

UTAH DEPARTMENT OF TRANSPORTATION



REQUEST FOR QUALIFICATIONS
(Electronic Submittal Required)

**UDOT
RIGHT OF WAY SERVICES
AND
LOCAL GOVERNMENT POOL
(POOL)**

The Pool is for small and simple
right-of-way services contracts
under \$600,000 (cradle to grave).

**POOL PERIOD
JULY 1, 2015 - JUNE 30, 2018**

Revised February 2, 2017

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POOL RFQ REQUIREMENTS SUMMARY

Introduction

The Utah Department of Transportation (UDOT) utilizes a variety of avenues to select Right of Way (ROW) Consultants for acquisition and acquisition related service contracts. Once the decision is made to utilize a Consultant, the UDOT ROW, in coordination with UDOT Consultant Services, determines the procurement method. This decision is based on the nature of the project and related factors such as anticipated costs, land values, and complexity. The most commonly used and simplest selection method is selecting a consultant from the Right of Way Services and Local Government Pool.

Right of Way Services and Local Government Pool

The Right of Way Services and Local Government Pool (Pool) is a pool of prequalified individuals and consultants in various work disciplines. This selection process may be used by UDOT to select consultants for small and non-complex right of way service contracts under \$600,000 from start to completion. This RFQ will establish the pool of qualified consultants in the various work disciplines.

Pool – Direct-Select

UDOT ROW and Local Government Project Managers may direct select from the qualified list of consultants in the Pool for contracts up to the small purchase cap of \$150,000. In anticipation of potential modifications, \$120,000 is the maximum contract amount at the request stage of the contracting process for direct-select contracts based on the ROW Estimate. If UDOT ROW and/or Local Government Project Managers anticipate the contract amount will exceed the contract cap of \$150,000, a Request for Pool Letter of Qualifications (RPLOQ) selection method must be used.

Pool – RPLOQ

For contracts exceeding the limit of a Pool Direct-Select and less than \$600,000, UDOT ROW and the Local Government Project Managers will follow the RPLOQ process. For this selection method, cost will be included as one of the selection criteria. In anticipation of potential modifications, \$450,000 is the maximum contract amount at the request stage of the contracting process for RPLOQ Contracts based on the ROW Estimate. If UDOT ROW and/or Local Government Project Managers anticipate the contract amount will exceed the \$600,000 contract cap, a project-specific request for proposal selection method must be used.

The RPLOQ process work flow is currently being developed. When development is complete, the *RPLOQ Consultant Selection Process* may be downloaded from the Consultant Services Forms website, www.udot.utah.gov/go/csforms.

Contract Caps

Recommended Consultant Selection Method	Independent Cost Estimate (ICE) Amount
Pool – Direct Select	\$0 - \$120,000 (\$150,000 contract cap)
Pool – RPLOQ	\$120,000 - \$450,000 (\$600,000 contract cap)
Project-specific Request for Proposal (not part of this pool)	Above \$450,000 (no contract cap)

Pool Period

The Pool period is July 1, 2015 through June 30, 2018.

Consultant Cumulative Cap

It is the responsibility of all parties (UDOT, Consultants, and Local Governments) to make sure each project seeking Consultant selection from the Pool meets the Contract Caps of **\$150,000 for Pool Direct-Select** contracts or **\$600,000 for Pool RPLOQ** contracts (cradle to grave) and the Consultant Pool Period Cumulative Cap of **\$1,500,000 for Local Government Projects** and **\$1,500,000 for State Projects**. No exceptions. The Consultant Cumulative Caps will be evaluated periodically during the pool period and may be revised based on the needs of UDOT and Local Governments at UDOT's sole discretion.

Consultant Cumulative Cap Contingency Formula

A full twenty-five percent reserve of all open non-on-call contracts in the 2015-2018 Pool will be reserved for potential modifications to those contracts in order to not exceed the Consultant Cumulative Cap.

SOQ Submission

Consultants interested in being listed as qualified in the Pool may submit work discipline specific Statements of Qualifications (SOQ's) in response to this RFQ. An SOQ may be submitted at any time from the initial posting of this RFQ on February 18, 2015 through the first two years of the Pool period.

New Consultant SOQ's will then be evaluated annually by UDOT technical experts to determine whether the Consultant is qualified in specific work disciplines based on work discipline specific SOQ's.

Any SOQ's received by **11:00 a.m. on April 7th** will be evaluated during the months of April, May and June. If considered qualified, the consultant will be eligible to be selected on July 1st, subject to the financial screening process.

Schedule of SOQ Deadlines

April 7, 2015 by 11:00 a.m.

April 7, 2016 by 11:00 a.m.

April 7, 2017 by 11:00 a.m.

Any SOQ's received late by UDOT for an April 7, 2015 11:00 a.m. deadline will not be evaluated by UDOT until after the following year's deadline of April 7, 2016. **Any SOQ's received**

late by UDOT for an April 7, 2016 11:00 a.m. deadline will not be evaluated by UDOT until after the following year's deadline of April 7, 2017.

No SOQ's will be accepted for the Pool after April 7, 2017, at 11:00 a.m. Any SOQ's received after April 7, 2017 11:00 a.m. will be considered non-responsive and will be disqualified. The RFQ for the new pool period of July 1, 2018 through June 30, 2021 will be advertised in approximately February 2018 with a new deadline in April 2018.

Requalification Certification Requirement

Utah Code 63G-6a-403 (Effective 05/01/13). Prequalification of potential vendors Subsection (3)(b)(v) states, "*the period of time during which the list of prequalified potential vendors will remain in effect, which may not be longer than 18 months after the list of prequalified potential vendors is made available to the public under Subsection (8)(b) . . .*" Vendor is defined in Subsection (1)(a)(iii) as "*a contractor, including an architect or an engineer.*"

In order to be consistent with Utah Code, UDOT has implemented a new process. ALL Consultants qualified in the Pool as of Tuesday, November 1, 2016 will be required to self-certify their firm is still qualified to provide services.

Consultants are required to submit a *Requalification Certification Form* (RCF) for **each** work discipline for which they are listed as qualified by UDOT in order to maintain their qualified status in the Pool.

**RCF Submission Deadline
Between November 1, 2016 and Tuesday, November 15, 2016 by 11:00 a.m.**

For additional details on the Requalification Certification Requirement, see page 20.

Pool Project Locations

Various locations statewide

Sources of Funding

Federal, Local, State, or Other

RFQ Administrator

Gaye Hettrick, Consultant Services Manager

UDOT Consultant Services

Box 148490

Salt Lake City, UT 84114-8490

801-965-4639

gghettrick@utah.gov (email contact for questions)

ROWSOQ@utah.gov (email contact for submittal of SOQ's)

Right of Way Services Program Questions

James Olschewski, Deputy Director of Right of Way
UDOT Right of Way Division
Box 148430
Salt Lake City, UT 84114-8420
801-965-4821

jolschewski@utah.gov (email contact for questions on Right of Way issues)

ROWSOQ@utah.gov (email contact for submittal of SOQs)

Electronic SOQ Submission Required

- 1) Submit an electronic PDF file of each SOQ by email to Gaye Hettrick, Consultant Services Manager, ROWSOQ@utah.gov.
- 2) If for some reason you are unable to email your submittal, a CD with SOQ files delivered to Consultant Services will be accepted.
- 3) The state email system will not receive any emails with attachments of 25M or greater or zip files.
- 4) When the ROWSOQ@utah.gov email receives emails, an automatic return email will be generated to provide confirmation your email was received if you have the word "pool" in the subject line somewhere.

