

Utah Department of Transportation

Public Involvement
Request for Pool Letter of Qualifications
Format Instructions
(www.udot.utah.gov/go/csforms)



Revised July 26, 2016

UTAH DEPARTMENT OF TRANSPORTATION

Public Involvement

RPLOQ Format Instructions

TABLE OF CONTENTS

Title Sheet 1

Table of Contents 2

General Information..... 4

- Communications..... 5
- Electronic Submittal..... 5
- Cost Discussion in PI Technical Proposal 5
- Project Dates..... 6
- Required Percentage of Work for Prime Consultant 6
- Required Completion and Acceptance Criteria 6
- Applicable Federal and State Regulations 6
- Debarment Certification 6
- Authorization to Begin Work 6
- Required Key Personnel Qualification 6
- Required Availability of Key Personnel 7
- Change in Project Team During Negotiations..... 7
- Conditions of PI PLOQ 7
- Disposition of PI PLOQ..... 7
- Ownership of Documents 8
- Financial Screening..... 8
- Audits 8
- Insurance Certificates..... 8
- Consultant and/or Corporate Logos or Branding 9
- Right to Cancel..... 9
- Protests 9
- Subscription to the UDOT Consultant Services Update Service 9

Appendix A – Guidelines for Preparing the PI Technical Proposal..... 10

- Introduction..... 10
- PI PLOQ..... 10
 - PI Technical Proposal Sections 10
 - PI Price Proposal..... 10

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

- PI Technical Proposal..... 10
 - PI PLOQ Cover Page 10
 - PI Technical Letter 12
 - Project Experience Chart and Reference 12
 - Proposed Key Personnel – Appendix B..... 13
- PI PLOQ Evaluation Criteria 13
 - PI Technical Proposal..... 13
 - **Project Team** 13
 - **Project Approach**..... 13
 - PI Price Proposal..... 14
 - **Price** 14
- Selection..... 15
- **Disqualifications** 17
- Summary 18

Appendix B – Proposed Key Personnel to be Used on UDOT Projects Form20

Appendix C – UDOT Reference Items21

Appendix D – PI Price Proposal Form22

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

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 a 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 public involvement (PI) consultant from the GE Pool; **PI Direct-Select** and **PI Request for Pool Letter of Qualifications (PI RPLOQ)**.

For contracts anticipated to be less than \$75,000, UDOT Project Managers, Local Government Project Managers, and Region Communications Managers may use the **PI Direct-Select** selection method from the GE Pool prequalified firm list.

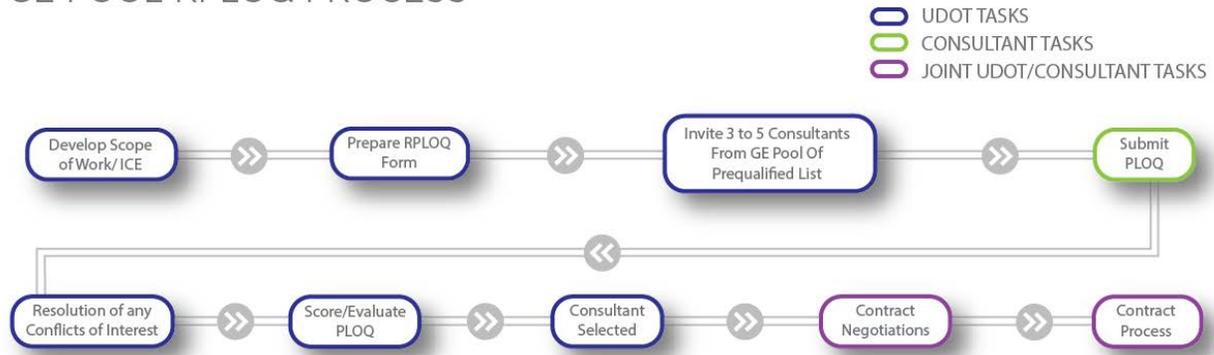
For contracts anticipated to be more than \$75,000 and less than \$190,000, UDOT Project Managers, Local Government Project Managers, and Region Communications Managers may use the **PI RPLOQ** selection method from the GE Pool prequalified firm list. If UDOT Project Managers and/or Local Government Project Managers anticipate the contract amount will be more than \$250,000, a **Public Involvement Request for Proposal (PI RFP)** selection method must be used.

