

(Rev. 2/4/2016)

Request for Letter of Interest

(Electronic Submittal Required)

Preconstruction Engineering



F-ST99(436)
Traffic & Safety Program Support 2017

December 8, 2016

UTAH DEPARTMENT OF TRANSPORTATION
Request for Letter of Interest
 F-ST99(436) - Traffic & Safety Program Support 2017

SUMMARY SHEET

Project Information	
Project Number	F-ST99(436)
Project Name	Traffic & Safety Program Support 2017
PIN Number	12217
Requested Services	Preconstruction Engineering
Source of Funding	Federal and State
Contact Information	
UDOT Contract Administrator	Leslie Peterson UDOT Consultant Services Box 148490 4501 South 2700 West Salt Lake City, Utah 84129-5998 lpeterson@utah.gov (801) 965-4183
UDOT Project Management	W. Scott Jones Project Manager Utah Department of Transportation UDOT Central

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1. **Communications:** Based on revisions to Utah Code 63G-6a-1503(3), UDOT has an official process for communication regarding RFQs after advertisement or posting of RFQs. Consultants may not contact or communicate regarding this RFQ with any member or potential member of a Selection Team except through the following official RFQ communication process.

Consultants may contact the UDOT Contract Administrator to schedule appointments for project or scope of work discussions with the UDOT Project Manager (and Local Government Project Manager) regarding this project. Consultants may only communicate through these official designated appointments. A date has been designated for appointments for these discussions, see the Selection Schedule below.

UDOT desires to make the most efficient use of resources for all parties involved with the established communication process. The one-on-one meeting with UDOT should not be viewed as a marketing tool and is not part of the Consultant Selection process. These meetings are intended for Consultants who have not visited with the UDOT PM about project specifics or who have new issues or concerns not previously discussed with the UDOT PM.

Consultants desiring to meet with the UDOT PM for a formal communication meeting should contact the UDOT Contract Administrator **via email** to request an appointment PRIOR to the deadline identified in the selection schedule table on Page 4. The UDOT Contract Administrator will schedule appointments based on the number of firms requesting appointments. Include the name and contact information of the primary individual for your appointment.

Consultants may still contact the UDOT Contract Administrator or other Consultant Services staff with any questions.

2. **Letter of Interest (LOI) Due Date: See the Selection Schedule on Page 4**

Submit one electronic PDF file of the LOI (unless directed otherwise in Appendix A *Guidelines for Preparing the Letter of Interest*) to Leslie Peterson by email at udotcssog@utah.gov prior to 11:00 AM on the date found in the Selection Schedule on Page 4. If LOIs are sent to RLOI Selection Team members the LOI will be considered non-responsive and will be disqualified. You will receive an e-mail acknowledgment of receipt.

LOIs will not be accepted after the 11:00 a.m. deadline.

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

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3. **Qualification Based Selection:** This is a Qualifications Based Selection (QBS) process based on United States Code (USC) Title 40, Chapter 11, Sections 1101 – 1104 (Selection of Architects and Engineers, otherwise known as The Brooks Act). Consultant fees are not a factor in the ranking of Consultants to provide the requested services.
4. **Notice to Proceed:** To be issued by Consultant Services after contract execution. Direction to begin work from any other source is invalid and will result in non-payment for services provided without authorized notification to begin work.
5. **Project Completion Date:** Work will be based on available funding, consultant performance and the needs of the Department. Contracts may be written against this RLOI for a period of up to 5 years from the initial NTP. UDOT anticipates contracting with the selected consultant for a 12-month period, with up to four additional 12-month contracts.
6. **Forms:** Examples of UDOT Consultant Services forms referred to throughout this RLOI are available on the UDOT Web site www.udot.utah.gov/go/csforms.

