

(Rev. 2/6/2018)

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

Public Involvement



S-R199(229)
West Davis Highway Public Involvement and Public Relations Services

August 7, 2018

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, 1st 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.

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PART TWO
Solicitation Method and Requirements
Public Involvement (PI) Solicitation

Rev. 05/08/18

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

UDOT Consultant Services staff facilitates Selection Teams through the ranking and selection of Consultants to provide PI services for transportation related projects. Consultant selection is a combination of Qualification-Based Selection (QBS) and Price-related components, where the two primary factors in selection is the qualification-based criteria outlined by the Selection Team in Part Three (Project Information and Evaluation Criteria), along with the cost of PI services.

2. **Proposal Deadline:** Submit two (2) electronic PDF files of the Proposal (Technical and Price) 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. **Consultant Fee Discussion:** Consultant fees are not a factor in the ranking of the Technical Proposals. Price or cost related items may only be contained in the Price Proposal.
4. **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.

5. **Guidelines for Preparing Proposals:** These guidelines were developed to standardize the preparation of a Proposal by Consultants for PI 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.

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Proposal Instructions and Guidelines		
Instruction	Description of Requirement	Violation Penalty or Disqualification
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 Consultant Proposed Staffing Plan 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
PDF Submission	Send two separate Proposals (one for Technical and another for Price) via e-mail in PDF format	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	Disqualification
Proposal Deadline	Send Proposals to cssoq@utah.gov 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
Fee Discussion	Submit a Proposal with fees or costs contained only in the Price Proposal	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

6. **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

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Procurement Code 63G-6a-114 to determine an error is immaterial.

7. **Selection Team:** Selection Team members will receive copies of each responsive Technical Proposal submitted. They will review and score the Technical 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 Technical Proposals and comments from individual Selection Team members and determine what firms will be short listed for interviews based on the average scores from the Technical Proposals. Final Technical Proposal score results are the average of voting Selection Team members' scores.
8. **Shortlisting after Technical Proposals:** A minimum of two firms will be shortlisted for interviews based on the final Technical Proposal scores. Firms with Technical Proposal scores that are within 5 points of the first ranked Technical Proposal will be shortlisted and invited to interview. For firms with Technical Proposal scores within between 5 to 10 points of the first ranked Technical Proposal, the Selection Team may determine, at their discretion, if those firms will be shortlisted and invited to interview. If no firms are within 5 or 10 points of the first ranked Technical Proposal, the firm with the next highest Technical Proposal score will be shortlisted and invited to interview. The firms making the short-list will be provided the Technical Proposal scores of all the shortlisted firms. After short-listing, project-specific topics will be provided to each firm that is invited to participate in the interview process.
9. **Shortlisting after Interviews:** The Selection Team will score the interviews in the same manner as the Technical Proposals (See "Selection Team" section above). The final Interview scores will be combined with the Technical Proposal scores, for a final Technical score for each firm based on the following:

$$\text{Technical Score} = (\text{Technical Proposal score} \times 0.30) + (\text{Interview score} \times 0.70)$$

Based on the final Technical scores, the Selection Team will short list a minimum of two firms for consideration of Price Proposals. Firms with Technical scores that are within 5 points of the first ranked Proposal will be shortlisted for consideration of Price Proposals. For firms with Technical scores within between 5 to 10 points of the first ranked Technical score, the Selection Team may determine, at their discretion, if those firms will be shortlisted. If no firms are within 5 or 10 points of the first ranked Technical score, the firm with the next highest Technical score will be shortlisted for Price Proposal consideration.

10. **Price Proposals:** Price Proposals will not be unveiled to the Selection Team until after the Technical scores have been finalized. After the Technical scores for the shortlisted firms have been locked in by the Contract Administrator, the Price Proposals will then be opened. The Price Proposals will be evaluated as described below.

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The Price Proposal score is based on the submitted blended hourly rates for each PI Staffing Level as outlined in Part Four (Public Involvement Price Proposal). The Proposer with the lowest blended hourly rate, within a given PI Staffing Level, will receive 100% of the available Price Proposal points for each specific PI Staffing Level. Proposals with a blended hourly rate within 10% of the lowest blended hourly rate for each PI Staffing Level will receive 100% of the available Price Proposal points for each specific PI Staffing Level. All other Proposers will receive a portion of the available Price Proposal points for each specific Staffing Level according to what percentage higher their blended hourly rate is from the lowest blended hourly rate plus 10%.

