

# UDOT Consultant Services

## Local Government Engineer of Record Guidelines

The UDOT Engineer of Record (EOR) Selection Process provides for a Local Government (LG) to establish a relationship with one or more engineering firms to provide professional services for federal-aid transportation projects through an Engineer of Record Request for Qualifications (EOR RFQ).

The LG is not required to utilize the selected firm for all projects in which they receive federal-aid. The LG may select any firm fitting their project needs through other UDOT selection methods; the Local Government Engineering Pool, Standard RFQ, Streamlined RFQ or Request for Letter of Interest.

The LG may select an EOR for municipally funded projects through any selection process established through the LG's procurement policies.

## EOR Selection Information

- UDOT will facilitate the EOR Selection process as an EOR RFQ through Consultant Services.
- LG will work with a UDOT project manager throughout the EOR Selection Process.
- The EOR Selection Team will consist of technical experts from UDOT and an LG representative(s).
- EOR disciplines are Bridge Design, Environmental Engineering, Construction Engineering Management and Preliminary Engineering Services.
- Environmental Assessments (EA) and Environmental Impact Statements (EIS) documents must be advertised through a project-specific RFQ and may not be completed as an EOR transaction.
- If the LG elects to advertise for one firm, the first ranked firm may not be selected for all disciplines if they cannot demonstrate qualification for one or more disciplines in the selection process.
- Contracts may be issued during the following project phases; environmental, preliminary engineering and construction.
- EOR contracts will meet the same criteria as LG Pool contracts, and have a contract cap of \$600,000. Contracts that are expected to exceed this cap will require advertisement as a project-specific RFQ.
- The LG is advised additional time will be required to negotiate, write and execute contracts and to prepare and execute Federal-Aid Agreements for federal-aid projects, after EOR Selection has been completed.

## EOR RFQ Advertising Criteria

- RFQ will be posted on the UDOT website, and may be posted on an LG website or published in newspapers, as requested by the LG.
- The LG may elect to select one or more firms to provide services as EOR (limit of one firm per discipline).
- The LG may elect to establish their EOR relationship for a period from 1 year to 5 years.

## EOR RFQ Process

- The Selection Process takes a minimum of six weeks. Additional time will be required for the LG to adopt a resolution establishing the EOR relationship with the LG.

- The following is an example of an RFQ schedule:

<b><i>Event</i></b>	<b><i>Duration</i></b>	<b><i>Time</i></b>
● Scoping Meeting	1 day	2-3 hours
● Review Draft RFQ	3-5 days	-
● Post RFQ	3 weeks	-
● Selection Team Meeting	1 week	2-3 hours
● Potential Interviews	1 week	1 full day
● Selection	1 day	-
● Adoption of LG Resolution	1 day to several weeks	-

Please direct questions or concerns to Rae Sanchez, UDOT Consultant Services Contract Administrator at 801/965-4183 or [raeleen@utah.gov](mailto:raeleen@utah.gov).