

REQUEST FOR PROPOSAL

Construction Management/General Contractor (CMGC) Services

for

Project No. F-I15-7(314)294

Project Description:

I-15 Northbound, 10600 S Interchange Improvement

May 18th, 2016



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I. SUMMARY

1. Project Number and PIN: F-I15-7(314)294 / PIN 11827
2. Location: I-15 Northbound, 10600 S Interchange Improvement
3. Source(s) of Funding for CMGC Contract: Federal/State
4. UDOT Contract Administrator and Designated Point of Contact:

Michael Butler
Contract Administrator
(Consultant)
Utah Department of Transportation
Consultant Services
Box 148490, 4501 South 2700 West
Salt Lake City, Utah 84119-5998
801-965-4419 office
801-815-4367 cell
michaelbutler@utah.gov

5. UDOT Project Management:

Lisa Zundel
Project Manager
Utah Department of Transportation
Region 2
lzundel@utah.gov

6. Mandatory Letter of Interest (RLOI) was posted April 19, 2016 and the due date has passed. A list of proposers that submitted LOIs is found on the Project Explorer website.

Response to the RLOI is required in order to submit a Proposal.

7. RFP Advertisement Date: Wednesday May 18, 2016
8. Communications: Based on Utah Code 63G-6a-1503(3), after advertisement or posting of the RFP, proposers may not contact or communicate regarding this RFP with any member or potential member of the Evaluation Team, except as specified herein. Proposers may still contact the UDOT Contract Administrator regarding the procurement process.

9. Proposal One on Ones:

The Department is offering to conduct a one-on-one discussion with each Proposer during the RFP advertisement period to discuss the RFP. The Department reserves the right to disclose to all Proposers any issues raised during the one-on-one meetings, except to the extent that the Department determines, in its sole discretion, that such disclosure would impair the confidentiality of a Proposer's approach or would reveal a Proposer's confidential business strategies.

A single one-on-one discussion with the Department will be made available to each Proposer. Each meeting will be held independently with each Proposer. The one-on-one discussions are subject to the following:

- The discussions are intended to provide Proposers with a better understanding of the RFP.
- The Department will only discuss a Proposal with the submitting Proposer.
- Proposers are not permitted to seek to obtain commitments from the Department in the discussion or otherwise seek to obtain an unfair competitive advantage over any other Proposer. No aspect of these discussions is intended to provide any Proposer with access to information that is not similarly available to other Proposers, and no part of the evaluation of Proposals will be based on the conduct or discussions that occur during these discussions.
- Nothing stated at any pre-Proposal meeting or included in a written record or summary of a meeting modifies the RFP unless it is incorporated in an Addendum.
- Official minutes for the discussions will not be kept.
- Scheduled on a first come/first serve basis. Contact the Contract Administrator above to schedule a one on one on the date provided below.

10. Proposal Due Date: **Thursday June 30, 2016 by 11:00 a.m.**

Email the Proposals to CSSOQ@utah.gov no later than **11:00 A.M. on Thursday June 30, 2016**. The State email system should accept emailed proposals up to 20 MB. If the proposal will be larger than 20 MB, please deliver an electronic copy of the proposal to the Utah Department of Transportation, Office of Consultant Services, 4th Floor north side, 4501 South 2700 West, Salt Lake City, Utah 84119-5998 to Michael Butler before the deadline. Do not email the proposals to anyone other than the CSSOQ@utah.gov email address. When emailing the proposal, a return email will be sent confirming receipt of the proposal.

Proposals will not be accepted after the 11:00 A.M. deadline.

11. Anticipated Proposer Selection Schedule

Date	Day	Item
6/1/2016	Wednesday	Contractor One on Ones
6/9/2016	Thursday	Final RFCs due from Proposers by 5:00 p.m.
6/13/2016	Monday	Department Responses to RFC by 5:00 p.m.
6/30/16	Thursday	Proposals due by 11:00 a.m.
7/5,7/6,7/11, 7/12	Tues, Wed, Mon, Tues	UDOT Evaluation Team Meeting
7/18/2016	Monday	Briefing to Oversight Committee/Selection
7/20/2016	Wednesday	Negotiations Meeting
7/20/2016	Wednesday	Proposer Debriefing
If Interviews, schedule will be as follows:		
7/26/2016	Tuesday	Interviews
7/27/2016	Wednesday	Second briefing to Oversight Committee/Selection
8/1/2016	Monday	Negotiations Meeting
8/1/2016	Monday	Proposer Debriefing

II. PROJECT BACKGROUND INFORMATION

1. Project Description:

The 10600 South Interchange improvement project creates a (NB) exit lane from the existing NB off – ramp that gives direct access into one of Sandy City’s main commercial districts. Vehicles heading to the commercial district will exit NB I-15 at the existing off-ramp and travel underneath 10600 South through a new structure, by-passing the existing SPUI. This new lane will terminate at a signalized intersection with the extension of Sandy City’s Monroe Street.