Additional Qualifications

The ROW Division, UDOT and/or Local Government Project Managers reserve the right to ask for additional qualification information before a contractual agreement is signed with a Consultant (firm or individual) from the Pool list. Consultants in the ROW Services Pool will be qualified based on having met minimum qualifications. The agency reserves the right to select consultants from the Pool on an as needed basis to perform the specific tasks necessary to meet the needs of the agency and the project. At any time, the agency has the right to ask the consultant for additional qualification information including but not limited to a presentation of an acquisition and/or relocation before a contractual agreement is signed with the Consultant. Said presentation may exclude individuals or additional consultants from performing work on behalf of UDOT and/or Local Government Projects. There is no guarantee that consultants approved for the Pool will be assigned work.

Financial Screening

UDOT requires 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 UDOT encourages Consultants to submit their *Financial Screening Application* at the same time as their Statement of Qualifications or before. Consultants may obtain the *Financial Screening Application* from the website www.udot.utah.gov/go/csforms. For questions, contact Consultant Services 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.

UDOT has a system in place that allows UDOT Right of Way Agents to electronically select consultants from the Pool, the Contract Management System (CMS). This system tracks all contract requests. If you have never been financially screened by UDOT your firm is not listed in CMS. Consultants in any of the ten work disciplines will need to comply. Your admittance into the Pool is contingent on providing a copy of your firm's W-9 and the contact information for your financial representative (Name, Company, Address, Phone, and email) as a minimum so

we can input your firm's data. Or, you may submit a full financial screening application. If your firm has never been financially screened, do not attach an application or the W-9 with your pool submission, please submit separately.

Consultant Services Electronic Notification Subscription Service

Please join the Consultant Services Electronic Notification Subscription Service. **Consultants will only be notified of any updates or changes to this RFQ through this service.** The website for subscribing is www.udot.utah.gov/go/subscriptionlist.

SOQ REQUIREMENTS SUMMARY

Preparation of SOQ's

Prepare Statements of Qualifications (SOQs) in accordance with the UDOT SOQ Requirements Summary.

SOQ Sections

For Work Disciplines 1 – 3 and 7 – 11, each SOQ should contain the following sections:

- 1) Pool Cover Page Form;
- 2) Firm Qualifications;
- 3) Key Personnel Qualifications; and,
- 4) Project Experience.

For Work Disciplines 4 – 6, each SOQ should contain the following sections:

- 1) Pool Cover Page Form;
- 2) Individual Qualifications;
- 3) Project Experience; and,
- 4) License(s) and Certification(s).

Sections are not required to start at the top of a page. (NOTE: The Cover Page should not be submitted as a separate electronic file from the rest of the SOQ, it should be the first page in the electronic file.)

Pool Cover Page Form

A Cover Page is required for each SOQ. It may be on the Consultant's letterhead and must consist of the following with no additional information.

POOL COVER PAGE FORM
2015-2018 Right of Way Services and Local Government Pool

Date:	
Work Discipline	
Work Discipline No.:	
Work Discipline Title:	
Firm	
Firm Name:	
W-9 Federal ID No.:	
Firm Address (Address, City, State, Zip):	
Proposed Individual (Applicable for Work Disciplines 4 – 6)	
Individual's Name:	
Primary Contact (During Pool Selection Administration Process)	
Primary Contact Name:	
Email:	
Office Phone No.:	
Cell Phone No.:	
Primary Contact (For Future Contracts)	
Primary Contact Name:	
Email:	
Office Phone No.:	
Cell Phone No.:	
Acknowledgement	
<p><i>I understand the acceptance and completion criteria, submittal, financial screening requirements, contract selection types and contract caps. My firm shall 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 shall 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 firm.</i></p> <p><i>As authorized to sign for my organization, I certify the content of this Statement of Qualification to be true, accurate and all matters fully disclosed as requested in the Request for Qualifications. I understand any misrepresentations or failure to disclose matters in the Statement of Qualifications is immediate grounds for disqualification.</i></p>	
Signature Block	
Signature:	
Name:	
Title:	

The information is required to be in this exact format with no additional information other than the Consultant's letterhead. **SOQs will be considered non-responsive and will be disqualified if the Cover Page is not attached to the SOQ; 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. The *Pool Cover Page Form – ROW Pool* may be downloaded from the web www.udot.utah.gov/go/cspooladvertisements or www.udot.utah.gov/go/csforms.

Separate SOQ Submittal Required for Each Work Discipline

A separate SOQ submittal is required for **each** Work Discipline for which you are interested in submitting. However, multiple SOQ electronic files may be attached to one email.

Separate SOQ Submittal Required for Each Individual for Work Disciplines 4 – 6

A separate SOQ submittal is required for **each** Individual proposed for Work Disciplines 4 – 6 for which you are interested in submitting. However, multiple SOQ electronic files may be attached to one email.

Electronic File Naming Convention

Consultants are required to use the electronic file naming convention outlined as follows. The electronic file name of your SOQ file will be named first with the work discipline number then firm name. For example, if Acme Corporation is submitting an SOQ for the 1-Acquisition Services work discipline then the electronic file name of the PDF will be "1 Acme Corporation.pdf". If for example, John J. Doe is submitting an SOQ for the 4-Complex Appraisal Services work discipline then the electronic file name of the PDF will be "4 Doe, John J". Individuals and firms will submit a separate electronic file for each work discipline using this naming convention.

No Sub-consultants

Consultants may not use the qualifications of sub-consultants as part of their SOQ submittal to qualify in a work discipline.

SOQ Maximum Number of Pages

The maximum number of pages for each SOQ is **fourteen (14)** and the maximum length of the Cover Page Form is **one (1)** page for a total of **fifteen (15)** pages. Copies of licenses will be counted within the total page limit.

Any SOQ exceeding the page-maximum will be considered non-responsive and will be disqualified.

SOQ Page Numbers

Every page shall be numbered consecutively, 1,2,3,...14. Please make this part of each page as a footer in the lower right hand corner. Do NOT count the Cover Page as page 1.

Page Footers

Page Footers are required on every page bottom right corner except the Cover Page and must include the following information:

- 1) Consultant Individual/Firm Name;
- 2) Work Discipline No. and Title; and,
- 3) Page number.

Margins

One Inch Margins for all pages (Page Footer information may be inside or outside of this boundary).

Color

Color is allowed.

Font and Spacing Requirements

The SOQ is required to be written with a 10 point [or greater] standard Arial or Times New Roman font, including the Cover Page Form. Exceptions will be made for letterhead font, section headings, paragraph headings, graphics, headers and footers. Excepted text may be any other font and size as long as the text is reasonable and can be easily read by reviewers without the need of magnification to see what is being presented. The minimum line spacing is 12 point.

Page Size

8½ x 11

Design

Charts, graphs, pictures, tables are acceptable but will be counted as part of page requirements and shall meet the above requirements.