Consultant Selection Schedule

Date	Day	Action
Wednesday	12/8/16	Posting of the Request for Letter of Interest on UDOT Consultant Services Project Advertisement website and subscriber email
Wednesday	12/14/16	Deadline to request a one-on-one discussion meeting
Monday	12/19/16	Appointments to discuss the project
Monday	1/9/17	Letter of Interest is due electronically by 11:00 AM
Wednesday	1/18/17	Shortlist for Oral Interviews
Tuesday	1/31/17	UDOT Consultant Selection Interviews
Tuesday	1/31/17	Consultant Selection
Monday	2/7/17	Mandatory Pre-Negotiation Meeting with Selected Consultant

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Overview:

UDOT Consultant Services staff facilitates RLOI Selection Teams through the ranking and selection of consultants to provide engineering services for transportation related projects. Consultant selection is a Qualification-Based Selection (QBS) process, where the primary factor in selection is the qualification-based criteria outlined by the RLOI Selection Team in Appendix A *Guidelines for Preparing the Letter of Interest*, rather than the cost of engineering services. Cost is a secondary factor after a Consultant is selected and the negotiation process begins.

The RLOI Selection Team will review and evaluate submitted LOIs. Firms are shortlisted for interviews based on pre-determined criteria. Short-listed firms are invited to participate in interviews before the RLOI Selection Team. The final selection ranking of consultants is based on the final scores developed by the RLOI Selection Team using the *Interview Scores* spreadsheet and Selecting by Consent (see Selecting by Consent on Page 17).

Consultant fees are not a factor in the selection ranking of a Consultant to provide services. All price or cost related items which include, but are not limited to past, present or future costs or fees associated with Consultant contracts such as; direct salaries, wage rates, indirect cost rates, overhead rates and other direct costs are prohibited from being used in Proposals. Consultant fee or cost discussions are not allowed. Do not include any reference to Consultant fees (past, present, or future) in the Proposal.

Project Dates:

Consultants are required to meet the dates set for the oral interviews and negotiation meetings. Consultants are also advised to meet other dates outlined in the Selection Schedule on Page 4. If a consultant fails to meet these dates, the consultant will be considered non-responsive.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **60%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in Appendix C *Scope of Work*.

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 UDOT 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.

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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 Consultant shall be responsible to ensure all personnel proposed under this RLOI are qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of UDOT standard practices.

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

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

When Consultants list personnel on Appendix B [Consultant Proposed Staffing Plan](#), the consultant is agreeing to make the personnel available to complete work on contracts at whatever level the project requires.

Change in Project Team During Negotiations:

If after entering negotiations with the first-ranked Consultant, the Consultant is unable to provide the key personnel (prime or sub-consultant) proposed in the LOI at the levels required for the project, the Consultant will be offered the opportunity to propose a revised Project Team. UDOT will review the revised Project Team to determine if it offers an "equal to or better than" team. If UDOT determines the revised Team is "equal to or better than", negotiations will continue. If UDOT determines the revised Team is not "equal to or better than", negotiations will be discontinued and UDOT will move on to the second-ranked firm.

Required Streamlined LOI Contents:

The LOI from the Consultant should contain the information identified in Appendix A *Guidelines for Preparing the Letter of Interest*.

LOI Evaluation Procedures:

The RLOI Selection Team will evaluate the LOI in accordance with the criteria described in Appendix A *Guidelines for Preparing the Letter of Interest*.

Conditions of Letter of Interest:

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

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Disposition of Letters of Interest:

LOIs and their content become the property of UDOT and are treated as protected documents, and are disposed of according to UDOT policies. UDOT reserves the right to reject all LOIs. The LOI of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. LOIs 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:

Financial Screening: UDOT requires Consultants to be financially screened at the appropriate level for this Solicitation. The time it takes a Consultant to complete the Financial Screening process varies and therefore UDOT encourages Consultants to submit their [Financial Screening Application and Questionnaire](#) as soon as possible.

Consultants may obtain the Financial Screening Application and Questionnaire from the UDOT website. For questions, contact the Consultant Services Financial Screener at (801)965-4138. A Consultant's Financial Screening status is effective for the period of one year from the time the Consultant is approved.

