

(Rev. 11/17/2016)

# **Consultant Services Solicitation**

**(Electronic Submission Required)**

Planning



Utah Division Of Aeronautics  
Utah Continuous Aviation System Plan (UCASP) and Economic Impact Study of  
Airports in Utah (EIS)

~~March 28, 2018~~ April 12, 2018  
Addendum 1

UTAH DEPARTMENT OF TRANSPORTATION  
Streamlined Request for Qualifications

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**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) and in accordance with the FAA Circular 150-5100-14E, 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. 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 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. 11/15/16

#### Solicitation Method and Requirements Standard Solicitation

1. **Solicitation:** This Solicitation follows the Standard 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 in the Proposal Instructions and Guidelines table below 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) and in accordance with the FAA Circular 150-5100-14E. 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 or cost related items which include, but are not limited to past, present or future costs or fees associated with Consultant contracts such as; direct salaries, wage rates, indirect cost rates, overhead rates and other direct costs are prohibited from being used in Proposals. Consultant fee or cost 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 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:cssog@utah.gov">cssog@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 which firms will be invited to attend interviews, based on the averaged scores from the Proposals. Final Proposal score results are the average of voting Selection Team members' scores.

The top four firms, based upon final Proposal scores, will be invited to attend interviews. The Selection Team will develop the format of the interviews and provide instructions on the interview format to each Consultant invited to participate. Project-specific topics will be provided to each team that is invited to participate in the interview process.

It is expected that the Proposer's personnel that attend the interviews are the individuals that will be performing the work.

3. **Selection Interviews:** The final selection will be based upon the interview scores. The highest scoring firm will be invited to negotiate a Contract with the Department.

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. **Scoring By Consent (SBC):** Interviews will be scored by consent. The SBC process is a scoring process that aids the Selection Team in developing final ranking through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Team Meeting. After the interviews are conducted, the Selection Team scores each segment and question by consent. 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  
Standard Solicitation**

<b>Project Information</b>	
Project Name	<b>Utah Division Of Aeronautics Utah Continuous Aviation System Plan (UCASP) and Economic Impact Study of Airports in Utah (EIS)</b>
PIN	<b>16713</b>
Project Number	<b>8291XCB2113</b>
Source of Funding	FAA and State
<b>Contact Information</b>	
UDOT Contract Administrator	Michael Butler UDOT Consultant Services Box 148490 4501 South 2700 West Salt Lake City, Utah 84129-5998 801-965-4419 michaelbutler@utah.gov
UDOT Project Management	Clint Harper Project Manager Utah Division of Aeronautics, Utah Department of Transportation

**Consultant Selection Schedule**

<b>Date</b>	<b>Action</b>
March 28, 2018	Posting of Solicitation on UDOT Consultant Services Project Advertisement website
April 5, 2018	Deadline to request a one-on-one discussion meeting
April 9, 2018	Appointments to discuss the project
April 24, 2018	Proposals are due electronically by 11:00 AM.
May 4th, 2018	Selection Team Meeting
May 15th, 2018	Consultant Selection Interviews
May 15th, 2018	Consultant Selection
May 21, 2018	Pre-Negotiation Meeting with Selected Consultant

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**Scope of Work**

**Funding Limitations**

This project will be funded via State and FAA funds that are contingent on standard requirements to secure a consultant and negotiate fees before a funding letter is signed. Once negotiations have been completed with the selected consultant, the State will provide the negotiated documentation to FAA for approval and funding.

**EIS Goals**

- Establish a baseline metric of the economic strengths and weaknesses of each airport
- Build an understanding of how smart investments in Utah's airport system creates economic value for people and communities across the state
- Create a foundation for a successful system plan

**UCASP Goals**

- Maximize the economic potential of Utah's airports and aviation system
- Facilitate an environment where aviation is sustainable, growing, and economically productive
- Create a balanced, sustainable, and integrated airport system that meets current and future demands
- Maximize ROI on state infrastructure expenditures for communities and the state

**Overview/Background**

The Utah Department of Transportation – Division of Aeronautics (Division) intends to develop a Utah Continuous Aviation System Plan (UCASP) and an Economic Impact Study of Airports in Utah (EIS). These studies provide current information to what are valuable resources to the Division, airports, government at all levels, and constituents of the Utah aviation system. It has been 10 years since the Division has updated the UCASP, and 13 years since updating the EIS. The intent of this effort is to update both documents so they compliment each other, and to establish a new baseline of data from both documents for the purposes of future performance monitoring and trend analysis.