Penalty Points

UDOT reserves the right (through Consultant Services and/or the Selection Teams) to assess one Penalty Point for each instruction violation in the SOQ Requirements Summary. Our goal is not to penalize any submittal just help standardize/streamline the Pool Review Process for the Pool Selection Teams.

POOL ACCEPTANCE AND COMPLETION CRITERIA

Work Disciplines

A Pool of qualified Consultants (firms or individuals) has been and/or will be selected to cover each area of service (Work Disciplines) UDOT deems necessary for upcoming projects. UDOT ROW should select qualified Consultants from the appropriate Work Discipline.

Qualified Consultant Selections

UDOT Right of Way and Local Government Project Managers are encouraged to use a variety of Consultants for their Pool Projects. However, it is up to each Consultant to market their skills and services directly to the UDOT ROW and Local Government Project Managers. **There is no guarantee of work.**

Prime Consultant Requirements

Pool Contract Language states a Prime Consultant will self-perform **100%** of the total contract value. For Pool contracts under the disciplines for Lead Agent Services, Complex and Non-Complex Projects, the Prime Consultant will self-perform at least **30%** of the total contract value. The UDOT ROW Lead Agent and Consultant will be required to notify the Right of Way Services Contract Administrator of ANY variation from this procedure so that the contract language may be altered.

At any time a contract is modified, the agency has the right to ask the consultant for additional qualification information including but not limited to a presentation of an acquisition and/or relocation before a contractual agreement is signed with the Consultant. Said presentation may exclude individuals or additional consultants from performing work on behalf of UDOT and/or Local Government Projects.

Prime Consultant Pool Dollar Availability

All contract and modification costs (including subconsultant costs) will count towards the Prime Consultant's Cumulative Pool Dollars.

The selecting UDOT ROW Lead Agent and/or Local Government Project Manager will make sure that each Consultant selected for a Pool Contract has consultant cumulative dollar availability prior to contacting the Consultant. This is done through the Contract Management System (CMS).

Contract and/or Modification Requirements

UDOT requires standard contract and contract modification documentation. Any variation from this will require full justification in the Consultant's Executive Summary. Contract modification requests are required to comply with the contract-cap and consultant cumulative-cap limits.

The Consultant/Subconsultant(s) submits the following items through the Contract Management System (CMS) to the UDOT ROW Lead Agent for review and approval:

- Executive Summary
- Detailed Work Plan
- Staffing Plan
- Cost Proposal
- Hours Derivation

- Task Schedule/Deliverable Dates/Project Completion Date
- Certificate of Insurance (annually submitted and maintained on file with Consultant Services)
- Subconsultants shall be required to meet all contract document requirements, if the value of the subcontract is greater than or equal to \$25,000.

The **UDOT ROW Lead Agent** is required to complete the following documents through a CMS Pool Contract and/or Modification request before the contract/mod can be generated:

- 1) Scope of Work – Executive Summary
- 2) ROW Independent Cost Estimate (ICE)
- 3) R-709 Form (Required for All State and Federal Projects)
- 4) CMS electronic Contract/Modification Approval
- 5) Executed Local Government Federal-Aid Agreement (if applicable)

Insurance Requirements

UDOT requires all Consultants and Subconsultant(s) selected for Pool Projects to meet certain insurance requirements. These requirements may change throughout the Pool period according to the need and direction of UDOT. It is the responsibility of the Consultant to meet the insurance requirements of UDOT. The current insurance requirements may be found on the UDOT Consultant Services Forms website www.udot.utah.gov/go/csforms.

Applicable Federal, State, and Local Regulations

It is the responsibility of Consultants and Subconsultants to know and understand state and federal contracting and project regulations, rules, policies and procedures. Consultants and Subconsultants shall conform to all state, federal and ROW operational requirements requirements.

Authorization to Begin Work

Authorization to begin work or a Notice to Proceed (NTP) for all ROW services contracts may only be issued through CMS, by the Director of Right of Way, or the Deputy Director of Right of Way in writing. This will come via email and will then be followed up with an official letter.

NOTE: Violation of authorization to begin work (Notice to Proceed) may result in non-payment of work performed, termination of an impending contract, or loss of federal funds, if applicable. Consultant billings shall not date prior to contract and/or modification execution date.

Consultant Personnel/Certification Requirements

The Consultant guarantees UDOT that every individual working for them is qualified through training, experience, and appropriate certification/professional license for the tasks they will be assigned and as required by state law for a contract or contract modification. If UDOT has determined that non-professional technical people who may work on projects for UDOT must meet certain certification requirements it must be reflected in each SOQ that the Consultant has met this requirement.

Former UDOT Employees

If a firm lists someone who has not yet left UDOT employment, even if the employee plans to retire or quit soon, the SOQ will be disqualified. If a firm lists a former UDOT employee on an SOQ who officially left UDOT employment prior to the date of submittal of the SOQ, the firm will not be disqualified.

Non-affiliated Consultant Employees

Consultants cannot list non-affiliated individuals in their SOQ employed by another Consultant. The Consultant's SOQ will be disqualified and will not be evaluated by UDOT. **If the use of non-affiliated consultant employees is noted after qualification, the Consultant's SOQ will be disqualified once it is brought to Consultant Services attention.**

No Sub-consultants

Consultants may not use the qualifications of sub-consultants as part of their SOQ submittal to qualify in a work discipline. If a consultant submits with a sub-consultant, the SOQ will be considered non-responsive and will be disqualified.

Individuals Concurrently Employed By Two Firms

Two firms cannot utilize the qualifications of the same employee or individual as key personnel for the same work discipline or both firms' SOQs will be considered non-responsive and will be disqualified. Exception 1: If one firm voluntarily withdraws their firm's SOQ, the other firm's SOQ will be considered responsive and will not be disqualified for this reason. Exception 2: If an individual changes employment from one firm to a different firm mid-pool period, and their qualifications are submitted for the new firm for a subsequent interim SOQ submission deadline for the same work discipline, neither firm will be disqualified for this reason.

No Sub-consultants

Consultants may not use the qualifications of sub-consultants as part of their SOQ submittal to qualify in a work discipline. If a consultant submits with a sub-consultant, the SOQ will be considered non-responsive and will be disqualified.

Training Requirements

Consultants and Subconsultants will be required to provide UDOT any necessary training verification as deemed necessary. It is the responsibility of each Consultant to know what training will be required and when it is offered.

Project Evaluation Requirements

The ROW Division will monitor and evaluate consultants using the established ratings criteria for each service as presently found in the ROW ePM Module. Consultant cumulative ratings will be evaluated as part of the ROW close-out process once all ROW has been cleared for a project. As a result of such ratings and at any time, the agency has the right to ask the consultant for additional qualification information including but not limited to a presentation of an acquisition and/or relocation before a contractual agreement is signed with the Consultant. Said presentation may exclude individuals or additional consultants from performing work on behalf of UDOT and/or Local Government. Please contact the Director of Right of way for more information.