The formula to calculate the Price Proposal score for each specific PI Staffing Level is:

$$S = R_{max} (2 - (B / BL))$$

The definitions for the formula are:

Rmax = maximum points allowed for the Price Proposal

B = proposed blended hourly rate

BL = lowest proposed blended hourly rate + 10%

S = Price Proposal score

Below are examples of the points awarded for each specific PI Staffing Level Blended-Hourly rate:

Staffing Level Example - Clerical			
Firm	Example Submitted Rate	Percent Above Lowest Rate	Points Awarded (e.g. if 3 pts. available)
Firm D	\$23	--	3
Firm B	\$25	8.7%	3
Firm C	\$28	21.74%	2.68
Firm A	\$30	30.43%	2.44
Staffing Level Example - Mid			
Firm	Example Submitted Rate	Percent Above Lowest Rate	Points Awarded (e.g. if 7 pts. available)
Firm C	\$69	--	7
Firm D	\$72	4.35%	7
Firm A	\$78	13.04%	6.81
Firm B	\$80	15.94%	6.62
Staffing Level Example - High			
Firm	Example Submitted Rate	Percent Above Lowest Rate	Points Awarded (e.g. if 5 pts. available)
Firm C	\$90	--	5

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Firm A	\$95	5.56%	5
Firm B	\$105	16.67%	4.7
Firm D	\$115	27.78%	4.2

The proposed blended hourly rate for each level of staffing on the Price Proposal will be used as the Unit Price rate through the life of the contract.

11. **Final Scoring and Selection:** The Department will select the Firm with the highest Final Score. The Final Score is comprised of the Technical score and Price Proposal score based on the following:

$$\text{Final Score} = (\text{Technical score} \times 0.85) + (\text{Price Proposal score} \times 0.15)$$

12. **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.
13. **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.

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

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PART THREE

Rev. 03/07/17

**Project Information & Evaluation Criteria
Public Involvement (PI) Solicitation**

Project Information	
Project Number	S-R199(229)
Project Name	West Davis Highway Public Involvement and Public Relations Services
PIN Number	11268
Requested Services	Public Involvement and Public Relations
Source of Funding	State
Contact Information	
UDOT Contract Administrator	Leslie Peterson UDOT Consultant Services Box 148490 4501 South 2700 West Salt Lake City, Utah 84129-5998 lpeterson@utah.gov (801) 965-4183
UDOT Project Management	Rex Harris Project Manager Utah Department of Transportation Region One

Consultant Selection Schedule

Date	Action
Tuesday, August 07, 2018	Posting of Solicitation on UDOT Consultant Services Project Advertisement website
Monday, August 13, 2018	Deadline to request a one-on-one discussion meeting
Wednesday, August 15, 2018	Appointments to discuss the project
Thursday, August 23, 2018	Proposals are due electronically by 11:00 AM.
Wednesday, August 29, 2018	Selection Team Short List Meeting
Monday, September 17, 2018	Consultant Selection Interviews
Monday, September 17, 2018	Consultant Selection
Monday, September 24, 2018	Pre-Negotiation Meeting with Selected Consultant

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Project Description

The project area extends from Parrish Lane in Centerville to potentially as far north as 4000 South in Hooper. Generally, the project entails:

- Construction of the West Davis Corridor, a new four-lane divided highway.
- Improvements to I-15 from approximately Parrish Lane in Centerville to 200 West in Farmington
- A new system interchange near Glovers Lane that accommodates future widening of I-15 and Legacy Parkway and additional UTA railroad tracks. This may require the realignment/relocation of I-15, Legacy Parkway, and the UPRR/UTA railroad tracks.
- Up to seven new local interchanges at
 - 2400 South in Kaysville
 - 200 North in Kaysville
 - 2700 West in Layton
 - 2000 West in Syracuse
 - Antelope Drive in Syracuse
 - SR-193 in West Point
- Several new signalized intersections at or near interchanges including the northern project terminus.
- New pedestrian crossing at Park Lane in Farmington over I-15.
- Modification to several city streets.
- Construction of additional structures at over and underpasses of West Davis Corridor with city streets.
- Approximately 20 miles of new trail with grade separated crossings and various connections.
- An approximately 1,100 acre wetlands and wildlife mitigation plan
- Potential relocation of high voltage power lines
- Potential relocation of 2 miles of a buried irrigation canal
- Various appurtenances to the corridor such as park and ride lots, drainage facilities, utilities, landscaping, and other necessary elements