The UCASP helps to identify and quantify the state system of airports as well as determine the development and investment needs of the system. Since the completion of the last system plan (2007), there have been changes to the airport role classifications, system-wide capital programming priorities, and Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and Division grant funding and eligibility. While this effort will utilize some information from the 2007 UCASP, it is the Division's intent to "start fresh" with this UCASP, with a comprehensive, bottom up evaluation of the existing system to create a decision making tool that is useful to many state partners for the purposes of economic development.

Since the completion of the last EIS (2004), there has been significant change in state and local economies with Utah leading national trends in economic growth. The Division is seeking to update its

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2004 EIS for Utah's system of airports in all rural and urban communities. This economic impact study has historically proven to be an excellent resource for decision makers at all levels of government. It will include stakeholder input from state and local economic development organizations, such as the Governor's Office of Economic Development (GOED), Economic Development Corporation Utah(EDCUtah), the State Office of Tourism, and regional Association of Governments.

Both the UCASP and the EIS will be accomplished in partnership with all economic and aviation stakeholders, and in accordance with current Federal regulations, policy, guidance, and Advisory Circulars (ACs), including AC 150/5070-7, The Airport System Planning Process and FAA Order 5100.38D, Airport Improvement Program (AIP) Handbook.

**General Scope for the 2018 Utah Economic Impact Study & Continuous Airport System Plan:**

The EIS/UCASP will evaluate the airport system's needs within the State of Utah. The Utah aviation system currently includes 46 public use airports, nine of which provide commercial service. The primary goal of the EIS/UCASP is to maximize the economic potential of each airport and to discover unique and innovative means of generating revenue both on and off airport property.

Airports are an essential component of the communities they serve. While offering an increasingly important and relevant mode of transportation, airports can greatly influence economic growth and development locally, regionally, and statewide. As technology and innovation evolves and shapes the overall transportation system (roads, rail, & transit), it is necessary to continually evaluate the role of the airport to update decision-making models to maximize economic development.

**Utah Airports EIS Specific Scope**

The Utah Airports EIS shall be completed using industry-accepted methodologies that are vetted and approved by the Division and Utah Economic Development stakeholders. Economic data shall be distinguished between: commercial aviation; GA business aviation; GA recreational aviation; military aviation; and unmanned aircraft systems (UAS).

Additionally, a more thorough explanation as to how the economic impact numbers in the study were derived is needed. One of the greatest challenges faced by the Division with the publication of past studies has been explaining, justifying, and at times, defending the data presented. Questions, and sometimes skepticism, often arise from inquisitive local government representatives, airport tenants/users and community members. While past studies have included an explanation of methodologies used, a more comprehensive explanation in "layman's" terms will be very beneficial and useful to the Division and its constituents.

**EIS Goals**

- Establish a baseline metric of the economic strengths and weaknesses of each airport
- Build an understanding of how smart investments in Utah's airport system creates economic value for people and communities across the state
- Create a foundation for a successful system plan

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**Work will include, but not be limited to the following:**

- Data Collection and Surveys
- Types of Economic Impact
  - On-Airport Direct
  - Visitor Spending (Indirect)
  - Airport Dependent
  - Spin-off (Induced)
- Measures of Economic Impact
  - Jobs
  - Wages
  - Economic Activity
    - Local
    - Regional
    - Statewide
  - State Tax Revenue from airport supported activities
  - “Return on Investment” from State and FAA spending
    - **The Division desires an analysis that shows, for each commercial service airport excluding Salt Lake International Airport, the return-on-investment for each commercial service route, and expected return-on-investment for an added route.**

**Deliverables that will tell the story of the economic impact of Utah’s airports:**

- Individual economic impact reports that detail industry market strengths and weaknesses shall be provided for:
  - individual airports (community and airport profile)
  - legislative districts (senate and house);
  - industry specific reports highlighting aviation system strengths and opportunities.
- Visualizations to include, but not limited to:
  - Economic Impact Heat Map for individual airports
  - IFR flight maps for individual airports showing origin-destination data to better understand market enhancers
- Dynamic Economic Impact & Modeling  
It is the desire of the Division to explore creation of a tool to dynamically model economic impacts. This tool would allow more regular updates to economic impact data as well as allow airports to calculate what economic impact certain projects/improvements would produce on-demand.
- Performance Monitoring/update capable  
The report will include a means to update pertinent information annually by UDOA staff.