Debarment Certification

Federal Regulations require certification by prospective participants (including consultants, subconsultants, 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 on every contract. **Consultants are required to disclose any current (last 2 years) debarment, license issues, and/or investigations information.**

Pool Debriefing Opportunities

Consultant Services will offer Consultant Pool Debriefs by email within 90 days of receiving an email request. Debriefing information will include 1) Discipline Scores and 2) Not Qualified (“0”) Score Selection Team Reviewer Comments (see page 19 for details). This may be changed to meet the needs of UDOT.

Disclosure and Disposition

Statements of Qualifications of successful Consultants shall be open to public inspection for a period of three years after the Pool qualification is made. Once submitted, Statements of Qualifications and their content become the property of UDOT and are treated as protected documents (this includes scores and comments) and will be handled according to UDOT Policies.

Preaward Audit

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 firm’s Statement of Qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by UDOT’s authorized agent.

Technology Requirements

It is the responsibility of the Consultant or Subconsultant to know what technology requirements are required when doing business with the State. The Consultant will be responsible for the accuracy of the translated data and therefore, may be required to reimburse UDOT for any errors having a direct cost to UDOT. Please contact the Deputy Director of ROW for more information.

Delivery Method / Deliverables

All ROW contracts require specific deliverables for each discipline to be provided to UDOT which must follow the “Right of Way ProjectWise Guide” located on the UDOT web page at www.udot.utah.gov/go/rowprojectwiseguide.

WORK DISCIPLINES

Work Disciplines		Firm or Individual Submittals
1	Acquisition Services	Firm
2	Relocation Services, Non-residential	Firm
3	Relocation Services, Residential	Firm
4	Complex Appraisal Services	Individual
5	Residential Appraisal Services	Individual
6	Appraisal Review Services	Individual
7	Lead Agent Services, Complex Projects	Firm
8	Lead Agent Services, Non-complex Projects	Firm
9	Title and Closing Services	Firm
10	Inspection Services	Firm
11	Cell Tower & Other Wireless Communication Leasing Consultants <small>(New Work Discipline added in advance of April 7, 2017 Interim SOQ Submission)</small>	Firm

**WORK DISCIPLINES 1 – 3 and 7 – 11
EVALUATION / SCORING CRITERIA**

The Right of Way Services and Local Government Pool Discipline Selection Review Teams will evaluate and score all Statements of Qualifications in accordance with the criteria and rating scale below. (NOTE: It is not required to have headings on separate pages in the SOQ.)

Rating*: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Firm Qualifications	(5)		X <u> 1 </u> =	
2	Key Personnel	(10)		X <u> 2 </u> =	
3	Project Experience	(10)		X <u> 2 </u> =	
Total Points		25			

Criteria Heading 1 – Firm Qualifications

Provide specific Consultant firm qualifications directly related to the “Work Discipline” you are submitting qualifications for, including both local and national (if applicable) qualifications. List all Professional License(s) and Certification(s) required for each discipline where applicable and required by State Law. Particular emphasis should be placed on your firm’s specific and unique strengths that show leadership, management, work quality, commitment, collaboration, and communication capabilities including if firm is sole owner/operator. Consultants may not use the qualifications of sub-consultants as part of their SOQ submittal to qualify in a work discipline.

Criteria Heading 2 – Key Personnel

Provide specific experience of Key Personnel that your firm will utilize in the particular “Work Discipline” for which you are submitting qualifications. List all Professional License(s) and Certification(s) required for each individual where applicable and required by State Law. Specific past experience related to education, expertise, leadership, management, past projects, and ability to collaborate and communicate should be emphasized including if individual is sole owner/operator. Work experience gained while an employee was working for a different firm must be disclosed. Consultants may not use the qualifications of sub-consultants as part of their SOQ submittal to qualify in a work discipline.

Criteria Heading 3 – Project Experience

Provide specific project experience for completed or ongoing transportation projects in the particular “Work Discipline” for which your firm is submitting qualifications. Project experience must be for work performed within the past five years and must include references. Your firm may only identify projects for which it was the prime consultant, or a subconsultant with a substantial role. For each project identified, state individuals’ roles and the services performed. Referenced key personnel no longer employed by your firm must be disclosed. Consultants may not use the qualifications of sub-consultants as part of their SOQ submittal to qualify in a work discipline.

**WORK DISCIPLINES 4 – 6
EVALUATION / SCORING CRITERIA**

The Right of Way Services and Local Government Pool Discipline Selection Review Teams will evaluate and score all Statements of Qualifications in accordance with the criteria and rating scale below. (NOTE: It is not required to have headings on separate pages in the SOQ.)

Rating*: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Individual Qualifications	(15)		X <u>3</u> =	
2	Individual Project Experience	(10)		X <u>2</u> =	
3	License(s) and Certification(s)	(Pass/Fail)			
Total Points		25			

Criteria Heading 1 – Individual Qualifications

Provide specific experience the proposed individual will utilize in the particular “Work Discipline” for which you are submitting qualifications. List all Professional License(s) and Certification(s) required by State Law. Specific past experience related to education, expertise, leadership, management, past projects, and ability to collaborate and communicate should be emphasized.

Criteria Heading 2 – Individual Project Experience

Provide specific project experience for completed or ongoing transportation projects in the particular “Work Discipline” for the proposed individual submitting qualifications. Project experience must be for work performed within the past five years and must include references. For each project identified, state the individual’s roles and the services performed. Consultants may not use the qualifications of sub-consultants as part of their SOQ submittal to qualify in a work discipline.

Criteria Heading 3 – License(s) and Certification(s)

Provide copies of current/active Professional License(s) and Certification(s) as required for Work Disciplines 4 – 6. Failure to provide copies will constitute a Fail Score for the SOQ.

* Rating – Qualitative Assessment Guidelines for Reviewers	
Selection Team members will review and score each SOQ according to the criteria. Team members will evaluate and score based on the scoring listed below:	
5	The Proposer's qualifications are exceptional. The Proposer demonstrates a complete understanding of the subject and qualifications that significantly exceed the stated requirements and objectives of the work. The Proposal communicates an outstanding level of quality.
4	The Proposer's qualifications are above average. The Proposer demonstrates a strong understanding of the subject and qualifications that meet the stated requirements and objectives of the work. The Proposal communicates a high level of quality.
3	The Proposer's qualifications are adequate. The Proposer demonstrates a general understanding of the work and qualifications containing some weaknesses/deficiencies regarding the stated requirements and objectives of this work. The proposal communicates an average level of quality.
2	The Proposer's qualifications raise questions about the Proposer's ability to successfully complete the work. The Proposer demonstrates a vague understanding of the work and qualifications containing significant weaknesses/deficiencies regarding the stated requirements and objectives of this work. The Proposal communicates a below-average level of quality.
1	The Proposer's qualifications do not indicate the likelihood that the work will be completed successfully. The Proposer demonstrates insufficient understanding of the subject and qualifications that fail to meet the stated requirements and objectives of this work. The Proposal communicates a low level of quality.
0	Not Qualified. NOTE: If a Selection Team Reviewer rates a Consultant with a zero, the Reviewer will be required to submit detailed comments on the Consultant's Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.
Fail	If a Proposer does NOT provide all required Professional License(s) and Certification(s) as required for Work Disciplines 4-6, a Fail Score will be assessed. Comments will be given to the Consultant in their debriefing email.

