

Request for Pool Letter of Qualifications
Format Instructions
(Electronic Submission Required)



Revised February 6, 2017

**UTAH DEPARTMENT OF TRANSPORTATION
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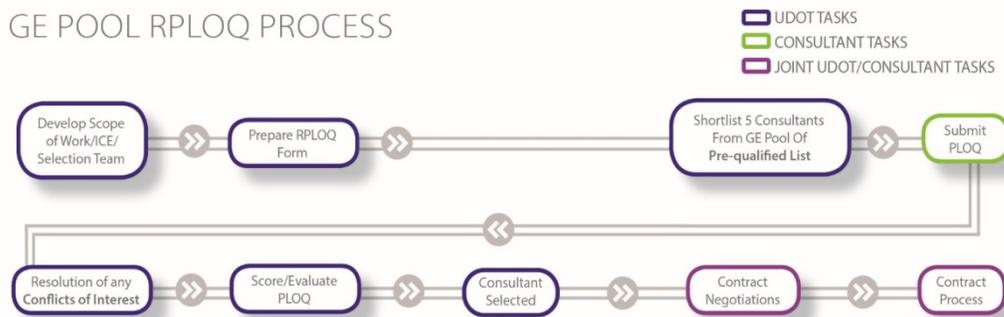
General Information

The Utah Department of Transportation (UDOT) Project Managers use the General Engineering Services and Local Government Pool (GE Pool) to hire consultants for smaller contracts. The GE Pool pre-qualification process assists UDOT and Local Government (LG) Project Managers to select the most qualified Consultant for their project.

The GE Pool is the simplest method for selecting a consultant and there are two primary selection avenues a UDOT Project Manager can utilize in hiring a consultant from the GE Pool; **Direct-Select** and **Request for Pool Letter of Qualifications (RPLOQ)**.

For contracts anticipated to be more than \$120,000 and less than \$450,000, UDOT Project Managers and the Local Government Project Managers may use the RPLOQ selection method from the GE Pool prequalified firms list. If UDOT Project Managers and/or LG Project Managers anticipate the contract amount will be more than \$600,000, a *Request for Qualifications (RFQ)* or *Request for Letter of Interest (RLOI)* selection method must be used.

The RPLOQ procurement has a higher level of competition for selection from the GE Pool list of prequalified firms than the direct-select method as multiple firms are shortlisted and invited to submit qualifications for the same GE Pool project.



UDOT shortlists and invites three (3) or more firms from those who are listed as qualified in the specific work discipline of the current GE Pool to submit a Pool Letter of Qualifications (PLOQ) in response to a project-specific RPLOQ. Please direct all questions regarding specific RPLOQs to the Consultant Services Manager (or someone in Consultant Services).

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PART ONE
Consultant Services Solicitation Overview

The Utah Department of Transportation is soliciting services identified on the Project-specific RPLOQ Form. Consultant Services will follow guidelines outlined in the [Consultant Services Manual of Instruction](#) (MOI) and in this Solicitation.

Solicitation is defined as the document used by UDOT to obtain a Consultant's Proposal.

Proposal is defined as a Consultant's response to UDOT's Solicitation.

- 1. Communication:** Pursuant to Utah Code 63G-6a-1503(3), beginning the date that the solicitation is issued until the selection of a Consultant has been made, **Consultants may not contact or communicate with any member or potential member of a Selection Team. The only exceptions are to acknowledge receipt or decline the RPLOQ invitation or to submit the PLOQ.**

Consultants may contact the UDOT Consultant Services Manager or other Consultant Services staff with any questions.

- 2. Subscription to the UDOT Consultant Services Update Service:** UDOT recommends Consultants interested in a project subscribe to the [UDOT Consultant Services Update Service](#) on the UDOT website.

If there are any changes affecting the Solicitation, notice will be sent out via an e-mail through the update service or to the shortlisted firms specifically.