Selection Method	PI Pool Contract Thresholds	PI Pool Caps
PI Direct-Select	\$75,000	\$100,000
PI RPLOQ	\$190,000	\$250,000
PI Pool Cumulative Cap	N/A	\$1,500,000

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

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

GE POOL RPLOQ PROCESS



UDOT invites three (3) or more firms who are listed as qualified in the PI work discipline of the current GE Pool to submit a PI PLOQ in response to a project-specific PI RPLOQ. Please direct all questions regarding specific projects to the UDOT Project Manager or Region Communications Manager listed in the PI RPLOQ and standard format or Price Proposal questions to the Consultant Services Manager.

Communications:

Based on revisions to Utah Code 63G-6a-1503(3), Consultants may not contact or communicate with any member or potential member of a Selection Team, which includes the UDOT Project Manager, regarding this PI RPLOQ once the PI RPLOQ invitation to submit has been received by the Consultant.

Consultants may communicate with the UDOT Consultant Services Manager or other Consultant Services staff with any questions after the PI RPLOQ invitation has been received by the Consultant.

Electronic Submittal:

Electronic submittal is required. Submit two electronic PDF files of the PI PLOQ, one for the PI Technical Proposal and one for the PI Price Proposal to the UDOT Consultant Services Manager by email prior to the deadline date and time in the project-specific PI RPLOQ.

PI PLOQ will not be accepted after the deadline.

Any PI PLOQ received after the deadline or sent to anyone other than UDOT Consultant Services staff will be considered non-responsive and will be disqualified.

Cost Discussion in PI Technical Proposal:

All price/cost related items which include, but are not limited to past, present or future fees associated with Consultant contracts, direct salaries / wage rates, indirect cost rates, and other direct costs are prohibited from being included in the PI PLOQ Technical Proposal.

DO NOT include any reference to consultant costs (past, present or future for this project or any other projects) in the PI PLOQ Technical Proposal. Any PI PLOQ

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

Technical Proposal submitted with ANY discussion of consultant cost (other than cost control measures) will be disqualified.

Project Dates:

Consultants are required to meet the date(s) set in the project-specific PI RPLOQ. If a Consultant fails to meet these date(s), the Consultant's PI PLOQ 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 the project-specific PI RPLOQ.

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.

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. 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.

Required Key Personnel Qualification:

The Selection Team will review the project team proposed in the PI Technical Proposal. Please identify appropriate staff for your project team. The Consultant is responsible to ensure all personnel proposed under the project-specific PI RPLOQ are qualified through training, experience, and appropriate certification, for the tasks assigned and have a working knowledge of UDOT standard practices.

Prime Consultants cannot propose employees who are employed by another Consultant firm. **If such employees are listed in two PLOQs, both Consultants' PLOQs will be disqualified and will not be evaluated by the UDOT Selection Team.** This requirement applies to the use of individual employees and not to sub-consultant firms/employees. Sub-consultant firms/employees may be included on more than one proposing team.

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

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

- If a firm lists a former UDOT employee on the PI Technical Proposal who officially left UDOT employment prior to the date of submittal of the PI Technical Proposal, 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 PI RPLOQ or ICE 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.

The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* and attached as **Appendix B** in this document. The Appendix B should state the certification and education levels of the required individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included with the PI Technical Proposal, but will not count as one of the allowed pages.**

Required Availability of Key Personnel:

When a Consultant lists personnel on Appendix B *Proposed Key Personnel to Be Used on UDOT Project Form*, the Consultant is agreeing to make the personnel available to complete work on the contract 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 PI PLOQ 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.

Conditions of PI PLOQ:

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

Disposition of PI PLOQs:

PI PLOQs and their content become the property of UDOT, are treated as protected documents, and are disposed of according to UDOT policies. UDOT reserves the right to reject all PI PLOQs. The PI Technical Proposal of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. The PI PLOQs of Consultants who are not awarded contracts shall not be open to public inspection.

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 PI PLOQ to determine its validity prior to award of the contract.