**UCASP Specific Scope :**

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This system planning process shall not only satisfy FAA Advisory Circular (AC) 150/5070-7, but also State specific needs. The Division has identified several areas of specific interest to be included. Based on EIS data, the UCASP shall specify a decision-making model that is comparable to other state transportation decision-making models. The output of this model shall recommend projects for each airport that will increase economic activity strengths, shore up weaknesses, invite new development from missed opportunities, help meet local economic development goals, help meet state economic development goals, and include UAS and UAS Traffic Management (UTM) infrastructure projects. Tools shall utilize existing UDOT resources to the maximum extent possible (Decision Lens, Projectwise, etc...). It is expected that FAA 150/5070-7 will be thoroughly reviewed. The following scope communicates selected priorities within the Advisory Circular, but we aim to meet the FAA's system planning intent. Graphic visual aids are preferred over tables of data.

**UCASP Goals**

- Maximize the economic potential of Utah's airports and aviation system
- Facilitate an environment where aviation is sustainable, growing, and economically productive
- Create a balanced, sustainable, and integrated airport system that meets current and future demands
- Maximize ROI on state infrastructure expenditures for communities and the state

**Work will include, but is not limited to:**

- **Establish Study Design and Goals**

Identify the necessary data, analysis methodologies, organizational arrangements, major airport problems to be resolved, specific objectives, necessary stakeholders, output framework, and project schedule. This will include review and update of the long-term vision for Utah's aviation system and be a highly collaborative process.

- **Explore Aviation Issues & Identify System Needs**

This study shall provide for an exploration of issues that impact the state aviation system as well as the needs of the system. The final product of this task should result in the identification, preservation, and enhancement of the state aviation system to meet current and future demand resulting in the establishment of a viable, balanced and integrated system of airports. This task will include specific areas of concern to the Utah aviation system that may require a more in depth analysis including but not limited to the following areas:

- |  |   |
|--|---|
| 1. Sustainability Analysis             | 8. Disruptive Technologies                              |
| 2. Community/Regional Market Analysis  | (alternative fuels & electric power)                    |
| 3. Tourism Support                     | 9. Airports and Evolving Air Traffic Control Technology |
| 4. Land Uses on and near Airports      | 10. UAS Integration                                     |
| 5. Part 77 Obstructions                | 11. Emerging VTOL Technology                            |
| 6. Airport Accessibility /Connectivity | 12. Disaster Recovery Preparedness                      |
| 7. Integrated Planning Needs           | 13. Workforce Development                               |
|  | 14. Airport Approaches                                  |

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15. Inventory of Airport Minimum  
Standards

- **Inventory of System Condition and Performance**

The inventory of airport specific data form the backbone for the system plan update. It is essential that a thorough understanding is achieved of individual airport characteristics, such as: existing facilities, aviation activities, environmental issues, socioeconomic context, financial context, weather issues, airspace context, and surface transportation and land use integration context. This data will identify an airport's specific role within the region and statewide system. This information should support a system analysis to identify system performance benchmarks across regions and systemwide. While data is available from the FAA, State, and individual airport documentation, extra effort and vigilance may be necessary to collect all pertinent data for a successful analysis.

- **System Goals and Performance Measures**

Establishing system & economic goals and performance measures will be a collaborative process with pre-determined stakeholders. A successful system will not only meet established State and user goals, but also goals of local impacted communities. Goals may be categorized into appropriate contexts (tourism, business aviation, etc...). Established performance measures will reflect established goals and ensure the plan is meeting user, community, regional, and state needs. There is an emphasis on 'return on investment' and economic development. It is the intent that the Division will provide an annual report to monitor the implementation success of the plan.

- **Forecast of Aviation Activity & System Demand**

To maintain and develop an airport system that is responsive to user demand, it is important to have a general understanding of where future growth in demand for the system can most likely be anticipated. It is also important to have estimates of future demand quantified so that impacts on future facilities can adequately be determined. Forecasting will be done to justify proposed airport development in terms of aviation activity levels, project timing, socioeconomic context, demographics, community goals, local market analysis, aviation technology trends, and estimated economic return on investment. Build/no-build 'return on investment' scenarios are ideal. This forecast will provide state, regional, and FAA planners with a forecast to reference when reviewing individual airport master plan reports. Forecasting the air service and aviation demand/activity is essential for determining system-wide needs using FAA design criteria. FAA approval of the forecast will be required.

- **System Requirements**

An analysis of how well system airports comply with FAA standards is needed. This analysis should encompass: dimensional standards, capacity analysis for airports falling within an MPO's jurisdiction, and airport development potential, to include the potential at underutilized airports within a region that may fulfill unmet demand versus new infrastructure investments at another

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facility. Careful consideration of future local and regional aviation activity and current conditions is expected.

