and assigned a final score, the re-submittal process is as follows:
  - i. UDOT Traffic Study Support will create a duplicate entry for the Revision in the Workflow Manager system and designate it with an “R” to bring the study back to "Active" status.
  - ii. Traffic Study Preparation Consultant Team(s) will negotiate a new due date with the initiator for the requested revisions. New due date will be logged in Workflow Manager and status will indicate "Revision in progress".
  - iii. The revised study will follow the same process with the newly negotiated timeline for re-submission as the original.
  - iv. UDOT Traffic Study Support and the Workflow Manager system will track the revised study according to the new due date and enter submit and review dates and times for 1st and Final reviews as outlined in original process. The Traffic Study Preparation Consultant Team(s) will update any additional comments relevant to the revision in the Report Comments section of the Workflow Manager.

• **Responsibilities**

The responsibilities for delivering a traffic study are divided between UDOT staff and consultants. UDOT staff consists of a Tracking Team that reports directly to the Traffic and Safety Design Engineer who work together in overseeing and managing the traffic study process. The responsibilities of the consultants to be selected in this solicitation are outlined below.

1. Traffic Study Independent Review Engineer

The Traffic Study Independent Review reports directly to the Traffic and Safety Design Engineer, or designee, and works directly with both the consultant and the Tracking Team. The Traffic Study Independent Review duties and responsibilities are outlined as follows.

a. Approves Traffic Studies

The Traffic Study Independent Review reviews and approves each traffic study as outlined in the Process Section of this document.

Traffic Study Independent Review Turn-Around Time

- i. In order to address the time sensitive nature of each traffic study, it is critical that the Traffic Study Independent Review meet the required turn-around time; 8 business hours for the initial review and 4 business hours for the final review. If the Traffic Study Independent



**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

Review is out of the office or otherwise unavailable to review the traffic study within the time allotted they shall be responsible to designate another qualified individual(s) who can complete the review.

a. Rate Traffic Study Quality

The Traffic Study Independent Review rates each study based on the following expectations and rating criteria.

i Expectations:

The expectations of signed traffic studies are as follows:

1. Studies must be completed by the committed deadline.
2. Studies must answer the questions contained in the “Traffic Studies Request Form” in a clear and concise manner.
3. Studies must be free of critical errors (whether or not the conclusions or recommendations are affected).
4. Studies must be completed following applicable UDOT policy (include references) supported with sound traffic engineering principals and judgment.
5. Studies must be free of distracting, non-critical errors (e.g., spelling, grammatical, etc.).

Traffic studies that do not meet these criteria should not be signed or submitted.

The process by which a traffic study is submitted in draft form and revised will be the basis for rating studies.

ii Traffic Study Rating Criteria:

Errors resulting from incorrect data obtained from UDOT will not affect the rating. Errors resulting from incorrect data collection on the part of the consultant will affect the rating.

Below is a list of rating criteria for traffic studies. The maximum points possible is five (5), no study submitted late will be awarded more than two (2) points. The point range is from zero (0) to five (5).

1. Did the preparer answer the requester’s question(s)? (+2)  
Two points will be awarded if the traffic study answers the questions contained in the “Traffic Studies Request Form”.
2. Is the draft study free of critical errors (including those that may not change the conclusions or recommendations)? (+1)  
One point will be awarded if the traffic study is free of critical errors, whether or not they change the outcome of the study. Examples of critical errors are:
  - Typo or transposed number in summary section of report that materially affects recommendations (such as incorrect MP number for the location of a sign).
  - Omission of required appendices (such as the study request form, count data, or supporting crash data)
  - Incorrect statement of fact (such as speed limit or intersection configurations, etc.) pertinent to the question being answered.
  - Incorrectly summarizing data in summary of report, even if the mistakes do not alter the recommendations (incorrectly adding the number of crashes, wrong mile post numbers for speed advisory plaques, etc.).