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

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 PI PLOQ will be disclosed and that, unless the Consultant withdraws the PI PLOQ, it will be disclosed. If the Consultant withdraws their PI PLOQ, 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 UDOT.

Financial Screening:

UDOT requires that Consultants be Financially Screened prior to performing work for UDOT. **If a Prime Consultant or Sub-consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant's PI PLOQ 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* as soon as possible.

Consultants may obtain the *Financial Screening Application* from the UDOT website at www.udot.utah.gov/go/csforms. 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 overpayment on past projects, UDOT has the right to reject and/or disqualify the firm's PI PLOQ. Disqualification will be based on audit findings, determinations, and recommendations made by the UDOT Fiscal Audit Division.

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 at www.udot.utah.gov/go/csmanuals.

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

Consultant and/or Corporate Logos or Branding:

Consultant and/or corporate logos or branding identification may no longer be displayed in **public** documents or products produced for UDOT beginning July 1, 2005. It is UDOT's intent that consultants should place identifying information, in text format, in appropriate places in documents. **This requirement does not apply to PI PLOQs.** For specific questions or further guidance, please contact Gaye Hettrick, Consultant Services Manager, 801-965-4639 or ghettrick@utah.gov.

Consultants and/or corporations are specifically restricted from placing logos or branding on the following items:

- Plan Sheets or Title Blocks
- Environmental Documents
- Standard UDOT Forms
- Project Websites
- Cover Pages
- Headers/Footers; and
- Information and Display Boards for Public Meetings

Right to Cancel:

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

Protests:

All protests in regards to an RPLOQ 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.

Subscription to the UDOT Consultant Services Update Service:

UDOT recommends Consultants subscribe to the UDOT Consultant Services Update Service from the website www.udot.utah.gov/go/subscriptionlist.

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

Appendix A

Guidelines for Preparing the Public Involvement Pool Letter of Qualifications

Introduction:

The PI RPLOQ selection process is a project-specific Consultant selection process by invitation only. The invitation will only be offered to three (3) or more consultants who are listed as qualified in the current General Engineering Services and Local Government Pool in the PI work discipline. Scoring criteria is standard and included in this document. The contract amount and any modifications to the contract will be assessed against the selected consultant's PI pool period cumulative cap.

PI PLOQ:

The PI PLOQ should be addressed to the UDOT Consultant Services Manager and consist of two PDF files:

- PI Technical Proposal
- PI Price Proposal

PI Technical Proposal Sections

The PI Technical Proposal is expected to consist of the following sections in one PDF document.

- PI PLOQ Cover Page (one-page limit)
- PI Technical Letter (page limit may be found on the first page of the project-specific PI RPLOQ)
- PI Project Experience Chart and References (one-page limit)
- Appendix B *Proposed Key Personnel to Be Used on UDOT Project* (no page limit if no additional information is included)

All pages are 8½" x 11".

PI Price Proposal – See Appendix D

The PI Price Proposal will consist of the Price Proposal Form in Appendix D.

PI Technical Proposal:

PI PLOQ 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:

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

Public Involvement PLOQ Cover Page	
Date:	
Project	
PIN No:	
Project No:	
Location:	
Firm	
Prime Firm Name:	
Address:	
Federal ID No:	
Sub-consultants (if any):	
Primary Contact (Prime Firm)	
Name:	
Email:	
Office Phone:	
Cell Phone:	
Secondary Contact (Prime Firm)	
Name:	
Email:	
Office Phone:	
Cell Phone:	
Acknowledgement	
<p><i>I understand the requirements in the Public Involvement RPLOQ Format Instructions including the 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 PI Pool Letter of Qualifications to be true, accurate and all matters fully disclosed as requested in the Public Involvement RPLOQ Format Instructions. I understand any misrepresentations or failure to disclose matters in the PI Pool Letter of Qualifications is immediate grounds for disqualification.</i></p>	
Signature:	
Name:	
Title:	

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

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. The Cover Page will not count towards the page maximum. The *Public Involvement RPLOQ – PLOQ Cover Page* form may be downloaded from the website www.udot.utah.gov/go/csforms. **PLOQs will be considered non-responsive and will be disqualified if the Cover Page is not attached to the PLOQ Technical Proposal, if the Acknowledgement is not included on the Cover Page, and/or if there is additional information included on the Cover Page.**

PI Technical Letter

The PI Technical Letter should be addressed to the Consultant Services Manager. Include the following information in the PI Technical Letter:

- Express your interest in the project and understanding of the work.
- State qualifications to do the work.
- Identify your project team, 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 UDOT.
- Describe your approach to the project.
- Describe your project team's availability.