Audits:

Prior to final contract award, an audit may be conducted by UDOT of the selected Consultant. This audit will be for the purpose of ensuring the selected firm is financially capable of performing the contract, the cost information and prices quoted are reasonable, and the selected Consultant has adequate accounting practices to ensure accurate tracking of contract costs. UDOT reserves the right to inspect Consultant records associated with this project, including financial records, as deemed necessary during the term of the contract.

Prior to final acceptance of the contract work, UDOT may conduct a closing audit of the Consultant. This closeout audit will be performed upon completion of the contract to verify the accuracy of all billings and compliance with the contract provisions.

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

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Insurance Certificates:

The Consultant is required to provide UDOT with Certificates of Insurance meeting the current guidelines. Current insurance requirements can be found within the [Consultant Services Manual of Instructions](#) (MOI).

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 \$2,000,000 or more with a prime Consultant or \$1,000,000 or more with a sub-consultant without demonstration of compliance regarding the offering of “Qualified Health Insurance Coverage” to their employees. Prior to issuing a Notice to Proceed, the Consultant must demonstrate compliance with the provisions of Administrative Rule R-916-5. A Consultant’s inability to adequately demonstrate compliance may be grounds for determining a LOI non-responsive and UDOT moving on to negotiate with the new first-ranked responsive firm.

Subscription to the UDOT Consultant Services Update Service:

UDOT recommends Consultants interested in proposing a LOI 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 RLOI, notice will be sent out via an e-mail through the update service.

Right to Cancel:

UDOT reserves the right to cancel the RLOI or contract at any time when it is in UDOT's best interest. UDOT also reserves the right to accept or reject any and all LOIs submitted in response to the RLOI.

Protests:

All protests with respect to this RLOI must be in writing, and will follow the requirements in Utah Code Sections §63G-6a-1602 et seq. Deliver a copy of any protest to:

Executive Director
Utah Department of Transportation
4501 South 2700 West, 1st Floor
P O Box 141245
Salt Lake City, UT 84114-1245

Any protest not set forth in writing within the time limits specified in §63G-6a-1602 is null and void and will not be considered.

Conflict of Interest:

UDOT expects consultants to act with integrity and professional ethics. When there is a potential conflict of interest, consultants are required to either not submit for the project or disclose the potential conflict to the Consultant Services Manager prior to submitting a proposal. The Consultant Services Manager will coordinate with the UDOT Conflict of Interest Review Team for a determination by UDOT.

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The successful Consultant will not be eligible to participate by providing additional services on those specific projects for which they will be managing; i.e. environmental services, design, construction engineering management, etc.

Selected Consultants will be expected to sign the Conflict-of-Interest and Confidentiality Certification form in Exhibit D.

For Preconstruction and Construction Engineering Services: UDOT has determined there is an appearance of a Conflict of Interest when a Consultant performs both design and construction engineering management on the same project. Refer to Section 4: Conflict of Interest of the [Consultant Services MOI](#) for specifics.

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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 UDOT 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 RLOI Selection Team. The RLOI Selection Team determined Short-listing Criteria determined prior to advertisement of the RLOI and will share the criteria with proposing consultants as part of UDOT's normal debriefing process. Ranking is determined solely by the information presented during the Consultant interviews.

The purposed for these guidelines is to ensure consistency in format and content in the LOI prepared by Consultants and submitted to UDOT. Preparing a LOI instead of a detailed proposal reduces the time requirements for consultants and simplifies the review process for the RLOI Selection Team.

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 Submission:

UDOT's goal is to migrate to electronic processes wherever possible. Consultant Services requires all LOI submissions be received solely by electronic means.

Letter of Interest:

The Letter should be addressed to:

Ms. Leslie Peterson
Contract Administrator
UDOT Consultant Services
4501 South 2700 West
Taylorsville, UT 84129-5998
udotcssoq@utah.gov

LOI Format Requirements:

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

- Express your interest in the project and understanding of the work
- 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
- All pages are 8-1/2 X 11"
- Submit one PDF file (containing the LOI requirements in the order presented in this Appendix).