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

3. Was the correct UDOT Policy (supported with sound traffic engineering judgment) accurately applied (+1)  
One point will be awarded if the traffic study applies and follows correct UDOT policy. The point will still be awarded even if differences in professional opinion exist between the Traffic Study Preparation Consultant Team(s) and the Traffic Study Independent Review (although the Traffic Study Preparation Consultant Team(s) may be asked to change the study).
  4. Is the draft study free from distracting non-critical errors? (+1)  
One point will be awarded if the traffic study is free of “distracting” non-critical errors. Examples of “distracting” non-critical errors are:
    - Incorrect study number or description in subject line
    - Study addressed to incorrect requestor
    - Excessive spelling or grammar errors
    - Overly verbose and unclear language
  5. Failed to meet the commitment date? (-3)  
Three points will be deducted from the score if a study is not completed by the commitment date. This includes the review and revision of draft studies before being signed by the reviewer. Subsequent reviews initiated by the requestors will be subject to a new deadline.
- c. Attend on-site field review meetings to provide a summary of study findings and recommendations.
2. Traffic Study Preparation Consultant Team(s)  
The consultant reports to the Traffic and Safety Design Engineer and works closely with the UDOT Tracking Team. Their duties and responsibilities are outlined as follows:
    - a. Staff Qualification/Training  
It is the consultant’s responsibility to maintain qualified staff at all times. This may include, but is not limited to, providing the necessary training to produce quality traffic study documents and finding qualified replacement staff as turn-over occurs. The consultant will be rated on each study they produce. Qualified staff is critical to producing quality studies.
    - b. Submit Monthly Pay Requests  
The consultant will submit a monthly pay request to the Tracking Team for work performed on assigned traffic studies. The pay requests will meet the criteria required by Consultant Services and the Tracking Team.
    - c. Prepare and Process Traffic Study  
The consultant’s responsibility for preparing and processing a traffic study is outlined in the Process Section under Develop Traffic Study.
    - d. Update Study in the Workflow Manager System  
The consultant will upload study and supporting information into the Workflow

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

Manager System.

- **Traffic Study Preparation Consultant Team(s) Assignment Process**

1. Select Consultant

Each online traffic study request is entered through Workflow Manager and is forwarded to the Tracking Team and selected Traffic Study Preparation Consultant Team(s). Each consultant team will be required to respond to the request within a 4-business hour time window. Workflow Manager logs each request date and time. Consultants will be awarded work based on the following criteria.

- i. Assignment Priorities

The purpose for outsourcing this work is to ensure there are adequate resources to complete reports prior to the agreed upon due date. Based on a goal to meet or exceed agreed upon due dates, the Department will assign work to consultants using the following priorities.

1. Delivering reports prior to the Traffic Study initiator's due date.
2. Delivering the report as quickly as available resources allow.
3. Distributing the work evenly among selected consultants.

If there is a conflict between the steps below and the priorities above the priorities above take precedence as determined by the Department.

- ii. Consultant Assignment Steps

The Department awards work using the following steps:

1. If only one consultant completion date is equal or prior to the requested due date that consultant is awarded the work.
2. If more than one consultant completion date is equal or prior to the requested due date, the consultant with the shortest turn-around time is awarded the work.
  - a. If there is a tie between turn-around times, the consultant with the least amount of active assigned studies in the tracking system is awarded the work.
  - b. If there is a tie between the least amount of active assigned studies in the tracking system, the consultant with the least recent award (date and time) is awarded the work.
3. Based on the priorities noted above, the Department may move directly to step 5 or proceed to step 4.
4. If no consultant completion dates are equal or prior to the requested due date, the consultant with the completion date closest to the requested due date is awarded the study.
  - a. If there is a tie between turn-around times, the consultant with the least amount of active assigned studies in the tracking system is awarded the work.
  - b. If there is a tie between the least amount of active assigned studies in the tracking system, the consultant with the least recent award (date and time) is awarded the work.
5. If no consultant responds within the 4-hour time period or if no consultant completion dates are equal to or prior than the requested due date, the Department may contract with whoever they deem necessary to complete the work.

The requested due date is the date on the Request Form requested by the initiator of the report.