REQUALIFICATION CERTIFICATION REQUIREMENT

Utah Code 63G-6a-403 (Effective 05/01/13). Prequalification of potential vendors Subsection (3)(b)(v) states, “*the period of time during which the list of prequalified potential vendors will remain in effect, which may not be longer than 18 months after the list of prequalified potential vendors is made available to the public under Subsection (8)(b) . . .*” Vendor is defined in Subsection (1)(a)(iii) as “*a contractor, including an architect or an engineer.*”

In order to be consistent with Utah Code, all Consultants qualified in the Pool as of **Saturday, November 1, 2016** will be required to self-certify their firm is still qualified to provide services.

Consultants are required to submit a *Requalification Certification Form* (RCF) for **each** work discipline for which they are listed as qualified by UDOT in order to maintain their qualified status in the Pool.

RCF Submission Deadline

Between November 1, 2016 and Tuesday, November 15, 2016 by 11:00 a.m.

Consultants may submit RCFs any time starting on Tuesday, November 1, 2016 until Tuesday, November 15, 2016 by 11:00 a.m.

Any individual or firm listed as qualified in the Pool who does not submit an RCF within the window provided and by the deadline for a specific work discipline will no longer be considered qualified in the Pool for that work discipline effective January 1, 2017.

If a firm misses the RCF deadline, they may submit a new SOQ for the next SOQ submission deadline of April 7, 2017 by 11:00 a.m. for consideration.

Separate RCF Submittal Required for Each Work Discipline

A separate RCF submittal is required for **each** Work Discipline for which your firm is listed as qualified by UDOT in order to maintain your firm's qualified status in the Pool. For Work Disciplines 4-6, a separate RCF submittal is required for **each** Individual listed as qualified. However, multiple RCF electronic files may be attached to one email.

Electronic File Naming Convention

Consultants are required to use the electronic file naming convention outlined as follows. The electronic file name of your RCF file will be named first with the work discipline number then firm name or individual. For example, if Acme Corporation is submitting an RCF for the 1-Acquisition Services work discipline then the electronic file name of the PDF will be “1 Acme Corporation.pdf”. If John J. Doe is submitting an RCF for the 4-Complex Appraisal Services work discipline then the electronic file name of the PDF will be “4 Doe, John J”. Individuals and firms will submit a separate electronic file for each work discipline using this naming convention.

Electronic Requalification Certification Submission Required

- 1) Submit an electronic PDF file of each RCF by email to Gaye Hettrick, Consultant Services Manager, ROWSOQ@utah.gov.

- 2) If for some reason you are unable to email your submittal, a CD with RCF files delivered to Consultant Services will be accepted.
- 3) The state email system will not receive any emails with attachments of 25M or greater or zip files.
- 4) When the ROWSOQ@utah.gov email receives emails, an automatic return email will be generated to provide confirmation your email was received if you have the word "pool" in the subject line somewhere.

Requalification Certification Form (RCF)

A RCF is required for each work discipline. It may be on the Consultant's letterhead and must consist of the following with no additional information. There are two forms, one for Work Disciplines 1-3 and 7-11 and a different one for 4-6. Please use the appropriate form.

REQUALIFICATION CERTIFICATION FORM
2015-2018 Right of Way Services and Local Government Pool
Work Disciplines 1 – 3 and 7 – 11

Date:	
Work Discipline	
Work Discipline No.:	
Work Discipline Title:	
Firm	
Firm Name:	
W-9 Federal ID No.:	
Firm Address (Address, City, State, Zip):	
Primary Contact	
Primary Contact Name:	
Email:	
Office Phone No.:	
Cell Phone No.:	
Requalification Certification	
<p>I certify my firm is qualified under the requirements of this pool and has maintained employment of individuals who are skilled, licensed and/or certified in providing the services for this work discipline.</p> <ul style="list-style-type: none"> • My firm has specific and unique strengths showing leadership, management, work quality, commitment, collaboration, and communication capabilities. • My firm's personnel have specific past experience related to education, expertise, leadership, management, past projects, and ability to collaborate and communicate. 	
Signature Block	
Signature:	
Name:	
Title:	

REQUALIFICATION CERTIFICATION FORM 2015-2018 Right of Way Services and Local Government Pool Work Disciplines 4 – 6	
Date:	
Work Discipline	
Work Discipline No.:	
Work Discipline Title:	
Firm	
Firm Name:	
W-9 Federal ID No.:	
Firm Address (Address, City, State, Zip):	
Individual	
Individual's Name	
Appraiser License	
Individual License No.:	
Expiration Date:	
Primary Contact	
Primary Contact Name:	
Email:	
Office Phone No.:	
Cell Phone No.:	
Requalification Certification	
<p>I certify I am still qualified under the requirements of this pool and am skilled in providing the services for this work discipline.</p> <ul style="list-style-type: none"> • I have kept my license(s) and certification(s) current. • I have specific and unique strengths showing leadership, management, work quality, commitment, collaboration, and communication capabilities. • I have specific past experience related to education, expertise, leadership, management, past projects, and ability to collaborate and communicate. 	
Signature Block	
Signature:	
Name:	
Title:	

The information is required to be in this exact format with no additional information other than the Consultant's letterhead. **If there is any other information provided in the RCF, the RCF will be considered non-responsive and will be disqualified.** The two RCF forms are labeled *Requalification Certification Form (RCF) – ROW Pool Work Disciplines 1-3 and 7-11* and *Requalification Certification Form (RCF) – ROW Pool Work Disciplines 4-6* and may be downloaded from the website www.udot.utah.gov/go/csforms.

WORK DISCIPLINE
DESCRIPTIONS / CERTIFICATIONS / OTHER REQUIREMENTS

1 – Acquisition Services
(Firm)

UDOT is seeking firms capable of assisting in UDOT's overall ROW Acquisition process. Applicants in this category shall perform complex Acquisition Service assignments for UDOT or a Local Government Agency with UDOT Oversight in compliance with applicable State and Federal Laws and Regulations, including, but not limited to the Uniform Relocation Act and the Utah Relocation Act and their implementing regulations. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this Work Discipline you must show qualifications in each area below.

All qualified consultants should have knowledge, experience and an understanding of all applicable state, federal laws and implementing regulations when acquiring property. Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)

All qualified consultants must be certified in one or both of the following areas:

1. Active International Right of Way Association (IRWA) Negotiation Certification, SRWA Designation, Uniform Act Certification (Proof of Certification must be submitted with the Statement of Qualifications (SOQ))

Or:

2. The following are minimum requirements for this activity providing that the courses have been successfully passed for credit within the past 5 years (a copy of the agent's course history provided by the IRWA or National Highway Institute (NHI) is required and listed in a table format showing all successfully completed or attended courses, include the date of each class or seminar):
 - o IRWA Courses: 100, 103, 104, 105, 200
 - o NHI Courses: 141045 Real Estate Acquisition under the Uniform Act, Course 141047 Local Public Agency Real Estate Acquisition

Real Estate License – Required if Utah State Law requires agents to be licensed

Work experience as an acquisition agent with or for a State Department of Transportation, Local Public Agency, or Federal Agency – Highly Recommended

- References (Contact information-address, office/cell, phone, email)

Description of Work Performed, in table format, must be submitted. The description must include the following information:

- Type of work performed, name of the agency for which the work was performed, agent who performed the acquisition service, number of acquisitions assigned per agent,

number of properties acquired by each agent, date in months and years when the services were performed

- Experience acquiring property for agencies under the “threat of eminent domain”
- Additional consideration will be for each 10 acquisitions actually completed by the consultant for a state DOT or a Local Public Agency under the “threat of eminent domain”

Your experience as a staff or consultant acquisition agent may be rated based on past experience with UDOT as well as on the information you include with this submission. (Please note: your entire response including this section, is limited to the maximum number of pages as noted on page 10 of this RFQ.)