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

- Cover Page (one page)
- Letter of Interest (two pages)
- [Project Related Experience Chart](#) (one page)
- [Consultant Proposed Staffing Plan](#) (unlimited pages)

LOIs exceeding the above pages and format will be considered non-responsive and will not be reviewed by the RLOI Selection Team and therefore will not be short-listed for Consultant Selection Interviews.

Disqualifications:

1. **Late Submission** – Any LOI received by Consultant Services after the 11:00 AM deadline.
2. **Do not send LOIs to RLOI Selection Team Members** – send LOIs to the contract administrator, not directly to any RLOI Selection Team members, see instructions on Page 3.
3. **Electronic PDF Submission** – Submit one PDF file (containing all of the LOI sections in the order presented in RLOI instructions on Page 12) to Leslie Peterson at udotcssoq@utah.gov
4. **Consultant Fee Discussion:** Consultant fees are not a factor in the selection ranking of a Consultant to provide services. All price or cost related items which include, but are not limited to past, present or future costs or fees associated with Consultant contracts such as; direct salaries, wage rates, indirect cost rates, overhead rates and other direct costs are prohibited from being used in Proposals. Consultant fee or cost discussions are not allowed. Do not include any reference to Consultant fees (past, present, or future) in the Proposal.
5. **Cover Page** – Any LOI received without a Cover Page; without the Acknowledgement on the Cover Page; and/or with additional information. Refer to Page 14 for further details.
6. **Use of UDOT staff** – Use of current UDOT employees or former staff who were involved in the development of the RLOI. Refer to Required Key Personnel Qualification on Page 8 for more information.
7. **Financial Screening** – Consultants are required to complete the UDOT Financial Screening process within two weeks of selection. Refer to Financial Screening discussion on Page 9 for further details.
8. **Two (2) Page Maximum** – ([Project Related Experience Chart](#) and Appendix B [Consultant Proposed Staffing Plan](#) do not count towards the page maximum if no additional information is included.)

A page is defined as a single-sided 8.5" x 11" sized sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics.

Do not include a reference or link to additional information. If an LOI contains references or links, UDOT Consultant Services will assume additional pages are used.

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9. **Other** – UDOT reserves the right to disqualify an LOI when the intent of the RLOI process is violated. **Any LOIs committing violations to the above requirements will be disqualified by Consultant Services and will not be reviewed by the RLOI Selection Team.**

Cover Page: The Cover Page is one page. It may be on the Prime Consultant’s letterhead and will consist of the following with no additional information:

Cover Page	
Date	
PIN No., Project Name and Description	
Prime Consultant	
Prime Consultant’s Federal ID#	
Sub-Consultants (if any)	
Primary Contact	
Primary Contact Name (Prime)	
Address	
City, State, Zip	
Email	
Office Phone	
Cell Phone	
Secondary Contact	
Secondary Contact Name (Prime)	
Address	
City, State, Zip	
Email	
Office Phone	
Cell Phone	
Acknowledgement	
<p><i>I understand the acceptance and completion criteria, submittal, financial screening requirements, contract selection types and contract caps. My firm will comply with all state and federal contracting requirements applicable to the project. I understand UDOT policies, procedures and processes may change during the duration of the project and will comply with any changes required by UDOT. I have fully and accurately disclosed any debarment, license issues, and/or investigations being performed by any governmental entity. Employees listed on the staffing plan are current bona fide employees of the Consultant.</i></p> <p><i>As authorized to sign for my organization, I certify the content of this proposal to be true, accurate and all matters fully disclosed as requested in the Solicitation. I understand any misrepresentations or failure to disclose matters in the proposal is immediate grounds for disqualification.</i></p>	
Signature	
Name	
Title	

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The information is not required to be in this exact format, as long as each item of requested information is presented, **with no additional information**. LOIs will be considered non-responsive and will be disqualified if the Cover Page is not attached to the LOI; if the Acknowledgement is not included on the Cover Page; and/or if there is additional information included on the Cover Page.