- 3. Review of the Solicitation documents:** Consultants are responsible for reviewing and understanding the content and requirements of the Solicitation. Read and review each section carefully to ensure proposals meet the outlined requirements. If the Consultant identifies any mistake, error, or ambiguity in the Solicitation during the procurement process, it is the duty of the Consultant to notify the Consultant Services Manager via email.
- 4. 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. For additional information, please reference the UDOT [Consultant Services Manual of Instruction](#) (MOI).
- 5. Applicable Federal and State Regulations:** The Consultant will conform to all applicable state and federal regulations.
- 6. Conditions of Proposal:** All costs related to the preparation of the Proposal and any related activities such as interviews are the sole responsibility of the Consultant. UDOT assumes no liability for any costs incurred by Consultants during the selection and contract negotiation process.

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7. **Contract Terms and Conditions:** It is the Consultants' responsibility to review and understand UDOT's Standard Terms and Conditions contained in the UDOT [Contract Terms and Conditions](#). These terms and conditions will apply to any contract resulting from this Solicitation.
8. **Health Reform – Health Insurance Coverage in State Contracts Requirements:** As required by UCA 72-6-107.5, effective March 17, 2016, 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 Proposal non-responsive and UDOT moving on to negotiate with the new first-ranked responsive Consultant.
9. **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.
10. **Right to Cancel or Reject:** UDOT reserves the right to cancel the Solicitation at any time when it is in UDOT's best interest. UDOT also reserves the right to accept or reject any or all Proposals submitted in response to the Solicitation.
11. **Required Personnel Qualification:** The Consultant will be responsible to ensure all personnel proposed are qualified through training, experience, and appropriate certification for the tasks assigned and will have a working knowledge of UDOT standard practices.
12. **Proposed Project Staff:** The Consultant is expected to provide a Consultant Proposed Staffing Plan for the project, as outlined in Part Three (Proposal Organization and Requirements). The plan should state the certification and education levels of the individuals proposed for use on this contract including sub-Consultants' personnel. The plan must be included in the Proposal but will not count against the maximum allowed pages.

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

- If a Consultant lists a former UDOT employee on the Proposal who officially left UDOT employment prior to the submission date of the Proposal, the Consultant will not be disqualified.
- If the Consultant lists someone who has not yet left UDOT employment, even if the employee plans to retire or quit soon, the Consultant will be disqualified.
- If a Consultant lists a former or current UDOT employee who was involved in the development of the Solicitation for this project, the Consultant will be disqualified.
- These requirements apply to prime and sub-Consultants.

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13. **Key Personnel:** Key Personnel are those individuals specifically identified in the Proposal as being set forth to effectively manage all aspects of the work in a quality, timely and efficient manner. When Consultants list Key Personnel, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

14. **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 Consultant 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 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 Consultant's Proposal. Disqualification will be based on audit findings, determinations, and recommendations made by the UDOT Fiscal Audit Division.

15. **Work Site Safety:** Utah Code 63G-6a-403 states UDOT may request the Consultant submitting a Proposal to provide information about the Consultant's work site safety program, including any requirement that the person imposes on sub-consultants for a work site safety program and any other pertinent information.

16. **Disposition of Proposals:** Proposals and their content become the property of UDOT and are treated as non-public records until the Contract has been executed by all necessary officials of the Consultant and UDOT. The Proposal of the successful Consultant will be open to public inspection for a period of one year after the Contract has been executed.

17. **Consultant Debriefing:** As part of the Proposal evaluation, UDOT may provide the strengths identified in the selected Consultant's proposal.

The proposal of the selected Consultant's proposal will be available for review in-person at the Consultant Services division, for a period of one year after the Contract has been executed.

Consultants may contact the Consultant Services Manager for their firm's ranking.

18. **Notice to Proceed (NTP):** NTP will be issued by Consultant Services division after contract execution. Authorization to begin work from any other source is invalid and will result in non-payment for services provided prior to authorized notification to begin work.