At any time, the agency has the right to ask the consultant for additional qualification information including but not limited to a presentation of an acquisition before a contractual agreement is signed with the Consultant. Said presentation may exclude individuals or additional consultants from performing work on behalf of UDOT and/or Local Government Projects.

2 – Relocation Services, Non-Residential (Firm)

UDOT is seeking firms capable of assisting in UDOT's ROW Relocation process based on an active acquisition. Applicants in this category shall perform Non-Residential Relocation Service assignments for UDOT or a Local Government Agency with UDOT Oversight in compliance with applicable State and Federal Laws and Regulations, including, but not limited to the Uniform Relocation Act and the Utah Relocation Act and their implementing regulations. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this Work Discipline you must show qualifications in each area below.

All qualified consultants should have knowledge, experience and an understanding of all applicable state, federal laws and implementing regulations when relocating non-residential owners and/or tenants. Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)

All qualified consultants must be certified in one or both of the following areas:

1. Active International Right of Way Association (IRWA) RW/RAC and/or SRWA Designation, Uniform Act Certification (Proof of Certification must be submitted with the Statement of Qualifications (SOQ))

Or:

2. The following are minimum requirements for this activity providing that the courses have been successfully passed for credit within the past 5 years (a copy of the agent's course history provided by the IRWA or National Highway Institute (NHI) is required and listed in a table format showing all successfully completed or attended courses, include the date of each class or seminar):
 - o IRWA Courses: 100, 103, 104, 105, 200, 205, 502, 506
 - o NHI Courses: 141045 Real Estate Acquisition under the Uniform Act, 141047 Local Public Agency Real Estate Acquisition

Real Estate License – Required if Utah State Law requires agents to be licensed

Work experience as an acquisition agent with or for a State Department of Transportation, Local Public Agency, or Federal Agency – Highly Recommended

- References (Contact information-address, office/cell, phone, email)

Description of Work Performed, in table format, must be submitted. The description must include the following information:

- Type of work performed, name of the agency for which the work was performed, agent who performed the non-residential relocation assistance service to displaced persons, number of displaced persons relocation by type of assistance provided by date in months and years when the assistance was performed and the name of the agency the relocation assistance was provided to:
 - o Reference (Contact Information – address, office/cell phone, fax, e-mail)

As an addendum to the described work performed as a non-residential relocation agent, please attach a summary description of a non-residential relocation which adequately demonstrates the knowledge and experience of the non-residential relocation agent. (The description must be representative of the quality of work the agency can expect to be provided by the consultant agent or firm.)

Your experience as a staff or consultant relocation agent may be rated based on past experience with UDOT as well as on the information you include with this submission. (Please note: your entire response including this section, is limited to the maximum number of pages as noted on page 10 of this RFQ.)

At any time, the agency has the right to ask the consultant for additional qualification information including but not limited to a presentation of a relocation before a contractual agreement is signed with the Consultant. Said presentation may exclude individuals or additional consultants from performing work on behalf of UDOT and/or Local Government Projects.

3 – Relocation Services, Residential (Firm)

UDOT is seeking firms capable of assisting in UDOT's ROW Relocation process based on an active acquisition. Applicants in this category shall perform residential relocation service assignments for UDOT or a Local Government Agency with UDOT Oversight in compliance with applicable State and Federal Laws and Regulations, including, but not limited to the Uniform Relocation Act and the Utah Relocation Act and their implementing regulations. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this Work Discipline you must show qualifications in each area below.

All qualified consultants should have knowledge, experience and an understanding of all applicable state, federal laws and implementing regulations when relocating residential owners and/or tenants. Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)

All qualified consultants must be certified in one or both of the following areas:

1. Active International Right of Way Association (IRWA) RW/RAC and/or SRWA Designation, Uniform Act Certification (Proof of Certification must be submitted with the Statement of Qualifications (SOQ))

Or:

2. The following are minimum requirements for this activity providing that the courses have been successfully passed for credit within the past 5 years (a copy of the agent's course history provided by the IRWA or National Highway Institute (NHI) is required and listed in a table format showing all successfully completed or attended courses, include the date of each class or seminar):
 - o IRWA Courses: 100, 103, 104, 105, 200, 205, 501, 505
 - o NHI Courses: 141045 Real Estate Acquisition under the Uniform Act, 141047 Local Public Agency Real Estate Acquisition

Real Estate License – Required if Utah State Law requires agents to be licensed

Work experience as an acquisition agent with or for a State Department of Transportation, Local Public Agency, or Federal Agency – Highly Recommended

- References (Contact information-address, office/cell, phone, email)

Description of Work Performed, in table format, must be submitted. The description must include the following information:

- Type of work performed, name of the agency for which the work was performed, agent who performed the residential relocation assistance service to displaced persons, number of displaced persons relocation by type of assistance provided by date in months and years when the assistance was performed and the name of the agency the relocation assistance was provided to:
 - o Reference (Contact Information – address, office/cell phone, fax, e-mail)

As an addendum to the described work performed as a residential relocation agent, please attach a summary description of a residential relocation which adequately demonstrates the knowledge and experience of the residential relocation agent. (The description must be representative of the quality of work the agency can expect to be provided by the consultant agent or firm)

Your experience as a staff or consultant relocation agent may be rated based on past experience with UDOT as well as on the information you include with this submission. (Please note: your entire response including this section, is limited to the maximum number of pages as noted on page 10 of this RFQ.)

At any time, the agency has the right to ask the consultant for additional qualification information including but not limited to a presentation of a relocation before a contractual agreement is signed with the Consultant. Said presentation may exclude individuals or additional consultants from performing work on behalf of UDOT and/or Local Government Projects.

4 – Complex Appraisal Services (Individual)

UDOT is seeking individuals capable of performing Complex Appraisal assignments of both partial and total acquisition of properties. Applicants in this category must be proficient and knowledgeable of ROW Appraisal techniques and methods and be able to demonstrate that they have successfully appraised such properties providing before and after evaluations for UDOT or a Local Government Agency with UDOT Oversight for in compliance with applicable State and Federal Laws and Regulations and their implementing regulations. Applicants must hold a Certified General Appraiser License from the State of Utah. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this Work Discipline you must show qualifications in each area below.