Requirements for Project Related Experience Chart and References:

Provide a **one-page** table of projects completed by team members during the last ten years. The table headings should include the following items. (See sample [Project Related Experience Chart](#) available on the UDOT website). Columns may be combined in order to consolidate information.

- Name of Project Manager / Team member(s)
- Year
- Type of Project
- Project Name
- Project Location
- Project Description
- Services Performed / Specific Project Role
- 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; therefore the RLOI Selection Team will not consider the LOI in the selection process.

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Appendix B

Appendix B Consultant Proposed Staffing Plan:

The Consultant is expected to complete the Appendix B [Consultant Proposed Staffing Plan](#). Firms are not required to use this exact form, as long as all necessary information is included in a form presented in the LOI. The form must state the certification and education levels of the individuals proposed for use on this contract, including sub-consultants' personnel.

When Consultants list personnel on Appendix B [Consultant Proposed Staffing Plan](#), the Consultant is agreeing to make the personnel available to complete the services in the contract at whatever level the project requires.

The completed form must be included in the LOI, but will not count as one of the allowed pages. No other information is allowed on these pages.

The information in this form should be included to provide technical details for all of the Consultant Project Team. This form may or may not be considered by the RLOI Selection Team in order to make a short-list for Consultant Selection Interviews.

Appendix B [Consultant Proposed Staffing Plan](#) will not count as one of the allowed pages.

RLOI Selection Team:

RLOI Selection Team members will receive copies of each responsive LOI submitted. The RLOI Selection Team prepares short-listing criteria prior to the RLOI advertisement and will compare LOIs to the criteria in their individual review of the LOIs. Through consent as a Team they will short-list a minimum of at least two firms. Those Consultants making the 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 any short-list criteria, and strengths and weaknesses identified by the RLOI Selection Team in the LOI. The strengths identified in the highest-ranked firm's LOI will be available for review in-person at the Consultant Services division, along with the selected firm's LOI, after the contract has been executed. 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.

Short-Listing for Interviews:

The RLOI Selection Team will "short-list" for interviews depending on the number and quality of Consultant responses. The RLOI Selection Team will meet to determine which firms will interview by the "Consent" of the RLOI Selection Team. Consent is defined as the willingness of all RLOI Selection Team members to accept a decision reached by a collaborative process.

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Selection Interviews:

The following project-specific topics will be discussed during consultant selection interviews:

- Communication
- Conflict of Interest
- Data Analysis
- Resource Availability and Experience
- UDOT 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. **If there are any changes affecting the RLOI, notice will be sent out via an e-mail through the UDOT Consultant Services update service.**

“Selecting by Consent” Process:

The interviews will be performed using “Selecting by Consent” (SBC) process. The SBC process is a scoring process that aids the RLOI 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 RLOI Selection Team Preparation/Scoping Meeting. After the interviews are conducted, the RLOI Selection Team scores each segment and question by “consent”. Consent is defined as the willingness of all RLOI 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 RLOI Selection Team using the *Consultant Selection Interview Scores Example* found on the UDOT web site www.udot.utah.gov/go/csforms. See the form for more information regarding this process.

Summary:

The LOI should be clear, concise, and it should provide the RLOI Selection Team Members with an understanding of the Consultant Team’s ability to undertake and complete the proposed project successfully in a thorough, efficient and timely manner.

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Appendix C

Contract Goal:

Augment Traffic and Safety staff with specialized expertise to perform the tasks outlined in the Scope of Work.