Project Experience Chart and References

Provide a **one-page** spreadsheet list of projects **completed** during the last ten years by key team members. If projects were completed while in the employment of a previous employer, the table must indicate the firm under which the work was completed. The table must provide a description of the services completed by the employee. The heading of the spreadsheet may include the following (see sample *Related Experience* spreadsheet form available on the UDOT website www.udot.utah.gov/go/csforms under *Project Organization Chart and Related Experience Chart*).

- Name of Key Team Member(s)
- Key Team Member's firm (or former firm)
- Year
- Type of Project
- Project Name
- Project Location
- Project Description
- Services Performed / Key Team Member's Specific Project Role
- Client
- Client Reference Contact and Telephone Number
- (Please note the requirement to include the construction estimates on the Project Experience Chart has been removed.)

Consultants are required to include the Project Experience Chart and References in the PLOQ Technical Proposal. If the Project Experience Chart and References is not included, or if it exceeds the one-page limit, the PI PLOQ will be considered non-responsive and will be disqualified by Consultant Services.

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

Note: The Project Experience Chart and References will not count as one of the allowed pages.

Proposed Key Personnel – Appendix B

The Consultant is required to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this document). Appendix B must state the certification and education levels of the required individuals proposed for use on this project and called out in the project-specific PI RPLOQ.

The Consultant is agreeing to make the personnel available to complete work on contracts at whatever level the project requires at the blended hourly rate submitted in the consultant's PI Price Proposal when personnel are listed on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form.

Consultants are required to include the completed Appendix B form in the PI PLOQ Technical Proposal. If the Appendix B is not included or if additional information is included, the PI PLOQ will be considered non-responsive and will be disqualified by Consultant Services.

Note: The Appendix B will not count as one of the allowed pages.

PI PLOQ Evaluation Criteria:

The three PI PLOQ evaluation criteria are listed below in **blue**.

PI Technical Proposal

1. Project Team

- Describe the qualifications and experience of key personnel on your proposed project team.
- Availability (Note: Do not include percentages of availability, as this may be misinterpreted.)

A maximum of **40 points** is available for this criteria.

2. Project Approach

- Describe a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts, impediments, or conflicts.
- Provide a schedule of key project milestones and discuss the rationale behind this schedule.

A maximum of **40 points** is available for this criteria.

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

PI Price Proposal – Appendix D

3. Price

Cost will be evaluated independently from the PI Technical Proposal. The PI Price Proposal will consist of providing one blended hourly rate that includes all labor costs for staff (actual salary, fringe benefits, and overhead), and consultant profit.

Direct costs will be reimbursed at actual cost with no mark up and should not be included in the blended hourly rate. Examples of direct costs are project hotlines, printing, room rental, announcements, and flyers. This is not an all-inclusive list of potential direct costs.

Appendix D is to have no other information on the form other than the blended hourly rate and the other requested information. **If any other information is located on the form, all other information will be removed and not considered. Limit of one page.**

The PI Price Proposal category points are based on the submitted blended hourly rate. The Proposer with the lowest blended hourly rate will receive 100% of the PI Price Proposal points. Proposals with a blended hourly rate within 10% of the lowest blended hourly rate will receive 100% of the Price Proposal Points. All other Proposers will receive a portion of the Price Proposal points according to what percentage higher their blended hourly rate is from the lowest blended hourly rate plus 10%.

The formula to calculate points is: $S = Rmax (2 - (B / BL))$

The definitions for the formula are:

$Rmax$ = maximum points allowed for the Price Proposal

B = proposed blended hourly rate

BL = lowest proposed blended hourly rate + 10%

S = score

A maximum of **20 points** is available for this criteria.

