

(Rev. 9/120/11)

Request for Letter of Interest

(Electronic Submittal Required)

Feasibility Study

for

Project No. F-R499(129)
Northern Washington Parkway

September 12, 2011

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SUMMARY SHEET

Please direct all questions regarding Utah Department of Transportation's (UDOT) Request for Letter of Interest (RLOI) and the selection process to the Contract Administrator and all questions concerning the project to the UDOT Project Manager or the Local Government contact.

1. Project Number: F-R499(129)
2. Location: Northern Washington Parkway
3. ePM PIN No.: 9866
4. Requested Services: Feasibility Study
5. Source(s) of Funding: Federal, State, Local
6. UDOT Project Administrator: Raeleen Sanchez
Contract Administrator
Utah Department of Transportation
Consultant Services
Box 148490
4501 South 2700 West
Salt Lake City, Utah 84129-5998
801/965-4183
raeleen@utah.gov
7. Dixie Metropolitan Planning Organization Project Management: Myron Lee
Director
Dixie MPO
PO Box 1550
St George, Utah
435/673-3548 X 124
mlee@fivecounty.utah.gov
8. UDOT Project Management: Daryl Friant
Project Manager
Utah Department of Transportation
Region Four
210 West 800 South
Richfield, Utah
435/979-4547
dfriant@utah.gov
9. Letter of Interest (LOI) Due Date: **Tuesday, September 20, 2011**

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Submit one electronic PDF file of the LOI (unless directed otherwise in Appendix A) to Raeleen Sanchez by email at raeleen@utah.gov prior to **11:00 AM on Tuesday, September 20, 2011**. You will receive an e-mail acknowledgment of receipt.

LOI's will not be accepted after the 11:00 AM deadline.

The Letter of Interest has a maximum page-limit of **TWO** pages. If there are any changes affecting the Request for Letter of Interest, notice will be sent out via an e-mail through the Consultant Services update service.

10. Cost Discussion: This is a Qualifications Based Selection (QBS) process. Cost is **NOT** a factor in the selection ranking of a consultant to provide services. **DO NOT** include any reference to costs in the LOI. Any LOI submitted with ANY discussion of cost (other than cost control measures) **WILL BE DISQUALIFIED**.

11. Notice to Proceed: To be issued by Consultant Services after contract execution.

12. Project Completion Date: Approximately **six (6)** months from Notice to Proceed.

Consultant Selection Schedule

Date	Day	Action
Monday	9/13/11	Posting of the Request for Letter of Interest on UDOT Consultant Services Project Advertisement website and subscriber email
Tuesday	9/20/11	Letter of Interest is due electronically by 11:00 AM
Tuesday	9/27/11	Shortlist for Oral Interviews
Thursday	10/6/11	UDOT Consultant Selection Interviews
Friday	10/7/11	Consultant Selection
Tuesday	10/11/11	Mandatory Pre-Negotiation Meeting with Selected Consultant

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Project Dates:

Consultants are required to meet the dates set for the oral interviews and negotiation meeting. Consultants are also advised to meet the information submittal dates outlined in the summary sheet. Failure to meet these dates will be considered non-responsive.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **30%** 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 contained in this Request for Letter of Interest.

Required Completion and Acceptance Criteria:

Progress payments will be made for work in progress. Final invoice payment, shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by the Utah Department of Transportation as accurate and complete.

Applicable Federal and State Regulations:

The Consultant shall conform to all applicable state and federal regulations.

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.

Authorization to Begin Work:

Notice to proceed will be given by Consultant Services as soon as the contract is approved and signed by all parties and returned to Consultant Services.

Required Key Personnel Qualification:

The Selection Team will review the project team proposed in the LOI. Please identify the appropriate staff for your project team on **Appendix B**. The Consultant is responsible to ensure all personnel proposed under this RLOI are qualified through training, experience, and appropriate certification, for the tasks assigned and have a working knowledge of UDOT standard practices.

The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* and attached as **Appendix B** to this RLOI. The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included with the LOI, but will not count as one of the allowed pages.**

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

- If a firm lists a former UDOT employee on the LOI who officially left UDOT employment prior to the date of submittal of the LOI, the firm will not be disqualified.