Initial development of the design has been performed during the Environmental Impact Statement Process (EIS). The EIS and Record of Decision (ROD) are available at www.udot.utah.gov/westdavis. All project design files are available for download at: www.udot.utah.gov/westdavis.

Contract Goals

UDOT is seeking a Public Involvement/Relations Team that will represent UDOT in a professional manner by exhibiting its Emphasis Areas and Core Values to:

- Work as part of a unified project team.
- Communicate effectively with stakeholders.
- Partner with local jurisdictions.
- Maximize the value of the Resident Working Groups.

The successful PI-PR Consultant will play a key role in achieving each of these goals.

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Scope of Work

UDOT intends to design and construct the first phase of the West Davis Corridor from Farmington to Antelope Drive. This project is expected to begin construction in 2020, and open by the end of 2022. The scope of this contract is to provide Public Involvement and Public Relations services during the design and construction phases of the project.

The general scope of work for the PI-PR Consultant is to design and implement a comprehensive Public Involvement/Public Relations (PI/PR) Plan that:

- Supports the project goals
- Develops and presents clear project messages
- Fosters trust and a spirit of partnership with stakeholders and the general public
- Employs a variety of “best practice” tools to communicate effectively with a broad audience
- Effectively generates, tracks, and responds to all public concerns, questions, and feedback in a timely manner
- Outlines coordination efforts with the Region One Communications Manager (RCM)
- Coordinates and conducts neighborhood and one-on-one visits with residents and business owners along the corridor as needed
- Meets with and provides information to local jurisdictions as needed
- May assist with gathering property owner contact information and making first contact for Right of Way acquisition
- Working with the UDOT RCM, prepare project related information for the local media, and provide to the RCM to be distributed as needed
- Organizes and prepares materials for various meetings and the media
- Coordinates seamlessly with the construction management team
- Engages in various partnering and consensus building activities
- Provides accurate and timely information
- Provides project updates via email, the project website, and other useful means
- Creates project flyers, postcards, and other printed collateral as needed
- Provides advance notice for construction impacts
- Educates stakeholders and the general public on the project’s processes and progress
- Designs and maintains a project website and 24-hour hotline
- Maintains public involvement representatives on-call at all times
- Maintains “within one-hour” on-site availability
- Conducts and facilitates Resident Working Group meetings
- Arranges project-related special events
- Provides monthly project updates to the UDOT Project Manager and RCM
- Performs additional PI activities as necessary for a successful project
- Provides comprehensive, accurate, and well-organized documentation

The Consultant will provide a Public Involvement Manager (PIM), who is the primary general point of contact to UDOT and will oversee the activities of the PI/PR Plan. This individual will lead the PI team to ensure the PI/PR Plan is followed and modified as needed to better meet the needs of the construction process. The PIM must be available for the duration of the West Davis Corridor, Farmington to Antelope Drive Project.

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The Consultant PI team will be knowledgeable and have experience with major UDOT projects. Team members will need to be flexible and responsive to stakeholder concerns, and be able to effectively document and track all communications.

The Consultant will accomplish all work tasks listed above and will be responsible for preparing, presenting, and publishing the appropriate components of the PI/PR Plan. All materials prepared for the project will be considered the property of UDOT.

Additionally, the Consultant will present progress and findings to UDOT staff as needed throughout the project.

Consultants are encouraged in their statements of qualifications to focus on their processes to meet the project goals, rather than in-depth discussion of project issues or proposed solutions. UDOT strongly discourages Consultants from contacting project stakeholders during this RFP development process.