An **example** of how the PI Price Proposal category Blended-Hourly point structure works is below:

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

Firm	Example Submitted Rate	Percent Above Lowest Rate	Points Awarded
Firm A	\$80	--	20
Firm B	\$85	6%	20
Firm C	\$90	13%	19.5
Firm D	\$110	38%	15
Firm E	\$125	56%	11.6

Selection:

Selection Team – The UDOT Project Manager and Local Government Contact (if applicable) will form a PI RPLOQ Selection Team of at least three individuals; the UDOT Project Manager, the LG Contact (if applicable), and one or two other technical experts.

Shortlist – The UDOT Project Manager and Local Government Contact (if applicable) will shortlist three (3) or more consultants listed as qualified in the PI work discipline having sufficient pool dollars available to submit a PI PLOQ. The UDOT Project Manager will submit the list to the Consultant Services Manager.

Invitation – The Consultant Services Manager will invite the shortlisted firms to submit PI PLOQs in response to the PI RPLOQ.

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

Evaluation Packet – The Consultant Services Manager will forward the responsive PI Technical Proposals to the UDOT Project Manager. The PI RPLOQ Selection Team members will not be allowed to see the PI Price Proposals.

Evaluation – The PI RPLOQ Selection Team will score each PI Technical Proposal submitted based on the standard *PI RPLOQ Scoreheet*. The Selection Team will score by “consent” if needed. “Consent” is defined as the willingness of all Team members to accept a decision reached by a collaborative process. The *PI RPLOQ Scoresheet* may be downloaded from the Consultant Services Forms website, www.udot.utah.gov/go/csforms. The UDOT Project Manager will forward the *PI RPLOQ Scoresheet* to the Consultant Services Manager.

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

Completion of the *PI RPLOQ Scoresheet* –The Consultant Services Manager or designee will tally the scores and complete the *PI RPLOQ Scoresheet* by adding the Price Criteria score to establish the final rankings.

Negotiation of Scope, Schedule and Budget – Once the selection process has been completed, the UDOT Project Manager and Local Government contact (if applicable) will enter negotiations with the first-ranked firm. If the UDOT Project Manager and LG 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 PI Pool Dollars – The contract amount and any modifications to the contract will be assessed against the selected consultant’s pool period PI 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.

Qualitative Assessment Guidelines:

Rating – Qualitative Assessment Guidelines for Reviewers	
Selection Team members will review and score each PI Technical Proposal according to the criteria. Team members will evaluate and score based on the scoring listed below:	
9 - 10	The Proposal is exceptional. The Proposer demonstrates a complete understanding of the subject and qualifications that significantly exceed expectations and the stated requirements of this project. Proposal contains many strengths and few minor weaknesses, if any.
5.5 - 8.9	The Proposal is more than adequate. The Proposer demonstrates a strong understanding of the subject and qualifications that exceed expectations and the stated requirements of this project. Weaknesses, if any, are minor. Proposal contains strengths that outweigh the weaknesses.
3 - 5.4	The Proposer's qualifications are adequate.

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

	The Proposer demonstrates a general understanding of the project and qualifications that meet expectations and the stated requirements of this project. Weaknesses are minor. Proposal contains weaknesses that are offset by the strengths.
0.1 - 2.9	The Proposal raises questions about the Proposer's ability to successfully complete the work. The Proposer demonstrates a vague understanding of the project and qualifications containing significant weaknesses/deficiencies regarding expectations and the stated requirements of this project. Proposal contains weaknesses that are not offset by the strengths.
0	The Proposal is unacceptable. The Proposal fails to meet expectations and the stated requirements of this project. Weaknesses and deficiencies are so major and/or extensive that major revision(s) to the Proposal would be required to make it acceptable. Proposal contains many weaknesses and only minor strengths, if any.