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19. **Change in Key Personnel During Negotiations or after Notice to Proceed (NTP):** If after entering negotiations with the first-ranked Consultant, the Consultant is unable to provide the Key Personnel (prime or sub-Consultant) identified in the Proposal at the levels determined necessary for the project by the PM, the Consultant will be required to notify the PM and the Consultant Services Manager. The Consultant will then be offered the opportunity to propose a revised Project Team. The UDOT Selection Team will review the revised Project Team to determine if it is equal to or better than the originally proposed team. If UDOT determines the revised Team is equal to or better than the originally proposed team, negotiations will continue. If UDOT determines the revised team is not equal to or better than the originally proposed team, negotiations will be discontinued and UDOT will move on to the second-ranked Consultant. If the change in Key Personnel is after NTP and UDOT does not approve the change, UDOT reserves the right to cancel the contract and/or reflect the change on the Consultant Project Evaluation.

20. **Protests:** All protests with respect to this Solicitation 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.

21. **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).

22. **Required Completion and Acceptance Criteria:** Progress payments will be made for work in progress. Final invoice payment will be made after: all of the work has been completed; the final estimate, project records, and documentation have been received and accepted by UDOT as accurate and complete; and a Consultant Evaluation has been performed.

23. **Government Records Access and Management Act (GRAMA):** UDOT will maintain a nonpublic process for the duration of this Solicitation. Pursuant to Subsection §63G-2-305(6) of the GRAMA, all records related to this Solicitation, including, but not limited to Proposals, evaluation, and selection procedures, and any records created during the evaluation and selection process will remain nonpublic records until the Contract has been executed by all necessary officials of the Consultant and UDOT. The GRAMA, Utah Code Ann., §63G-2-101 et seq., provides in part that certain records are protected if properly classified.

24. **For Construction Engineering Management Contracts:** Effective November 2016, UDOT has revised the certification requirements during the Solicitation phase. Proof of certifications is not required at this stage and the Consultant will be required to self-certify as per the Contract Terms and Conditions.

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PART TWO

Solicitation Method and Requirements
Request for Pool Letter of Qualifications (RPLOQ) Solicitation

1. **Solicitation:** This Solicitation follows the Request for Pool Letter of Qualification (RPLOQ) processes and procedures outlined herein.

UDOT Consultant Services staff facilitates 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 Selection Team in Part Three (Proposal Organization and Requirements), rather than the cost of engineering services. Cost is a secondary factor after a Consultant is selected and the contract negotiation process begins.

2. **RPLOQ Process:** The RPLOQ selection process is a project-specific Consultant selection process that is conducted by invitation only. The invitation will be offered to (3) or more Consultants who are listed as qualified in the current General Engineering Services and Local Government Pool.
3. **Public Involvement Work Discipline:** Any consultants invited to respond to an RPLOQ for the public involvement work discipline should not follow the instructions contained in this document. Refer to the [Public Involvement RPLOQ – Format Instructions](#) for public involvement solicitations.
4. **Proposal Deadline:** Submit one (1) electronic PDF file of the Proposal by email to the Project Manager, Consultant Services Manager, and Local Government Contact (if applicable) prior to 11:00 AM on the submission date identified on the Project-specific RPLOQ Form. Proposals will not be accepted after the 11:00 AM deadline.
5. **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.
6. **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.

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7. **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.

8. **UDOT Right:** UDOT reserves the right to disqualify a Proposal when the intent of the Solicitation process is violated. UDOT Consultant Services staff may utilize the provision of Utah Procurement Code 63G-6a-114 to determine an error is immaterial.
9. **Selection Team and Process:** The UDOT Project Manager and Local Government Contact (if applicable) will form a Selection Team consisting of at least (3) individuals; the UDOT Project Manager, the Local Government Contact (if applicable), and one or two other technical experts. Selection Team members will receive copies of each responsive Proposal submitted.

Shortlisting: The UDOT Project Manager and Local Government Contact (if applicable) will shortlist and invite three (3) or more consultants from those listed as qualified in the appropriate work discipline having sufficient pool dollars available to submit a PLOQ. If there are less than three (3) firms listed as qualified for the work discipline, the UDOT Project Manager and Local Government contact (if applicable) will invite all firms listed as qualified.

Questions: If a consultant has a question after receiving the RPLOQ invitation, the consultant may submit the question via email to the Consultant Services Manager (CSM) or designee within Consultant Services. If the question is regarding process, the CSM will respond to the consultant. If the question is regarding the scope of work or clarification of the solicitation, the CSM will obtain the answer from the UDOT Project Manager and respond with the answer to all invited firms.