- **Review of Environmental Considerations**

Air quality and other environmental conditions are of great importance in Utah. Development impacting residential development, State and Federal Parks, wildlife preserves, and air quality nonattainment areas can be of particular concern in Utah. These issues should be explored prior to making recommendations to ensure potential problems can be mitigated or offset (if appropriate). Technological advances may mitigate or compound environmental impacts and the system plan is a good means of keeping stakeholders and the public informed of such potential issues and possible alternatives.

- **Analysis of system alternatives**

This task will document how best to enhance, expand, and maintain the state aviation system to meet its stated vision and goals. As part of this task, projects needed to meet facility/service objectives for airports in each of the functional/role groupings will be finalized.

Facility requirements determination will include analysis of the suitability, possibilities for expansion, and safety deficiencies of existing airports; the general location and need for land bank programs, transfer of operations to another facility, or new airports; and the compatibility of airports with surface access plans, land use, and community planning. This analysis will include a reasonable number of alternative airport systems, including feasibility and sensitivity analysis, contingency plans and the evaluation of safety, efficiency, environmental impacts, energy considerations, cost, and return on investment. No-build (do nothing) scenarios will be included for context and baseline analysis. Multiple paths should be highlighted with benefits and detriments explained.

- **Identification of System of Airports - Review Existing NPIAS Airport Roles/Classes**

Review airport classification system and update as needed and appropriate, including consideration of FAA primary airports and the general aviation airport ASSET 1 & 2 classifications. Considerations will include metropolitan, regional, and rural economies. Airports that are not included in the FAA's National Plan of Integrated Airports System (NPIAS) will be included as a separate non-federal task identified in the non-federal section at the end of the system plan general scope.

- **Review of Intermodal Integration and Airport Access**

The Division is seeking to work closely with local communities, regional, state, and federal planning agencies to ensure transportation and land use decisions maximize accessibility and economic development on and off the airport. This will require a context analysis and community profile of communities that each airport serves to aid leaders in making informed and holistic decisions. This information should be provided in the Utah Airports Economic Impact Study. In addition to complimenting community plans, the Airport System plan should compliment UDOT Long Range Transportation Plan, Freight Plan, Rail Plan, Transit Plans, and economic development strategies. Recent legislation in Utah mandates that transportation plans and prioritization models take into consideration transportation and land use linkages, such as: "projected major centers of economic activity, population growth, and job centers",

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mobility and access, congestion reduction, economic development and job creation, asset management, sustainability, return on investment, and air quality, in addition to existing required consideration of maintenance, operations, and safety.

**Senate Bill 136 from the 2018 Utah General Legislative Session should be consulted for a deeper understanding of how airport-community integration can be improved in the future, particularly lines 5167-5197 and 5388-5406.**

- **Public Consultation**

Public engagement is a critical part of any planning process. As a part of the system plan, the public should provide a means for the public to participate and to have input on potential decisions that may impact quality of life. The public consultation process should inform the plan alternatives and outcomes, as well as provide a means to educate the public and stakeholders on the role and impact of aviation in their communities. The System Plan should include a summary of dates, parties involved, significant points of discussion, action items, and items of interest that should be monitored by the Division.

- **Development Priorities and Justification**

The System Plan needs to culminate in a list of justified development needs that are translated into costs and schedules, based on a prioritization model and likely financial sources. Priority outcomes will enable the facilitation of the FAA's grant funds through the ACIP. Where appropriate, development needs should be coordinated with local planning organizations, such as MPOs or AOGs. Plans need to complement one another to the maximum extent possible and appropriate. Project phasing within the system should be organized into 5-, 10-, and 20-year planning horizons. The prioritization model should be designed in a way that it can be cross-utilized on a recurring basis for short term airport capital improvement programming to ensure prioritization stays up to date.

- **Policy Investigation Recommendations**

It is desired that this System Plan include recommendations on state, regional, or local policy changes to address the needs of the aviation system. An emphasis on the airport's role in economic development is a priority. This may include policies related to land uses and development around airports, access corridors, economic development strategies, and "inside the fence" policies. Recommendations for follow-on studies or the need for types of technical assistance that the Division can provide is welcome.

- **Recommended NPIAS Changes**

The economic development context within the state may justify NPIAS additions. This System Plan should provide recommendations and justification for such an action, if determined appropriate.

**Non-Federal Tasks for the 2018 Utah Aviation System Plan**

Because the UCASP is funded in part by Federal funds, certain tasks are not eligible for Federal funding. The Division intends to identify and quantify any work associated with these tasks as separate schedules of work to be funded solely by the Division.