Scope of Work:

OVERVIEW

In an effort to address fluctuating workloads and increasing demands on our time and resources, the UDOT Traffic and Safety Division is soliciting consultant assistance for support administering our core safety programs and related duties. Often, deadlines are short and a quick turn-around time is required. Work may include professional services in the following areas:

Task 1: Traffic and Safety Program Management Assistance

Task 2: Traffic and Safety Documentation and Materials

Task 3: Traffic and Safety Data Analysis & Reporting

Work will be performed under the direction of the Traffic and Safety Division. This is not an exclusive selection for all Traffic and Safety work. No minimum amount of work is guaranteed by this selection. Work will be determined based on available funding, consultant performance and the needs of the Department. It is anticipated that multiple people may be needed on a part-time as-needed basis, oftentimes working at the Traffic & Safety Division office. Team members need to have a diversity of skills in order to be successful. Contracts may be written against this RLOI for a period up to 5 years from NTP.

Task 1: Traffic and Safety Program Management Assistance

Provide Traffic and Safety Division program management services in support of the Highway Safety Improvement Program (HSIP), Railroad Crossing Program, Spot Safety Improvement Program (SSIP), High Risk Rural Road Program (HRRR), Barrier Treatments, Sign Modification & Replacement, Safety Education and Enforcement, State Safety Oversight (transit), Small Area Lighting, Traffic Signals, Safe Sidewalk, ADA Ramps, Safe Routes to School (SRTS), Traffic Studies, and Operational Safety Report (OSR) administration. Program management tasks for other safety programs may be added in the future. Work will include but is not limited to:

- Prepare and follow-up on monthly reports for each safety program
- Follow-up with Project Managers regarding program projects status
- Administer Consultant Services and Procurement contracts
- Maintain ePM elements of each program
- Coordinate on program obligation amounts
- Prepare and submit annual program documentation
- Coordinate with internal and external safety partners
- Coordinate safety project submittals and reports

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- Develop annual STIP information and submittals
- Respond to safety analysis and mapping/GIS requests
- Coordinate external data analysis and mapping/GIS efforts
- Institutionalizing the Highway Safety Manual
- Train/educate UDOT personnel and consultant engineering firms

Performing these duties may require extensive amounts of time spent on-site, acting as an extension of the Traffic and Safety staff. A work space may be provided, as needed, but no other resources will be supplied.

Task 2: Traffic and Safety Documentation and Materials

Assist the Traffic and Safety Division as needed in the development and updating of program manuals and manuals of instruction, standard & supplemental specifications, standard & supplemental drawings, training materials, and outreach materials. Work may include:

- Safety related policies, specifications, drawings, guidelines, and/or manuals
- MUTCD policies, specifications, drawings, guidelines, and/or manuals
- Railroad policies, specifications, drawings, guidelines, and/or manuals
- Utah specific requirements for Work Zones, School Zones, Signing, Barriers, etc.
- Safety related implementation plans and program documentation
- Presentations (PowerPoint and other formats) and related materials

Task 3: Traffic and Safety Data Analysis & Reporting

Assist the Traffic and Safety Division in using crash, roadway, and traffic data to follow a data driven approach in managing our programs and related responsibilities. Includes using various tools such as the Highway Safety Manual, UDOT SMS database, Highway-Rail Crossing Inventory, UDOT SafeMap, GIS software, UPlan, Utah Crash Prediction Model, usRAP/ViDA, and HiSafe. Work may include:

- Data collection and/or analysis (including crash, roadway, and traffic data)
- Data preparation and data QC
- Reporting/visualizing statistical data
- Respond to data requests
- Road Safety Audits and/or Safety Assessments
- Review of high risk locations to evaluate possible safety deficiencies
- Identification of potential safety countermeasures
- Development of scoping reports
- Applying Safety Performance Functions (SPFs)
- Applying Crash Modification Factors (CMFs)
- Calculating benefit/cost ratios
- Estimating change in fatalities and serious injuries
- Understanding of Bayesian statistics

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Appendix D

UDOT Engineering Services Contracts
Consultants Acting as a UDOT Project Manager, Consultant Services Support,
and/or Program Manager Support
Conflict-of-Interest and Confidentiality Certification

I, _____ (INDIVIDUAL) with _____ (CONSULTANT), have been retained by the Utah Department of Transportation ("UDOT") to perform services for the _____ Division of UDOT. (Utah Code Ref 63G-6a)

Neither my firm nor I have:

- Any financial or other interest in the outcome of any project/program I will be managing.
- Any agreement, enforceable promise, or guarantee to provide any future work on any project I will be managing.
- No one with a financial interest in the outcome of projects/programs I will be managing exercises any control over my employment, pay, bonuses, or any other area subject to external influence.