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- If the firm lists someone who has not yet left UDOT employment, even if the employee plans to retire or quit soon, the firm will be disqualified.
- In addition, if a firm lists a UDOT employee who was involved in the development of the RLOI for this project, whether they are a current employee of UDOT or not, the firm will be disqualified.
- These requirements apply to prime and sub-consultants.

Required Availability of Key Personnel:

The Consultant is agreeing to make the personnel available to complete work on contracts at whatever level the project requires when listed on Appendix B *Proposed Key Personnel to Be Used on UDOT Project Form*.

Conditions of Letter of Interest:

All costs related to the preparation of the Letter of Interest and any related activities such as interviews are the sole responsibility of the Consultant. The Department assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Disposition of Letters of Interest:

LOI's and their content become the property of UDOT, are treated as protected documents, and are disposed of according to Department policies, including the right to reject all LOI's. The LOI of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. LOI's of Consultants who are not awarded contracts shall not be open to public inspection and will be destroyed once the contract is executed with another consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Consultant Services Manager shall examine the request in the LOI to determine its validity prior to award of the contract. If the parties do not agree as to the disclosure of data in the contract, the Consultant Services Manager shall inform the Consultant in writing what portion of the LOI will be disclosed and that, unless the Consultant withdraws the LOI, it will be disclosed. If the Consultant withdraws their LOI, the Consultant will not be awarded the contract.

Ownership of Documents:

All tracings, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Consultant as a result of working on this contract, shall be delivered to and become the property of the Department.

Financial Screening:

The Department requires that Consultants be Financially Screened prior to performing work for UDOT. **If a Consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant will be disqualified unless the delay is due to problems or delays by UDOT.**

The time it takes a Consultant to complete the Financial Screening process varies and therefore the Department encourages Consultants to submit their *Financial Screening Application* as soon as possible.

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Consultants may obtain the *Financial Screening Application* from the UDOT Web site at www.udot.utah.gov/go/csforms. 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.

Pre-award Audit:

In the event that a proposing consultant has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's LOI. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

Insurance Certificates:

The Consultant is required to provide UDOT with Certificates of Insurance meeting the current guidelines. Current insurance requirements can be found at www.udot.utah.gov/go/csmanuals.

Health Reform – Health Insurance Coverage in State Contracts Requirements:

As required by UCA 72-6-107.5, effective July 1, 2009, UDOT will not enter into a contract of \$1,500,000 or more with a prime Consultant or \$750,000 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 LOI non-responsive and UDOT moving on to negotiate with the new first-ranked responsive firm.

Subscription to the UDOT Consultant Services Update Service:

The Department recommends Consultants interested in proposing a Letter of Interest subscribe to the UDOT Consultant Services Update Service on the UDOT Web site www.udot.utah.gov/go/subscriptionlist.

If there are any changes affecting the Request for Letter of Interest, notice will be sent out via an e-mail through the update service.

Consultant and/or Corporate Logos or Branding:

Consultant and/or corporate logos or branding identification may no longer be displayed in **public** documents or products produced for UDOT beginning July 1, 2005. It is UDOT's intent that consultants should place identifying information, in text format, in appropriate places in documents. This requirement does not apply to Letters of Interest. For specific questions or further guidance, please contact Gaye Hettrick, Consultant Services Manager, 801/965-4639 or ghettrick@utah.gov.

Consultants and/or corporations are specifically restricted from placing logos or branding on the following items:

- Plan Sheets or Title Blocks
- Environmental Documents
- Standard UDOT Forms

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- Project Websites
- Cover Pages
- Headers/Footers; and
- Information and Display Boards for Public Meetings

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Appendix A

Guidelines for Preparing the Letter of Interest

INTRODUCTION:

The LOI selection process is one of three project specific Consultant selection processes for UDOT, to be used in the selection of Consultants for engineering services on a project. Submitting a LOI is the beginning of this selection process and is used as the basis for short-listing Consultants. Consultant interviews are necessary prior to selection; a minimum of at least two Consultants will be short-listed and invited to an interview by the Department. Short-listing Criteria determined prior to advertisement of the RLOI and will be shared with proposing consultants as part of UDOT's normal debriefing process. Ranking is determined solely by the information presented during the Consultant interviews.

In order for Consultants to be short-listed, an understanding of the specific project and a strong project team must be presented in the LOI submitted in response to this RLOI.