This project was originally slated to use the Design-Build delivery method, and design is at approximately 30%. The selected contractor will assist the department in optimizing the design, by working with the selected Design consultant. A copy of the relevant project files are available for download on UDOT’s Project Explorer website.

2. Project Funding:

\$15.9 Million Total (with engineering, utilities, and right of way)

3. Project Schedule:

It is anticipated that the majority of engineering design and all right of way acquisitions will be completed by Fall 2016. Major construction will start in spring of 2017, although the department is open to early release packages if appropriate. The project must be completed prior to the start of the 2017 Holiday shopping season (Thanksgiving 2017) and must not impact traffic during the 2016 Holiday shopping season (Thanksgiving 2016 to January 9th, 2017.)

4. Project Goals for CMGC:

Pre-Construction Goals:

- Participate in development of innovative solutions to currently identified project risks as well as any additional risks identified during the CMGC process
- Develop a schedule that minimizes construction duration and impacts
- Accurately estimate and reduce construction costs while maximizing value

Construction Goals:

- Complete construction with zero accidents and injuries
- Meet or exceed all schedule commitments
- Minimize impacts to traffic on 10600 South
- Stay within budget. No avoidable change orders or overruns
- Deliver a high quality project that minimizes future maintenance costs. No rework.

5. Project Team & Responsibilities

The Project Team, as referenced herein, is composed of UDOT, UDOT's Program Management & Design Consultant (Designer), UDOT's Public Involvement Consultant (PIC), the CMGC Contractor, and the Independent Cost Estimator (ICE).

- a) UDOT - The project will be administered and managed by UDOT. All consultants and contractors working on the project report directly to the UDOT Project Manager (PM). The UDOT PM is supported by region and central UDOT staff to help oversee all phases of the project. UDOT will prepare pavement designs and facilitate risk workshops.
- b) Design Consultant - UDOT has hired the consultant engineering company of Michael Baker to provide support and guidance throughout the CMGC process and to provide pre-construction and design services. This includes items such as risk management, cost and schedule reviews, utility coordination, right of way acquisition, survey and subsurface utility engineering.
- c) Public Involvement Consultant (PIC) - As part of the Design Consultant team Michael Baker will provide PI services for the design and construction phases of the project. This includes items such as acting as the primary point of contact with the public, cities, businesses, and property owners. The CMGC Contractor will designate a single point of contact to work closely with UDOT's PIC and to represent the Contractor in UDOT's outreach and coordination efforts throughout the project.
- d) Independent Cost Estimator (ICE) - UDOT will retain an Independent Cost Estimator (ICE) that will provide a comparative fair market price estimate both during and at the end of preconstruction.

III. PROCUREMENT PROCESS INFORMATION

1. Definition of Proposer

“Proposer” means a Contractor or Joint Venture submitting a Proposal for this project in response to this RFP

2. RFP Dates

Proposers are required to meet the dates set for the meetings and the information submittal dates outlined in the summary sheet. Failure to meet these dates will result in the proposal being considered non-responsive.

3. Rules of Contact

The following rules of contact shall apply during Contract procurement:

- A. The Department may hold a mandatory pre-proposal meeting to explain the requirements of the RFP and answer questions from Proposers regarding the procurement process.
- B. The Proposers can correspond with the Department regarding this RFP only through the Department’s designated representative. All comments, correspondence, or requests for clarification concerning the RFP must be in writing, and submitted by e-mail to the UDOT Project Administrator no later than the date and time in the Proposer Selection Schedule table on Page 5 of the RFP
- C. The above correspondence may lead to the Department issuing addenda to the RFP. If such is the case, all Proposers will be notified as explained in section 5 below. The Proposers are to base their Proposals on the final version of the RFP as written.
- D. The Department will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

4. Organizational Conflicts and Ineligible Firms

The Proposer will include a full disclosure of all potential organizational conflicts of interest in the Proposal.

By submitting its Proposal, each Proposer agrees that, if an organizational conflict of interest is thereafter discovered, the Proposer will make an immediate and full written disclosure to the Department that includes a description of the action that the Proposer has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the

Department may, in its discretion, cancel the Contract. If the Proposer was aware of an organizational conflict of interest prior to the award of the Contract and did not disclose the conflict to the Department, the Department may terminate the contract for default.