All documents pertaining to this project will be considered part of the permanent document control record.

1. **Contract Completion:** Approximately **66** months from Notice to Proceed.
2. **Required Percentage of Work for Prime Consultant:** The Consultant must perform work valued at not less than **35%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a Consultant performing the particular type of service requested in the outlined Scope of Work.
3. **Proposal Organization:**

Technical PDF

- Cover Page
- Project Team Qualifications
- Project Experience Table
- Consultant Proposed Staffing Plan
- Form BC (Business Confidentiality), if applicable

Price PDF

- Price Proposal

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.

% of Section Total	Project Team Section Criteria
60	Personnel: Identify your project team members (Key Personnel and sub-consultants) and their roles for the project. Discuss how their related skills and experience will benefit this project. Also, discuss their availability in consideration of their involvement on other projects.
40	Project Experience Table: Provide a one-page table of projects worked on by key team members during the last ten years. If projects were worked on or completed while in the employment of a previous employer, the table must indicate the firm under which the work was done. The table must include the following information: <ul style="list-style-type: none"> - Name and roles of Team member(s) - Year - Project Name - Project Location - Project Description - Services Performed - Lessons Learned that will add value to this project - Client - Reference Contact and Telephone Number
60	Maximum points available for this section of the Proposal (out of 100).

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

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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. **In addition to the information Listed in the example Consultant Proposed Staffing Plan, Consultants must add a column that includes the PI Staffing Level** (e.g. Low-Level, Mid-Level, High-Level) **for each employee as it relates to the Price Proposal**. 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. **Interviews:** The following project-specific topics may be discussed during consultant selection interviews:

- Social and Traditional Media
- Aesthetics
- Environmental Mitigation
- Noise Policy
- Right of Way
- Conflict Resolution
- Stakeholder Communication
- Resident Working Groups
- Consensus Building

8. **Price Proposal:** Refer to Part Two (Solicitation Method and Requirements) and Part Four (Public Involvement Price Proposal) for instructions and format requirements regarding the Price Proposal.
9. **Page Limits:** The Technical Proposal has a **Three (3) page maximum**. Pages exceeding the maximum limit will be removed from the Proposal prior to distribution to the Selection Team. **The Cover Page, Project Experience Table, Consultant Proposed Staffing Plan and Form BC (if applicable) do not count towards the page maximum.**

The Price Proposal has a **One (1) 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.

10. UDOT Reference Items:

- UDOT Consultant Public Involvement manuals and resources are available online from the UDOT website at <https://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:2777>.
- UDOT Consultant Services Manual of Instruction is available online at the UDOT website www.udot.utah.gov/go/CSManuals.
- UDOT Environmental Process Manual of Instruction is available online from the UDOT website at www.udot.utah.gov/go/Manuals.
- UDOT 2018 Strategic Direction & Performance Measures are available online from the UDOT website at www.udot.utah.gov/go/StrategicDirection.

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**PART FOUR
Public Involvement Price Proposal
Public Involvement (PI) Solicitation**

Rev. 05/08/18

Price Proposal – Cost will be evaluated independently from the Technical Proposal. The Price Proposal will consist of providing three separate blended hourly rates for specific PI Staffing Levels; each rate must include all labor costs for staff and sub-consultant staff (actual salary, fringe benefits, overhead and consultant profit) associated with each specific PI Staffing Level.

Direct costs will be reimbursed at actual cost with no mark up and should not be included in the blended hourly rate. Examples of direct costs are project hotlines, printing, room rental, announcements, and flyers. This is not an all-inclusive list of potential direct costs.

If this Public Involvement Price Proposal is sent to anyone other than Consultant Services staff, the consultant’s proposal will be considered non-responsive and will be disqualified.

Date:	
Consultant Firm:	
PIN No.:	
Project Location:	

PI Staffing Level Rate	Blended Hourly Rate	Available Price Proposal Points
Low-Level: (e.g. Administrative Support Staff, Entry Level PI Support)	\$	2
Mid-level: (e.g. PI Coordinators, Planners, Technical Expertise, Associates, etc.)	\$	8
High-level: (e.g. Project Lead, Senior Project Staff, etc.)	\$	5