ELECTRONIC SUBMITTAL:

The Department's goal is to migrate to electronic processes wherever possible. Consultant Services requires all Letters of Interest be submitted solely by electronic means.

LETTER OF INTEREST:

The Letter should be addressed to:

Ms Raeleen Sanchez
Contract Administrator
UDOT Consultant Services
4501 South 2700 West
Salt Lake City, UT 84119-5998
raeleen@utah.gov

In **two pages**, include the following information:

- Express your interest in the project
- State qualifications to do the work
- Identify the Consultant Project Manager and other key team members
- Recount any information on the project team or yourself that may be useful or informative to the Department
- Include the mailing and e-mail addresses and the phone number of the primary contact person for this consultant selection process in the Letter of Interest.
- Do not include a cover page

The LOI is expected to consist of the following in one PDF:

- Letter of Interest (two pages)
- *Project Experience Chart* (one page)
- Appendix B (no page limit)

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LOI's exceeding the above pages and format or consisting of more than one PDF will be considered non-responsive and will not be reviewed by the Selection Team and therefore will not be short-listed for Consultant Selection Interviews.

REQUIREMENTS FOR EXPERIENCE TABLE AND REFERENCES:

Provide a **one page** spreadsheet list of projects **completed** during the last five years by key team members. If projects were completed while in the employment of a previous employer, the table must indicate the firm under which the work was completed. The table must provide a description of the services completed by the employee. Spreadsheet information must include the following (see sample *Related Experience* spreadsheet form available on the UDOT Web site www.udot.utah.gov/go/csforms under *Project Organization Chart and Related Experience Charts*).

- Name of Key Team Member(s)
- Key Team Member's firm (or former firm)
- Year
- Type of Project
- Project Name
- Project Location
- Project Description
- Construction Estimate Cost - \$Million
- Services Performed / Key Team Member's Project Role
- Client
- Client Reference Contact and Telephone Number

Note: The completed table must be included in the LOI, but will not count as one of the allowed pages. Using this page for additional information for the LOI will result in disqualification by Consultant Services and the Department Selection Team will not consider the LOI in the selection process. Exceeding the page limit will result in disqualification.

REQUIREMENTS FOR PROPOSED KEY PERSONNEL:

The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this RLOI). Appendix B must state the certification and education levels of the required individuals proposed for use on this project and called out in this RLOI. **The completed form must be included in the LOI, but will not count as one of the allowed pages.**

The Consultant is agreeing to make the personnel available to complete work on contracts at whatever level the project requires when personnel are listed on Appendix B *Proposed Key Personnel to Be Used on UDOT Project Form*.

UDOT SELECTION TEAM:

The Selection Team members will receive copies of each responsive LOI submitted. The Selection Team prepares short-listing criteria prior to the RLOI advertisement and will compare LOI's to the criteria in their individual review of the LOI's. Through consent as a Team they will short-list a minimum of at least two firms. Those Consultants making the

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short-list will be invited to participate in Consultant selection interviews and will be given further instructions.

Consultant selection notification after Consultant selection interviews will consist of the short-list criteria, strengths and weaknesses identified by the Selection Team in their LOI and the strengths identified in the highest-ranked firm's LOI. This debriefing information is distributed by UDOT to assist firms in improving their ability to be short-listed in future RLOI advertisements. See "Selection Interviews" below for topics regarding the short-listing criteria.

SHORTLISTING FOR INTERVIEWS:

The Department will "short-list" a minimum of two project teams for interviews. The Selection Team will meet to determine which firms will interview by the "Consent" of the Selection Team. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process.

"SELECTING BY CONSENT" PROCESS:

The interviews will be performed using "Selecting by Consent" (SBC) process developed by the Consultant Selection Interview Process Quality Improvement Team officially implemented August 12, 2004.

The SBC process is a scoring process that aids the Selection Team in developing the final ranking of consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Team Preparation/Scoping 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. The final selection ranking of consultants is based on the final scores developed by the Selection Team using the *Interview Scores* spreadsheet.

SELECTION INTERVIEWS:

The following project-specific topics will be some of the issues discussed:

- Approach to the Project
- Project Team
- Relationships
- Experience
- Conflict of Interest
- NEPA / Resource Management Plan Processes

Selection of a consultant will be finalized through response to this RLOI and oral interviews.