No firm that is ineligible for State contracts may be part of any Proposer. Each Proposer is responsible for determining eligibility of its team members. In addition, the following firms are unable to participate on any proposer team: **WCEC Engineers, Michael Baker, H.W. Lochner, Gerhart Cole, Hales Engineering, Meridian, UMS, Inc, AECOM, JUB, L2 Data, Stanton Constructability, and The Langdon Group,**

5. Subscription to the Construction Update Service

The Department recommends Proposers interested in submitting a Proposal subscribe to the UDOT Bid and Itemized Notices for Contractors services at <http://www.udot.utah.gov/go/subscriptionlist>.

If there are any changes affecting the Request for Proposal, notice will be sent out via an e-mail through the update service.

6. Responsibility to Review RFP and Addenda

Each Proposer is responsible for reviewing the RFP Documents and any Addenda issued by the Department prior to the Proposal due date, and for requesting clarifications or interpretation of any material discrepancy, deficiency, ambiguity, error, or omission contained therein, or of any provision that the Proposer otherwise fails to understand (see item #7 below for process to post questions and receive clarifications). Failure of the Proposer to so examine and inform itself places the Proposer at the sole risk, and the Department will provide no relief for error or omission.

7. Requests for Clarification

The Department will consider Requests for Clarification (RFC) submitted in writing by Proposers regarding the RFP and/or procurement process at any time before the RFC deadline identified in the Proposer selection schedule table on Page 5. RFCs are to be submitted to the UDOT Project Administrator. The Department will post Clarification Notices on the secured Web-based project management site (<http://eprpw.dot.utah.gov/applets-production/ProjectExplorer/ProjectExplorer.asp>) for questions received from Proposers and the answers given by the Department. All answers to RFCs will be posted for the information of all proposers.

8. Addenda

The Department reserves the right to issue Addenda at any time during the period of the procurement. Persons or firms that obtain the RFP from sources other than the Department bear the sole responsibility for obtaining any Addenda issued by the Department for the Project.

9. Required Percentage of Work for Proposer

The pre-construction services work performed by the Proposer must be 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 Proposer for performing the particular type of service contained in this RFP.

10. Required Availability of Personnel

When Proposers identify personnel in the Project Team section of the Proposal, the Proposer is agreeing to make those personnel available to complete work on the Contract at the level indicated in the Proposal. Any change in personnel must meet the Department's standard of "equal to" or "better than" the qualifications of the individual who was submitted in the Proposer's proposal. These personnel changes must be approved by the UDOT PM.

11. Proposal Preparation Costs

All costs related to the preparation of the Proposal are the sole responsibility of the Proposer.

12. Authorization to Begin Work

Notice to Proceed for pre-construction services will be issued by UDOT Consultant Services. An example of the pre-construction services contract is available for information at the following internet address: www.udot.utah.gov/go/csforms under "Contract Boilerplate - CMGC." Proposers must be familiar with the Contract Boilerplate prior to award, and must be willing to enter into Contract with the Department using the Department's CMGC Contract Boilerplate.

13. Applicable Federal and State Regulations

The Proposer must conform to all applicable State and Federal regulations.

14. Debarment Certification

Federal and State 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 Proposer will be required to certify in accordance with Contract Standard Terms and Conditions.

15. Status Verification System

Pursuant to Utah Code § 63G-12-302 (Status Verification System) Proposers are required to use a Status Verification System. Proof of registration and participation must be provided to the Department prior to any Contract Notice to Proceed (NTP) associated with this procurement.

16. Government Records Access and Management Act (GRAMA)

The Department will maintain a nonpublic process for the duration of this procurement. Pursuant to Subsection §63G-2-305(6) of the GRAMA, all records related to this procurement, 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 CM/GC Contractor and the Department.

The Government Records Access and Management Act (GRAMA), Utah Code Ann., §63G-2-101 et seq., provides in part that certain records are protected if properly classified.

Proposers 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 Proposer must, at the time the information is provided to the Department, include a Claim of Business Confidentiality on Appendix B. It is the responsibility of the Proposer to complete Appendix B in accordance with Subsection §63G-2-309.

17. Prequalification for Construction

If UDOT determines that the CMGC Contractor is successful in helping UDOT meet the project goals, the Department may request that the Contractor prepare official bids for the work. If so, the CMGC Contractor will prepare and submit electronic bid documents per the project specifications and shall meet the requirements for Prequalification on projects valued at \$3,000,000.00 or greater including Status of Work under Contract limits.