In the performance of my duties I will:

- Represent UDOT in an equitable, ethical, and unbiased manner.
- Disclose potential conflicts-of-interest to the UDOT Program Manager.
- Document and work with a UDOT Program Manager, in cases of potential conflicts-of-interest, to work out a course of action to alleviate a potential conflict-of-interest.
- Work under the direction of a UDOT Program Manager.
- Maintain the confidentiality of all related information to which I gain access as a result of my job or assignment, including but not limited to any UDOT written documents, electronic documents, discussions, comments or meetings that are of a sensitive or confidential nature, even from my employer.
- Refer anyone requesting information relevant to confidential information to the appropriate UDOT division.
- Disclose and discuss with a UDOT Program Manager for this contract in the event there are any activities which could interfere with the ethical performance of my duties.
- Not select consultants on behalf of UDOT but may assist a UDOT Program Manager in contract negotiations with other consultants.

I will not:

- Access information unless required to do so for the performance of my assignment.
- Inappropriately disclose any information gained.
- Use my assignment to influence selection of other consultants.
- Allow others access to UDOT systems granted to me as a Consultant for these services.
- Prepare or process any consultant contracts or administer any consultant selection process for which my firm is competing either as the prime or a sub-consultant.
- Exert undue pressure on any UDOT employee, local government official, or Selection Team member to either select or not select a particular consultant/contractor.
- Make copies of any confidential or privileged information for use after the contract is terminated.

Other employees of the CONSULTANT will not:

- Ask or require the INDIVIDUAL to disclose confidential information.

I understand my access to UDOT systems will be audited and I understand any violation of this Certification may result in termination of my firm's contract(s) with UDOT.

By: _____
(Individual's Signature)

Date: _____

Approved by: _____
[Authorized Consultant Officer (Signature)]

Date: _____

[Authorized Consultant Officer (Print Name)]

[Consultant Firm Name]

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Appendix E

UDOT Reference Items:

- UDOT CADD use and information is available on-line from the UDOT website at www.udot.utah.gov/go/ETS.
- UDOT Consultant Services Manual of Instruction is available on-line at the UDOT website www.udot.utah.gov/go/CSManuals.
- Other UDOT manuals are available on-line from the UDOT website at www.udot.utah.gov/go/Manuals.
- UDOT Project Delivery Networks is available on-line from the UDOT website at www.udot.utah.gov/go/ProjectManagement.
- UDOT ProjectWise use and information is available on-line from the UDOT website at www.udot.utah.gov/go/ETS.
- UDOT Reference Material is available on-line from the UDOT website at www.udot.utah.gov/go/StandardsReferences.
- UDOT Standards are available on-line from the UDOT website at www.udot.utah.gov/go/2012Standards.
- UDOT 2016 Strategic Direction & Performance Measures are available on-line from the UDOT website at www.udot.utah.gov/go/StrategicDirection.
- UDOT Traffic and Safety Highway Sign Policies and Manuals are available on-line from the UDOT website at www.udot.utah.gov/go/HighwaySignPolicy.
- State of Utah Web Standards and Guidelines are available on-line from the UDOT website at <http://www.utahta.wikispaces.net/Application+Architecture>.
- UDOT Traffic & Safety Division programs can be reviewed on-line from the UDOT website at <http://www.udot.utah.gov/main/f?p=100:pg:0:::V,T,187>.
- AASHTO Highway Safety Manual can be reviewed and purchased on-line from the website <http://www.highwaysafetymanual.org>.
- Crash Modification Clearinghouse can be accessed online from the website <http://www.cmfclearinghouse.org>.
- Federal safety guidance can be accessed online from the website <http://safety.fhwa.dot.gov>.