The Department reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right to not proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described herein.

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SUMMARY:

The LOI should be clear, concise, and it should provide the Department's Selection Team Members with an understanding of the Consultant's and Sub-consultants' ability to undertake and complete the proposed project in a thorough and timely manner.

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Appendix B

Proposed Key Personnel to Be Used On UDOT Project

Name	Firm Name	Title <i>(Within firm and/or proposed on project)</i>	Certification Category/Level	Utah License/ Certification No.	Other State License/ Certification No.	Education Level

- Include all key personnel who are proposed to work on UDOT project including sub-consultants. Add additional pages if needed.
- If a Consultant has a change in key personnel during a project, they are required to submit the proposed change in writing within 10 working days to the UDOT Project Manager (and Local Government, if applicable) for approval. If the Project Manager (PM) approves, the PM will forward the change and their approval to UDOT Consultant Services and the Comptroller's Office within 10 working days. If the PM does not approve, they may request a revision of the proposal, score the Consultant lower on the Consultant Project Evaluation, or terminate the contract.
- The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website www.udot.utah.gov/go/csforms.

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Appendix C

SCOPE OF WORK

The Dixie Metropolitan Planning Organization is considering various options to address growing traffic capacity needs in the urbanized and urbanizing areas in Utah's Washington County, and specifically to provide a northern corridor around the City of St. George. Traffic volumes across the north side of the City are projected to exceed the capacity of the Red Hills Parkway. This Request for Letters of Intent (RLOI) is to research issues and potential solutions that may be encountered in the designation of a transportation corridor through the Red Cliffs Desert Reserve. This study is intended to help determine potential biological issues and mitigation needs for potential transportation corridors within the Red Cliffs Desert Reserve.

Components of this study are to include:

1. Prepare a biologically credible and defensible status assessment for the desert tortoise in the Red Cliffs Desert Preserve. Based on existing data, document the distribution and abundance of the desert tortoise; assess habitat suitability; assess habitat stability; and evaluate the degree of threat to the tortoise population.
2. Review current practices and documented effectiveness of methods used by the US Fish and Wildlife Service throughout the western United States to mitigate impacts to the Mojave Desert Tortoise.
3. Compile minimum road requirements and standards to meet the transportation needs as defined in the Northern Washington Parkway Cost/Benefit Analysis based on Dixie MPO Travel Demand Model data found at <http://dixiempo.wordpress.com/plans-reports-studies/>.
4. Compile a range of conceptual roadway alignments and costs based on the Northern Washington Parkway Cost/Benefit Analysis. Provide a preliminary assessment of potential impacts to desert tortoise.
5. Develop a mitigation framework that would reduce potential impacts to the tortoise population within the Red Cliffs Desert Reserve based on documented effective methods and including a definition of "best habitat" conditions and how those conditions could potentially be protected or improved within the Reserve. Develop cost estimates for implementation of mitigation.
6. Document Findings.

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Appendix D

QC/QA Plan Requirements

- The Consultant will prepare, distribute, and implement the Quality Control/Quality Assurance Plan for the project. The Department has adopted new QC/QA standards and the consultant must meet or exceed these requirements. The Standard may be found on the UDOT Web site www.udot.utah.gov/go/qcqa
- Document Control: All documents will be maintained in both an electronic and hard copy form. Each document will have a uniquely specific location in both electronic and hard copy formats.

Department Furnished Items

- UDOT Construction Manual of Instruction (available online at the UDOT Web site www.udot.utah.gov/go/manuals).
- UDOT Consultant Services Manual of Instruction (available on-line at the UDOT Web site www.udot.utah.gov/go/csmanuals).
- UDOT Environmental Process Manual of Instruction (available on-line from the UDOT web site at www.udot.utah.gov/go/manuals).
- UDOT Reference Material (available on-line from the UDOT Web site at www.udot.utah.gov/go/standardsreferences).
- UDOT Roadway Design Manual of Instruction (available on-line from the UDOT web site at www.udot.utah.gov/go/manuals).
- UDOT Standards (available on-line from the UDOT Web site at www.udot.utah.gov/go/2008standards).
- UDOT 2011 Strategic Direction & Performance Measures (available on-line from the UDOT web site at www.udot.utah.gov/go/stategicdirection).