Submission: Consultants invited to submit may either submit a PLOQ by the deadline given or respectfully decline to submit in writing. If less than three consultants submit PLOQs, the UDOT Project Manager may proceed with the selection process with the PLOQs that are submitted.

Ranking: The Selection Team will review and rank the Proposals based on the evaluation criteria identified in Part Three (Proposal Organization and Requirements) using the standard [RPLOQ Ranking Sheet](#). The Selection Team will then meet to discuss the Proposals and rank using the "Selecting by Consent" process.

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Selecting by Consent (SBC): The SBC process is a process that aids the Selection Team in developing final ranking through a collaborative process. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process.

Consultant Services Review: The UDOT Project Manager will submit the consultant selection documentation (RPLOQ, PLOQs, RPLOQ Ranking Sheet, etc.) to the Consultant Services Manager or designee with a written justification for the final rankings. The Consultant Services Manager or designee will review/approve the selection followed the standard process.

Negotiations: Once the selection process has been approved by the Consultant Services Manager, the UDOT Project Manager and Local Government contact (if applicable) will enter negotiations with the first-ranked firm. If the UDOT Project Manager and Local Government contact (if applicable) cannot come to an agreement with the first-ranked firm, negotiations will be formally discontinued and the UDOT Project Manager and Local Government contact (if applicable) will enter negotiations with the second-ranked firm.

Consultant Cumulative Pool Dollars: The contract amount and any modifications to the contract will be assessed against the selected consultant's pool period cumulative cap. It is the consultant's responsibility to ensure their firm has enough pool dollars available for the contract and any modifications to the contract. If a consultant does not have enough pool dollars available to cover the contract amount and the 25% contingency reserved for potential modifications at the time of selection, the consultant may be considered non-responsive.

10. **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 requested in the outlined Scope of Work. The only exception is if a different percentage is included in the project-specific RPLOQ Form.
11. **Financial Screening:** Consultants may be required to have an independent audit by a CPA for this Solicitation. Inability to complete the financial screening process will disqualify the Consultant's Proposal, unless the delay is due to problems or delays by UDOT. The selected Consultant must complete the financial screening process within 2 weeks after selection.
12. **Conflict of Interest:** 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.
13. **Guidelines for Preparing Pool Letter of Qualification:** These guidelines were developed to standardize the preparation of a Proposal by Consultants for engineering services on a UDOT

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project. The purposes of the guidelines are to ensure consistency in format and content in the Proposals prepared by Consultants and submitted to UDOT. Submitting a Proposal is the beginning of the selection process and is used as the basis for selecting Consultants. It is highly recommended that Proposals are written and presented to UDOT in a clear and concise format which will not distract from the content of the material presented.

The following table outlines the Proposal instructions and guidelines. Any penalty or disqualification actions are clearly identified in the table. Violations that do not result in a penalty or a disqualification action may still affect the Consultant’s overall Proposal score as part of the evaluation process.

Proposal Instructions and Guidelines		
Instruction	Description of Requirement	Violation Penalty or Disqualification
Margins	Provide one-inch (1”) margins throughout the Proposal; Consultant Name/Logo and Page Headers/Footers may be within the margins	Guideline
Font and Line Spacing	Use a 10-point [or greater] Arial or Times New Roman font	Guideline
E-mail	Do NOT send Proposals directly or indirectly to any known or presumed Solicitation Selection Team members or other UDOT personnel outside of the prescribed UDOT email address	Guideline
PDF Submission	Send Proposals via e-mail in PDF format	Guideline
Consultant Proposed Staffing Plan	Provide a copy of the Consultant Proposed Staffing Plan	Guideline
Project Related Experience Chart	Provide a one-page completed Project Related Experience Chart	Guideline
Additional Information	Do not include additional information beyond that which is required and identified on the sample forms, including references or links to additional information. Refer to the requirements identified in Part Three (Proposal Organization and Requirements)	Disqualification
Page Limits	Provide only the allowable number of pages as identified on the Project-specific RPLOQ Form	Disqualification