All qualified consultants should have knowledge, experience and certifications in the following area:

- Certified General Appraisal License from State of Utah – **Minimum Requirement**
- MAI Designation - recommended
- An understanding of all applicable state, federal laws and implementing regulations when acquiring property. Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.) Appraisers applying for this service shall demonstrate actual appraisal experience in **eminent domain** appraising and/or partial takings
- Work experience as an acquisition agent with or for a State Department of Transportation, Local Public Agency, or Federal Agency – Highly Recommended
 - References (Contact information-address, office/cell, phone, email)

Description of Work Performed, in table format, must be submitted. The description must include the following information:

- Summarize your appraisal experience in the following categories: appraisal, appraisal review, expert witness, consulting services etc.
 - Reference (Contact Information – address, office/cell phone, fax, e-mail)
 - List of Applicable Clients
 - Date(s) of Service
 - Description of work performed

Your experience as a staff or consultant appraiser may be rated based on past experience with UDOT as well as on the information you include with this submission.

Please submit a copy of a Before and After Summary of values from an appraisal or appraisal problem demonstrating your knowledge of eminent domain appraisal practices under the applicable state and federal rules. (Please note: your entire response including this section, is limited to the maximum number of pages as noted on page 10 of this RFQ.)

5 – Residential Appraisal Services

(Individual)

UDOT is seeking individuals capable of performing Residential Appraisal assignments consistent with total acquisition of residential dwellings of one to four family units. Applicants in this category are **NOT** allowed to complete assignments involving partial acquisitions requiring before and after valuations for UDOT or a Local Government Agency with UDOT Oversight in compliance with applicable State and Federal Laws and Regulations and their implementing regulations. Applicants must hold either a Certified General Appraiser or Certified Residential Appraiser License from the State of Utah. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this Work Discipline you must show qualifications in each area below.

All qualified consultants should have knowledge, experience and certifications in the following area:

- Certified Residential Appraisal License from State of Utah – **Minimum Requirement**
- Certified General Appraisal License from State of Utah - recommended
- MAI Designation - recommended
- An understanding of all applicable state, federal laws and implementing regulations when acquiring property. Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)
- Appraisers applying for this service shall demonstrate expertise utilizing one or more typical appraisal forms used for residential appraising. Forms of this type may include Fannie Mae, Freddie Mac, FHA, VA, employee relocation council or other similar forms.
- Work experience as an acquisition agent with or for a State Department of Transportation, Local Public Agency, or Federal Agency – Highly Recommended
 - References (Contact information-address, office/cell, phone, email)

Description of Work Performed, in table format, must be submitted. The description must include the following information:

- Summarize your appraisal experience in the following categories: appraisal, appraisal review, expert witness, consulting services etc.
 - Reference (Contact Information – address, office/cell phone, fax, e-mail)
 - List of Applicable Clients
 - Date(s) of Service
 - Description of work performed

Your experience as a staff or consultant appraiser may be rated based on past experience with UDOT as well as on the information you include with this submission.

Please submit a copy from an appraisal or appraisal problem demonstrating your knowledge of residential appraising under the applicable state and federal rules. (Please note: your entire response including this section, is limited to the maximum number of pages as noted on page 10 of this RFQ.)

6 – Appraisal Review Services (Individual)

UDOT is seeking individuals capable of performing Appraisal Review assignments of both partial and total acquisition of properties. Applicants in this category must be proficient and knowledgeable of ROW Appraisal techniques and methods and be able to demonstrate that they have successfully appraised such properties providing before and after evaluations where required. Applicants must hold a Certified General Appraiser License from the State of Utah prior to commencing work as a Review Appraiser for UDOT or a Local Government Agency with UDOT Oversight. In order to qualify for this Work Discipline the appraiser must demonstrate in their SOQ that they are qualified to review appraisals for eminent domain purposes including appraisals of partial acquisitions in compliance with applicable State and Federal Laws and Regulations, including, but not limited to the Uniform Relocation Act and the Utah Relocation Act and their implementing regulations. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this Work Discipline you must show qualifications in each area below.

All qualified consultants should have a knowledge, experience and certifications in the following area:

- Certified General Appraisal License from State of Utah – **Minimum Requirement**
- MAI Designation - recommended
- An understanding of all applicable state, federal laws and implementing regulations when acquiring property. Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)
- Appraisers applying for this service shall demonstrate actual appraisal experience in **eminent domain** appraising and/or partial takings
- Work experience as an acquisition agent with or for a State Department of Transportation, Local Public Agency, or Federal Agency – Highly Recommended
 - References (Contact information-address, office/cell, phone, email)

Description of Work Performed, in table format, must be submitted. The description must include the following information:

- Summarize your appraisal experience in the following categories: appraisal, appraisal review, expert witness, consulting services etc.
 - Reference (Contact Information – address, office/cell phone, fax, e-mail)
 - List of Applicable Clients
 - Date(s) of Service
 - Description of work performed

Your experience as a staff or consultant or review appraiser may be rated based on past experience with UDOT as well as on the information you include with this submission.

Please include a copy of a Summary of Values which includes a Before and After Summary of values from an appraisal or appraisal problem demonstrating your knowledge of eminent domain appraisal practices under the applicable state and federal rules. (Please note: your entire response including this section, is limited to the maximum number of pages as noted on page 10 of this RFQ.)

7 – Lead Agent Services, Complex Projects (Firm)

UDOT is seeking firms capable of assisting in UDOT's overall ROW Acquisition process and who have the requisite knowledge, training and experience managing ROW projects for UDOT or Local Government Agencies on Federal and State Participating projects. Applicants in this category shall perform Complex Acquisition Service assignments, perform Lead Agent Services (Lead Agent), Complex Project assignments as the ROW Manager/Lead Agent or ROW Oversight Manager for complex projects under the direction of a UDOT ROW Lead, including but not limited to Design Bid Build, Design Build & CMGC Projects for UDOT and/or Local Government projects, which may include complex relocation services, multiple acquisitions of commercial and or mixed-use properties and other complex ROW issues.

The Lead Agent in this service may be required to manage a staff or team of ROW professionals and will have documented experience with scheduling and budgeting in order to fully manage the ROW process from ROW design to ROW clearance. The multi-disciplined staff must include qualified Acquisition Agents, Relocation Agents who have experience and sufficient knowledge of UDOT or a Local Government Agency project with UDOT Oversight for eminent domain purposes in compliance with applicable State and Federal Laws and Regulations, including, but not limited to the Uniform Relocation Act and the Utah Relocation Act and their implementing regulations to insure that all ROW will be cleared on time, within budget and within scope in compliance with the applicable laws and regulations. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this Work Discipline you must show qualifications in each area below.

All qualified consultants should have knowledge, experience and certifications in the following areas:

- Active International Right of Way Association (IRWA) SR/WA Designation is **Required** (Proof of Certification must be submitted with the Statement of Qualifications (SOQ))
- An understanding of all applicable state, federal laws and implementing regulations when acquiring property. Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)
- Real Estate License – Required if Utah State Law requires agents to be licensed
- Work experience as an acquisition agent with or for a State Department of Transportation, Local Public Agency, or Federal Agency – Highly Recommended
 - References (Contact information-address, office/cell, phone, email)

Description of Work Performed, in table format, must be submitted. The description must include the following information:

- Experience as the ROW Manager, Lead Agent or ROW Oversight Manager for a State DOT Project, Local Government Project with Federal Participation.
- Describe in table form, the work performed by this firm. The description must include the following information: Name of the project, location of the project, size of the project, name of the agency responsible for the project, complexity of the project, (I.E. the number and type of properties acquired, number of displacees relocated; by household or business, number of properties managed, number of right of way agents supervised,

type of work those you supervised performed for the project and the length of time it took to clear the right of way etc.)