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

Consultant completion date is the date the consultant commits to having the report complete. Turn-around time is the difference between the date the report request was emailed and the consultant completion date. The agreed upon due date is the date agreed upon by the support team, the consultant and the initiator to complete the report.

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

1. **Contract Completion:** Approximately **60** months from Notice to Proceed, if contracts are written for all years of the five-year selection.
2. **Required Percentage of Work for Prime Consultant:** The Consultant must perform work valued at not less than 50% of the total contract amount with its own staff.
3. **Conflict of Interest For Consultants acting on behalf of UDOT:** 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](#) .
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:

**UTAH DEPARTMENT OF TRANSPORTATION  
Solicitation**

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	

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

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.

<b>Project Team:</b> 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 <a href="#">Project Team Organizational Chart</a> 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).
50	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.
40	Provide a table of traffic studies <b>completed</b> by team members during the last five years. The table headings should include the following items. (See sample <a href="#">Project Related Experience Chart</a> available on the UDOT website). Columns may be combined in order to consolidate information. <ul style="list-style-type: none"> <li>- Name of Team member(s)</li> <li>- Year</li> <li>- Type of Traffic Study</li> <li>- Project Location</li> <li>- Project Description</li> <li>- Services Performed / Specific Project Role</li> <li>- Client</li> <li>- Reference Contact and Telephone Number</li> </ul>
<b>35</b>	<b>Maximum points available for this section of the Proposal (out of 100).</b>

**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

**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
40	Describe your project team firms' capability, experience and unique qualifications to perform the specific type of work identified in the Scope of Work.
20	Discuss the logistics relating to how the project team firms will provide the services requested.
40	Choose a similar traffic study identified in the Project Team section and discuss in detail what your project team firms did to make that study a success. Include discussion of the process used to determine study recommendations.
<b>30</b>	<b>Maximum points available for this section of the Proposal (out of 100).</b>

**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
50	Describe the course of action proposed to meet the Contract Goals and Scope of Work, including your team's quality control procedures. Be realistic, clear and concise.
30	Discuss your project team firms' collaboration efforts and how you plan to work together and with UDOT for a successful project.
20	Identify risks, challenges, conflicts and potential mitigation.
<b>35</b>	<b>Maximum points available for this section of the Proposal (out of 100).</b>

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

- 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.



**UTAH DEPARTMENT OF TRANSPORTATION**  
**Solicitation**

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 Consultant Services Manual of Instruction is available online at the UDOT website [www.udot.utah.gov/go/CSManuals](http://www.udot.utah.gov/go/CSManuals).
  - Other UDOT manuals are available online from the UDOT website at [www.udot.utah.gov/go/Manuals](http://www.udot.utah.gov/go/Manuals).
  - UDOT Project Delivery Networks is available online from the UDOT website at [www.udot.utah.gov/go/ProjectManagement](http://www.udot.utah.gov/go/ProjectManagement).
  - UDOT ProjectWise use and information is available online from the UDOT website at [www.udot.utah.gov/go/ETS](http://www.udot.utah.gov/go/ETS).
  - UDOT Reference Material is available online from the UDOT website at [www.udot.utah.gov/go/StandardsReferences](http://www.udot.utah.gov/go/StandardsReferences).
  - UDOT Roadway Design Manual of Instruction is available online from the UDOT website at [www.udot.utah.gov/go/Manuals](http://www.udot.utah.gov/go/Manuals).
  - UDOT Standards are available online from the UDOT website at [www.udot.utah.gov/go/2017Standards](http://www.udot.utah.gov/go/2017Standards).
  - UDOT 2019 Strategic Direction & Performance Measures are available online from the UDOT website at [www.udot.utah.gov/go/StrategicDirection](http://www.udot.utah.gov/go/StrategicDirection).
  - UDOT Traffic and Safety Highway Sign Policies and Manuals are available online from the UDOT website at [www.udot.utah.gov/go/HighwaySignPolicy](http://www.udot.utah.gov/go/HighwaySignPolicy).