State of Utah

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July 6, 2011

M E M O R A N D U M

TO: Project Managers, Consultants, and Local Governments

FROM: Gaye Hettrick, CPM
Utah Department of Transportation
Consultant Services Division

SUBJECT: UDOT General Engineering Services and Local Government Pool (Pool) Request for Pool Letter of Qualifications (RPLOQ)

Effective July 1, 2011, the Utah Department of Transportation (UDOT) revised the consultant selection process for contracts selected from the Pool prequalified list of consultants.

Some time ago, FHWA representatives expressed concerns as to whether the Pool selection process meets the Brooks Act (qualifications-based selection) for contracts over the Small Purchase Cap of $150,000, specifically:

- Having conversations with three or more firms;
- On a project-specific basis; and,
- Documenting those conversations.

Consultant Services has established a new process to address these concerns, the RPLOQ. We have developed four documents as part of this process that may be downloaded from the Consultant Services Forms website, www.udot.utah.gov/go/csforms.

- *RPLOQ Consultant Selection Process* – The *RPLOQ Consultant Selection Process* instructs UDOT Project Managers on the process work flow on a step-by-step basis.
- *RPLOQ Form* – The *RPLOQ Form* is an invitation to consultants to submit a Pool Letter of Qualifications (PLOQ). It is developed by Project Managers identifying the project information, scope of work, contact information, and deadline of PLOQs.
- *RPLOQ Format Instructions* – The *RPLOQ Format Instructions* are the instructions to consultants on the preparation format of PLOQs.

- *RPLOQ Ranking Sheet* – The *RPLOQ Ranking Sheet* is the selection results form ranking PLOQs for preparation by the UDOT Project Manager and/or Project Team.

FHWA has approved these revisions and Consultant Services will now incorporate them into the next revision of the *Consultant Services Manual of Instructions*.

Consultant Services provided training on the new process to UDOT Project Managers in June of 2011. One session was recorded and may be viewed online. The link for this training session will be posted in the next week.

If you have any questions regarding these changes, please contact me at ghettrick@utah.gov. Thanks.