- Include a sample of a Project Management Plan or “Action Plan” for a project the firm has successfully managed. The plan must include an all-inclusive preliminary Right of Way Cost Estimate and a Staffing Resource Plan for all services the firm was hired to provide. Also include with your SOQ a spreadsheet or tracking sheet which demonstrates how the project was managed.

Your experience as a “lead agent” may be rated based on past experience with UDOT as well as on the information you include with this submission. (Please note: your entire response including this section, is limited to the maximum number of pages as noted on page 10 of this RFQ.)

8 – Lead Agent Services, Non-Complex Projects (Firm)

UDOT is seeking firms capable of assisting in UDOT's overall ROW Acquisition process. Applicants in this category shall perform non-complex Lead Agent Service assignments for uncomplicated projects for UDOT and/or Local Government Projects that can be performed by an independent Lead Agent. Examples of non-complex projects include intersection projects, projects with few or no relocations, and projects that can be easily managed by an individual Lead Agent.

The Lead Agent in this service may be required to manage a team of ROW professionals and will have documented experience with scheduling and budgeting in order to fully manage the ROW process from ROW design to ROW clearance for non-complex projects. The Lead Agent and potential multi-disciplined staff must have experience and sufficient knowledge of the applicable State and Federal Acquisition and Relocation processes and procedures under the Utah Relocation Act and the Federal Uniform Relocation Act to insure that all ROW will be cleared on time, within budget and within scope in compliance with the applicable laws and regulations. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this Work Discipline you must show qualifications in each area below.

All qualified consultants should have a knowledge, experience and certifications in the following area:

- An understanding of all applicable state, federal laws and implementing regulations when acquiring property. Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)
- Real Estate License – Required if Utah State Law requires agents to be licensed
- Work experience as an acquisition agent with or for a State Department of Transportation, Local Public Agency, or Federal Agency – Highly Recommended
 - References (Contact information-address, office/cell, phone, email)

Description of Work Performed, in table format, must be submitted. The description must include the following information:

- Experience as the ROW Manager, Lead Agent or firm for a State DOT Project, Local Government Project with Federal Participation
- Describe in table form, the work performed by this firm. The description must include the following information: Name of the project, location of the project, size of the project, name of the agency responsible for the project, complexity of the project, (I.E. the number and type of properties acquired, number of displacees relocated; by household or business, number of properties managed, number of right of way agents supervised, type of work those you supervised performed for the project and the length of time it took to clear the right of way etc.)
 - Include a sample of a Project Management Plan or “Action Plan” for a project the firm has successfully managed. The plan must include an all-inclusive preliminary Right of Way Cost Estimate and a Staffing Resource Plan for all services the firm was hired to provide. Also include with your SOQ a spreadsheet or tracking sheet which demonstrates how the project was managed.

Your experience as a “lead agent” may be rated based on past experience with UDOT as well as on the information you include with this submission. (Please note: your entire response including this section, is limited to the maximum number of pages as noted on page 10 of this RFQ.)

9 – Title and Closing Services (Firm)

This service is open to Full Service Title/Escrow Agencies or Companies only. UDOT is seeking Qualified Agencies that shall provide UDOT and/or Local Government Agencies all typical title closing/escrow services. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. To qualify for this work discipline the consultant Title/Escrow Company must also show qualifications in each area below.

All qualified consultants should have a knowledge, experience and certifications in the following area:

- An understanding of all applicable state, federal laws and implementing regulations when acquiring property. Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)

Consultant, Local Public Agency work, or work experience with a State Agency etc. Include the following:

- References (Contract Information – address, office/cell phone, fax, e-mail)
- Description of work performed including format of work submitted.
- Specifically: List experience, in table format, including information which is relevant for this Discipline such as: type of work performed for a State DOT or Local Government Entity for eminent domain acquisitions, name of the government agency the company has completed work for, Contact information for a reference from that agency, dates of work (in months and years) for agencies the company completed title work for, the number of closings completed for the agencies, the number of title searches performed in preparation of condemnations (if applicable), number of partial releases cleared, or short sales facilitated etc.

Add any other qualifications that explain and support the qualifications and experience of the firm and its staff.

Experience for your company may be rated based on past experience with UDOT as well as on the information you include with this submission. (Please note: your entire response including this section, is limited to the maximum number of pages as noted on page 10 of this RFQ.)

10 – Inspection Services (Firm)

This service is open to Home Inspection and/or Full Service Inspection Companies only. UDOT is seeking Qualified Agents that shall provide UDOT and/or Local Government Agencies all typical inspection services. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. To qualify for this work discipline the consultant must also show qualifications in each area below.

All qualified consultants should have a knowledge, experience and certifications in the following area:

- Current ASHI Certification
- The current edition of the ASHI Standards of Practice and Code of Ethics
- Contractor shall inspect readily accessible and visually observable systems and components listed in the ASHI Standards of Practice
- Contractor shall report on systems and components inspected that, in the professional judgment of the Contractor, are not functioning properly or are significantly deficient, unsafe, or are near the end of their service lives
- Contractor shall provide reasoning or explanation and make recommendations to correct or monitor for future correction, the deficiencies reported or items needing further evaluation
- Contractor shall report and provide reasoning or explanation of any systems or components designated for inspection in the ASHI Standards of Practice that were present at the time of inspection but were not inspected
- Contractor shall adhere to the Code of Ethics of ASHI

Add any other qualifications that explain and support the qualifications and experience of the firm and its staff.

Experience for your company may be rated based on past experience with UDOT as well as on the information you include with this submission. (Please note: your entire response including this section, is limited to the maximum number of pages as noted on page 10 of this RFQ.)

11 – Cell Tower & Other Wireless Communication Leasing Consultants (Firm)

This service is open to firms specializing in providing landlord services associated with the management of cell towers and other wireless communication leases. UDOT is seeking Qualified Consulting Firms that will provide the Department typical cell tower and other wireless communication landlord services including but not limited to: leasing, valuation, negotiation, relocation, auditing, mitigation, and planning. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. To qualify for this work discipline the consultant must also show qualifications in each area below.

All qualified consultants should have a knowledge and experience in the following areas:

- Cell Site Lease Management and Administration
- Cell Towers And Other Wireless Infrastructure Lease Review & Negotiation
- Cell site lease renewals
- Cell Site Lease Amendments
- Master Lease Agreement Drafting And Advising
- Site Specific Agreements Drafting And Advising
- Cell Tower & Micro Cell Lease Valuations
- Market Rent Analysis
- Cell Tower And Micro Cell Location Analysis
- Property Acquisition / Utility Relocation Of Cell Towers And Other Wireless Infrastructure
- Risk Mitigation
- Infrastructure Audits
- Radio Frequency (RF) Engineering
- Propagation Analysis
- Dispute Resolution
- Cell Tower Collocation
- Infrastructure Audit
- Strategic Planning

Add any other qualifications that explain and support the qualifications and experience of the firm and its staff.

Experience for your company may be rated based on past experience with UDOT as well as on the information you include with this submission. (Please note: your entire response including this section, is limited to the maximum number of pages as noted on page 10 of this RFQ.)