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Page Sizes	Provide only the allowable page sizes identified in Part Three (Proposal Organization and Requirements)	Disqualification
Proposal Deadline	Send Proposals to the UDOT Project Manager, Consultant Services Manager, and the Local Government Contact (if applicable) prior to the 11:00 AM deadline on the date identified in the project-specific RPLOQ Form)	Disqualification
Fee Discussion	Submit a Proposal without any reference to Consultant cost or fees on this project or any past, present or future project	Disqualification
Cover Page	Provide a complete Cover Page, including a signed, verbatim Acknowledgement as identified in Part Three (Proposal Organization and Requirements)	Disqualification
UDOT Staff	Provide a team that does not include any current UDOT employees or former UDOT employees who were involved in the development of this Solicitation	Disqualification
Financial Screening	Complete the UDOT financial screening process at the appropriate level, within two weeks of selection	Disqualification

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PART THREE

Proposal Organization and Requirements

1. Proposal Organization:

Technical PDF

- Proposal Cover Page
- PLOQ Letter
- Project Related Experience Chart
- Consultant Proposed Staffing Plan
- Form BC (Business Confidentiality), if applicable

2. Proposal Section Requirements:

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:

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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. 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. Proposals will be considered non-responsive and will be disqualified if the Cover Page is not attached to the Proposal; if the Acknowledgement is not included on the Cover Page; and/or if there is additional information included on the Cover Page.

The Cover Page will not count as one of the allowed pages.

PLOQ Letter: The PLOQ Letter should be addressed to the UDOT Project Manager listed on the Project-specific RPLOQ Form and address the following criteria:

- Detail your interest in the project and understanding of the work
- Describe your firm's qualifications to perform the work
- Project Team: Identify the project team, Project Manager and other Key Personnel that will be performing the project work
- Capability: Describe the qualifications, experience, and availability of Key Personnel on your proposed project team. Correlate the qualifications and past experience with the Contract Goals and the outlined Scope of Work
- Approach to the Project

Project Related Experience Chart: 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. Do not include additional information beyond that which is required and identified on the sample form, including references or links to additional 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

The Project Related Experience Chart will not count as one of the allowed pages.

Consultant Proposed Staffing Plan: The Consultant is expected to provide a [Consultant Proposed Staffing Plan](#). Consultants are not required to use this example form, as long as all necessary information is included. The Staffing Plan must identify the certification and education levels of the individuals proposed for use on the contract, including sub-consultants' personnel. When Consultants list personnel on the 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.

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The Consultant Proposed Staffing Plan must be included in the Proposal, but will not count as one of the allowed pages. Do not include additional information beyond that which is required and identified on the sample form, including references or links to additional information.

Evaluation Criteria:

- **Project Team:** The Selection Team will evaluate the Firms' capability to perform the work based on the qualifications, experience, and availability of Key Personnel on your proposed project team. Correlate the qualifications and past experience with the Contract Goals and the outlined Scope of Work.
 - **Approach to the Project:** The Selection Team will evaluate how well you have planned a basic course of action and project schedule, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts. Identify risks, challenges, conflicts and potential mitigation.
3. **Claim of Business Confidentiality:** The GRAMA, Utah Code Ann., §63G-2-101 et seq., provides in part that certain records are protected if properly classified. Consultants are responsible for determining which information, if any, they wish to be protected under a Claim of Business Confidentiality, and are responsible for taking appropriate action to do so. An entire Proposal may not be protected under a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Consultant must, at the time the information is provided to UDOT, include a [Form BC - Claim of Business Confidentiality](#). It is the responsibility of the Consultant to complete Form BC in accordance with Subsection §63G-2-309 and submit to UDOT as an attachment to the Proposal. If nothing in the Proposal is being protected under a Claim of Business Confidentiality, a Form BC is not required.
 4. **Page Maximum:** If a proposal contains pages exceeding the maximum limit identified on the Project-specific RPLOQ form, the Proposal will be disqualified. The Cover Page, Project Related Experience Chart, Consultant Proposed Staffing Plan and Form BC (if applicable) do not count towards the page maximum.

A page is defined as a single-sided 8.5" x 11" sized page that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics with NO additional information or links to additional information.