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- **Review of Non-NPIAS airport Roles/Classes**

The Division has historically identified several Non-NPIAS airports throughout Utah as essential to the Utah aviation system, and the communities they serve. The Division has made significant investment in many of these airports. As part of this planning process the Division intends to review the roles and classes of Non-NPIAS airports, to the extent necessary, to determine their role in the state system of airports and to guide any necessary investments needed.

- **Impact of Closed Airports**

The division would like to review the impact of closed airports that may offer economic benefits with current state development initiatives.

- **Data Management, Decision-Making, Evaluation, and Reporting**

It is the desire of the Division to identify and incorporate airport data and system information for tracking and update in the Division's existing and available software options.

- **Include Real Life Stories**

The Division intends to develop several stories to provide real-world examples of the positive impact that aviation and airports in Utah have on the lives of Utahns. These stories will be included in the final reports and should provide context to positive aviation impacts in Utah.

**Deliverables that will tell the story of Utah's Airport System Plan may include, but are not limited to:**

- Small/rural airport best practices
- Land use best practices for small/rural airports
- Land use best practices for urban/larger airports
- Airport level of integration into other transportation systems
- Unrealized potential - If the airports near communities were to be improved would it encourage development in the neighboring community??
- Analysis of UAV potential impacts
- Graphs that show trade-off analysis of build/no-build scenarios
- A list of local community business/organizations that could serve as an Externally Based Operators (EBO)

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1. **Contract Completion:** Approximately **24** months from Notice to Proceed.
2. **Required Percentage of Work for Prime Consultant:** The Consultant must perform work valued at not less than 60 % 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. **Conflict of Interest:** Utah Government Entities including institutions of higher learning.
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:

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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 Selection Criteria
15	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).
35	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.
50	Provide a table of projects <b>completed</b> by team members during the last ten 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 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>
<b>40</b>	<b>Maximum points available for this section of the Proposal (out of 100).</b>

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**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) Selection 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	Describe your project team firms' internal cost control procedures.
40	Discuss the logistics relating to how / where the project team firms' will provide the services requested and coordinate with key stakeholders across the State.
<b>25</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 approaches are proposed, and what provisions are identified for dealing with potential risks. The Selection Team will score Proposals based upon the following criteria:

% of Section Total	Approach to the Project Selection Criteria
10	Describe the course of action proposed to meet the Contract Goals and Scope of Work. Be realistic, clear and concise.
10	Provide a schedule of key project milestones and discuss the rationale behind this schedule.
25	Discuss your project team firms' collaboration efforts and how you plan to work together as a team and with the key stakeholders for a successful project.
10	Identify risks, challenges, conflicts and potential mitigation.
25	Explain how a final product can be valuable and usable to the key stakeholders, and describe how you will develop such a product.
20	Demonstrate your knowledge of information necessary to inform the product development.
<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.**

- 6. 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.

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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.

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. **Six (6) 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. There is a maximum of **one (1)** 11" x 17" page allowed as part of the page maximum.

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. **Reference Items:**

**UDOT**

<https://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:33>,  
<https://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:33,72787>  
<https://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:190>,

**UAOA**

<http://www.uaoa.org/pdf/State%20DOA%20Airport%20Directory%202012192016.pdf>

**GOED**

<http://business.utah.gov/why-come-to-utah/about-goed/>

**EDCUtah**

<http://edcutah.org/about-us>

**Office of Tourism**

<https://travel.utah.gov/about/about-us>

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**Utah AOGs**

<http://business.utah.gov/partners/associations/utah-associations-of-governments-economic-development-summary/>

**Kem C. Gardner Policy Institute**

<http://gardner.utah.edu/economics/impact-studies/>

<http://gardner.utah.edu/economics/utah-travel-tourism/>

<http://ucdp.utah.edu/>

**WFRC**

<http://wfrf.org/vision-plans/wasatch-choice-2050/goals/>

**MAG**

<https://www.mountainland.org/economic-development>

<https://www.mountainland.org/transportation>

**CMPO**

<http://cachempo.org/wordpress/>

**DMPO**

<https://dixiempo.wordpress.com/about/mission-statement/>

**Envision Utah**

<http://www.envisionutah.org/about/mission-history>

<http://www.envisionutah.org/tools/economic-development>

<http://www.envisionutah.org/wasatch-choice-toolbox/tool-implementing-centers>

<http://www.envisionutah.org/tools>

**Senate Bill 136**

<https://le.utah.gov/~2018/bills/static/SB0136.html>