Disqualifications:

1. **Late Submission** – Any PI PLOQ received by Consultant Services after the deadline listed in the PI RPLOQ Form.
2. **Communications** – Consultants are required to follow the Communications process outlined on page 5.
3. **Electronic Submission** – Submit electronically two PDF files to the Consultant Services Manager or designee: one PDF file containing all of the sections in the order presented in PI PLOQ Sections (Cover Page, PI Technical Letter, Project Experience Chart, Appendix B); and, a second PDF file containing the PI Price Proposal Form. Do not submit to anyone other than Consultant Services Staff.
4. **Cost Discussion** – Do not include any reference to consultant cost (past, present, or future costs of this project, or any projects) in the PI Technical Proposal. Consultant cost discussions are not allowed (other than cost control measures). Cost control measures should not be quantified in dollar amounts, but rather in how the process improved the project.
5. **Use of employees employed by another consultant** – Use of employees currently employed by another consultant and presented on two PLOQs Refer to Required Key Personnel Qualification on page 6 or more information.

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

6. **Use of UDOT staff** – Use of current UDOT employees or former staff who were involved in the development of the PI RPLOQ Form. Refer to Required Key Personnel Qualification on page 6 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 8 for further details.
8. **PI Cover Page** – Consultants are required to include a completed PI PLOQ Cover Page with the requested information including the Acknowledgement and no additional information. Refer to the PI PLOQ Cover Page section on Page 10 for more information.
9. **Project Experience Chart** – Consultants are required to include a completed Project Experience Chart. The Project Experience Chart is limited to one page. The Project Experience Chart cannot include the consultant “fee” instead of the “Construction Estimate Cost”. Refer to the Project Experience Chart section on Page 12
10. **Appendix B** – Consultants are required to include a completed Appendix B with no additional information.

11. PI PLOQ Page Maximums

- The PI PLOQ Cover Page has a page maximum of one.
- The maximum number of pages allowed for the PI Technical Proposal is stated on the first page of the project-specific PI RPLOQ.
- The Project Experience Chart has a page maximum of one.
- Appendix B *Proposed Key Personnel to be Used on UDOT Project* does not have a page maximum.
- The PI Price Proposal has a page maximum of one.

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 the PI PLOQ contains references or links, UDOT Consultant Services will assume additional pages are used.

12. **Other** – UDOT reserves the right to disqualify a PI PLOQ when the intent of the RPLOQ process is violated.

Any violations to the above requirements will cause the PI PLOQ to be considered non-responsive and will be disqualified by Consultant Services.

Summary:

The PI PLOQ should be clear, concise, and it should provide UDOT with an understanding of the Consultant’s and Sub-consultants’ ability to undertake and complete the proposed project in a thorough and timely manner.

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

UDOT 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.

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

Appendix C

UDOT Reference Items

- UDOT Consultant Services Manual of Instruction (available on-line at the UDOT website www.udot.utah.gov/go/CSManuals).
- UDOT Environmental Process Manual of Instruction (available on-line from the UDOT website at www.udot.utah.gov/go/Manuals).
- Other UDOT manuals are available on-line from the UDOT website at www.udot.utah.gov/go/Manuals.
- UDOT ProjectWise use and information is available on-line from the UDOT website at www.udot.utah.gov/go/ETS.
- UDOT Reference Material (available on-line from the UDOT website at www.udot.utah.gov/go/StandardsReferences).
- UDOT 2016 Strategic Direction & Performance Measures (available on-line from the UDOT website at www.udot.utah.gov/go/StrategicDirection).
- State of Utah Web Standards and Guidelines are available on-line from the website at www.utahta.wikispaces.net/Application+Architecture.

UTAH DEPARTMENT OF TRANSPORTATION
Public Involvement
RPLOQ Format Instructions

Appendix D

PI Price Proposal Form

PI Price Proposal – Cost will be evaluated independently from the PI Technical Proposal. The PI Price Proposal will consist of providing one blended hourly rate that includes all labor costs for staff and sub-consultant (actual salary, fringe benefits, and overhead), and consultant profit.

Direct costs will be reimbursed at actual cost with no mark up and should not be included in the blended hourly rate. Examples of direct costs are project hotlines, printing, room rental, announcements, and flyers. This is not an all-inclusive list of potential direct costs.

If this PI Price Proposal is sent to anyone other than Consultant Services staff, the consultant's PLOQ will be considered non-responsive and will be disqualified.

Date:	
Consultant Firm:	
Project PIN No.:	
Project No.:	
Project Location:	

Consultant Blended Hourly Rate:	\$
--	----