

(Rev. 2/6/2018)

**Consultant Services  
Solicitation**  
(Electronic Submission Required)

Traffic Signals & Roadway Lighting Design



Project No. 8384XDN2596  
Traffic Operations Center Control Room Signal Operations Support

March 25, 2020

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

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**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.

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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.

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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.

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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.

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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.



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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

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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.

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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.

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**PART THREE**

Rev. 11/15/16

**Project Information & Evaluation Criteria  
Streamlined Solicitation**

<b>Project Information</b>	
Project Number	8384XDN2596
Project Name	TOC Control Room Signal Operations Support
PIN Number	18549
Requested Services	Traffic Signals & Roadway Lighting Design
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	Mark Taylor Traffic Signal Operations Engineer Utah Department of Transportation Traffic Management Division

**Consultant Selection Schedule**

<b>Date</b>	<b>Action</b>
Wednesday, March 25, 2020	Posting of Solicitation on UDOT Consultant Services Project Advertisement website
Friday, April 03, 2020	Deadline to request a one-on-one discussion meeting
Monday, April 06, 2020	Appointments to discuss the project
Wednesday, April 15, 2020	Proposals are due electronically by 11:00 AM.
Tuesday, April 28, 2020	Selection Team Meeting
Monday, May 04, 2020	Consultant Selection Interviews (if necessary)
Monday, May 04, 2020	Consultant Selection
Wednesday, May 06, 2020	Pre-Negotiation Meeting with Selected Consultant

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**Contract Goal:**

Provide specialized expertise to perform the tasks as outlined in the Scope of Work.

**SCOPE OF WORK**

**Summary**

The Utah Department of Transportation (UDOT) desires to contract with a transportation engineering firm to provide traffic signal operations support. This support will occur at the UDOT Traffic Operations Center (TOC) in Salt Lake City, Utah. The consultant will be expected to provide on-site staff at the traffic signal operations desk for approximately 10 hours per day, 5 days per week (M-F) for a total of approximately 50 hours per week. The consultant may have multiple qualified employees, but it is expected that only one person staffs the desk at a time (with some exceptions such as training or major events). Various duties will be performed to support the UDOT traffic signal operations group. Some examples of these duties include the operation and maintenance of the centralized traffic management system, special events and incident management, ramp metering operations, complex signal operation, public interaction, and Automated Traffic Signal Performance Measures (ATSPM) maintenance.

Work will be performed under the direction and management of the Statewide Signal Engineers.

The initial contract will be for a one-year period with the option to extend annually for up to four (4) additional years, based on available funding, performance and the needs of the Department. No minimum amount of work is guaranteed as a result of this selection. The consultant will keep track of cost build up and the number of hours worked for this contract.

**Qualifications**

The staff working at the signal operations desk must be quick learners, polite and mannered (they represent UDOT to the public via phone and messages), team players, detail oriented, and good communicators. The staff should have a solid understanding of traffic signal operations, traffic flow theory, traffic signal maintenance and coordination, and the UDOT ATSPM's. The ideal staff would have experience in customer service. Any staff working at the Signal Operations Desk must work under the direction of a Professional Engineer (PE) licensed in the State of Utah.

**Task Summary**

Support provided by consultant staff will generally fit within the following topics:

- Operation & monitoring of signal systems including at times ramp meters
- Public interaction including emails, SeeClickFix, and phone calls
- Special event & construction signal support
- Incident management support
- Field staff remote support
- ATSPM setup and configuration/reconfiguration of signals
- Signal detector configuration and optimization
- Complaint and work order tracking and resolution
- Hardware and communications remote troubleshooting
- Other related tasks as required

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**Signal Operations Desk Regular Tasks**

1. Daily Priority Tasks
  - a. Respond promptly and professionally to complaints (Phone, Email, SeeClickFix)
  - b. Monitor and adjust traffic signals in response to crashes, complaints, and non-recurring congestion
  - c. Monitor CCTV cameras, and traffic congestion maps for problem areas during peak periods
  - d. During non-peak periods remain aware of any signal problems
2. Daily Tasks
  - a. Plan for and enable special timing plans for special events and construction
  - b. Investigate the ATSPM automated email and respond to detector faults
  - c. Track signal communication status in UDOT's central systems (Maxview & WhatsUpGold)
  - d. Track ramp meter communication status
  - e. Update ATSPM website as field changes are made
  - f. Record and update statistics related to timing desk activities
3. Weekly Tasks
  - a. Check for intersections not running in the correct operation mode
  - b. Plan for and enable special timing plans for weekend special events and construction
  - c. Maintain event & signal desk calendars
  - d. Check for outstanding SeeClickFix complaints that can be closed or need a refocused effort to address
  - e. Check for outstanding communication work orders that can be closed or need a refocused effort to address
  - f. Check ramp meter communication and generate work orders as needed
  - g. Check for any outstanding work orders assigned to the signal desk
  - h. Check for outstanding ATSPM watchdog work orders that can be closed or need a refocused effort to address
4. Monthly Tasks
  - a. Conduct informal training for TOC control room operators to help them maintain a comfortable operating level with the signal system. Help the operators become proficient in the use of the system in terms of recalls, setting intersections free, and running timing plans for special events and incidents.
5. Quarterly
  - a. Prepare reports and present results to statewide signal subcommittees. Attend the meetings and present the information.

**Anticipated Work Schedule**

1. Early mornings, late nights, and weekend support may be required for special events, weather events, or construction support. The UDOT Project Manager will provide advance notice when such support is required.
2. The Consultant will staff the Signal Operations Desk during these hours:
  - a. Monday thru Friday 8:30 AM to 7:00 PM

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- i. The first 30 minutes will overlap with UDOT signal staff who run the desk during the AM peak. This time is expected to provide a chance for knowledge transfer or additional help wrapping up AM peak tasks.
- b. An unpaid lunch break of at least 30 minutes will be expected.

**Policy Guidelines**

The consultant will be considered an extension of UDOT staff and as such all staff at the signal desk must conform to the current UDOT policies and guidelines. These include, but are not limited to the following:

1. Conform to all relevant State of Utah personnel policies related to use of State buildings; use of State computer equipment; use of State office equipment; access to confidential State records; substance abuse; safety regulations; sexual and racial harassment.
2. Conform to policies applicable to all employees of the TOC including access to the building and building security; building cleanliness; control room dress code policies; parking; and use of closed-circuit television images.
3. Conform to all UDOT guidelines and policies relating to the timing and coordination of traffic signals.

**Work Quality & Staff Competency**

UDOT acknowledges the area of signal operations to be a very specialized subset of transportation engineering. The consultant may not be expected to know and understand all aspects of signal operations. It is expected, however, that with the assistance of UDOT staff if needed, the consultant shall perform comprehensive training and skills assessment(s) for their own staff assigned to this project for the course of the project. Overall performance will be evaluated together with the UDOT Project Manager on a quarterly basis to ensure UDOT's expectations are being met. UDOT reserves the right to dismiss unacceptable staff, require staffing changes, and if needed, cancel the contract should UDOT's needs not be appropriately met (as determined by the Project Manager).

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1. **Contract Completion:** Approximately **12 months with the option to renew for up to 60** months from Notice to Proceed.
2. **Required Percentage of Work for Prime Consultant:** The Consultant must perform work valued at not less than **70%** of the total 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.

<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
5	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.
25	Provide a table of projects related to the scope of work that are <b>completed or in progress</b> by team members during the last five years. <b>The table must include at least one (1) project involving signal operations.</b> The table headings should include the following items. (See sample Project Related Experience Chart available on the UDOT website). Columns may be combined in order to consolidate information. <ul style="list-style-type: none"> <li>- Name of Project Manager / Team member(s)</li> <li>- Year</li> <li>- Type of Project</li> <li>- Project Name</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>
20	Choose a <b>signal timing project</b> identified in the table of projects and discuss in detail what the project team did to make that project a success.
<b>70</b>	<b>Maximum points available for this section of the Proposal (out of 100).</b>

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<b>Approach to the Project:</b> 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
40	Describe the course of action proposed to meet the Contract Goals and Scope of Work. <b>Include a discussion of the logistics</b> relating to how the firm’s project teams will provide the services requested. Be realistic, clear and concise.
30	Discuss your project team collaboration efforts and how you plan to work together and with UDOT for a successful project.
30	Identify risks, challenges, conflicts and potential mitigation.
<b>30</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.**

- 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.

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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.

**8. UDOT Reference Items:**

- [Traffic Signal and Lighting Design](#)
- [Guidelines for Traffic Signal Timing in Utah](#)
- UDOT Consultant Services Manual of Instruction is available on-line at the UDOT website [www.udot.utah.gov/go/CSManuals](http://www.udot.utah.gov/go/CSManuals).
- Other UDOT manuals are available on-line from the UDOT website at [www.udot.utah.gov/go/Manuals](http://www.udot.utah.gov/go/Manuals).
- UDOT Reference Material is available on-line from the UDOT website at [www.udot.utah.gov/go/StandardsReferences](http://www.udot.utah.gov/go/StandardsReferences).
- UDOT Right of Way Design and Operations Manuals are available on-line from the UDOT website at [www.udot.utah.gov/go/Manuals](http://www.udot.utah.gov/go/Manuals).
- UDOT Standards are available on-line from the UDOT website at [www.udot.utah.gov/go/2017Standards](http://www.udot.utah.gov/go/2017Standards).
- UDOT 2020 Strategic Direction & Performance Measures are available on-line from the UDOT website at [www.udot.utah.gov/go/StrategicDirection](http://www.udot.utah.gov/go/StrategicDirection).
- UDOT Structures Design and Detailing Manual and the Bridge Management Manual are available on-line from the UDOT website at [www.udot.utah.gov/go/STRManuals](http://www.udot.utah.gov/go/STRManuals)).
- UDOT Traffic and Safety Highway Sign Policies and Manuals are available on-line from the UDOT website at [www.udot.utah.gov/go/HighwaySignPolicy](http://www.udot.utah.gov/go/HighwaySignPolicy).
- UDOT Construction Manual of Instruction is available online at the UDOT website [www.udot.utah.gov/go/Manuals](http://www.udot.utah.gov/go/Manuals).
- 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).