If the CMGC Contractor involves a Joint Venture, the Joint Venture will need to be prequalified prior to entering into a construction contract.

18. Performance and Payment Bonds

If the Department accepts the Contractor's bid for the construction project, Performance and Payment Bonds will be required at the time the construction Contract is awarded. The final value of the Bonds will equal the amount of the construction Contract(s).

19. Pre-award Audit

In the event that a Proposer has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the Proposal. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

20. Protests

This section sets forth the protest process with respect to this RFP.

All protests 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
Box 141245
Salt Lake City, Utah 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. Disposition of Proposals

Proposals and all materials submitted become the property of the Utah Department of Transportation and are disposed of according to Department policies. Materials may be evaluated by anyone designated by UDOT as part of the proposal evaluation committee.

The Proposal of the successful Proposer may be made available for review by potential future proposers for a period of time after award of the pre-construction services Contract.

All tracings, bids, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Proposer as a result of working on this Contract, will be delivered to and become the property of the Department.

22. Rights of UDOT

The Department may investigate the qualifications of any Proposer under consideration, may require confirmation of information furnished by a Proposer, and may require additional evidence of qualifications to perform the Work described in this RFP. The Department reserves the right, in its sole and absolute discretion, to:

- a) Use any ideas or information contained in a successful or unsuccessful Proposal on this project or with any subsequent project, without obligation to compensate the Proposer. All ideas and information proposed as part of this RFP process will become the property of UDOT.
- b) Reject any or all Proposals.
- c) Issue a new RFP.
- d) Cancel, modify, or withdraw the entire RFP.
- e) Cancel the award of any Contract before execution without liability.
- f) Issue Addenda.

- g) Modify the RFP process (with appropriate notice to Proposers).
- h) Solicit subsequent Proposal Revisions from the Proposers.
- i) Appoint an Evaluation Team to review Proposals, and seek the assistance of outside technical experts in Proposal evaluation.
- j) Revise and modify, at any time before the Proposal Due Date, the factors it considers in evaluating Proposals and to otherwise revise or expand its evaluation methodology. If such revisions or modifications are made, the Department circulates an Addendum to all Proposers setting forth the changes to the evaluation criteria or methodology. The Department may extend the Proposal Due Date if such changes are deemed by the Department, in its sole discretion, to be material and substantive.
- k) Hold meetings and communications with the Proposers responding to this RFP to seek an improved understanding and evaluation of the Proposals. If meetings are held, the Department affords all Proposers an opportunity to participate in such meetings.
- l) Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the Proposals. This includes contacting references and any members of the Department regarding the Proposer team or experience.
- m) Hold the Proposals under consideration until Notice to Proceed for the RFP selection.
- n) Refuse to consider a Proposal, once submitted, or reject a Proposal if such refusal or rejection is based upon, but not limited to §63G-6a-904 and the following:
 - i. Failure on the part of a Proposer to pay, satisfactorily settle, or provide security for the payment of claims for labor, equipment, material, supplies, or services legally due on previous or ongoing contracts with the Department;
 - ii. Default on the part of a Proposer under previous contracts with the Department;
 - iii. Unsatisfactory performance of previous work by the Proposer under previous contracts with the Department;
 - iv. Debarment or suspension under Department or Federal regulations to the Proposer;
 - v. Submittal by the Proposer of more than one Proposal in response to this RFP for the same Work under the Proposer's own name or under a different name;
 - vi. Evidence of an organizational conflict of interest or evidence of collusion in the preparation of a proposal or bid for any Department preconstruction or construction contract by (a) the Proposer and (b) other Proposers or bidders for the Contract;
 - vii. Uncompleted work or default on a contract in another jurisdiction for which the Proposer is responsible that, in the judgment of the Department, might reasonably be expected to hinder or prevent the prompt completion of additional work if awarded;
 - viii. Any other reason affecting the Proposer's ability to perform, or record of business integrity; and/or
 - ix. The Proposer is not otherwise qualified and eligible to receive an award of the Contract under applicable laws and regulations.

IV. FORMAT REQUIREMENTS

Introduction

These guidelines were developed to assist in preparation of a Proposal by Proposers for Construction Management/General Contractor (CMGC) services. Submitting a Proposal is the beginning of the selection process.

The purpose for these guidelines is to assure consistency in format and content in the Proposal prepared by Proposers and submitted to the Department.

Proposal Sections

Proposal must contain the following sections in the order listed:

1. Cover Page
 2. Proposer Team
 3. Preconstruction Approach
 4. Construction Approach
 5. Sample Estimate
 6. Surety Company Bonding Information
 7. Appendix B - Claim of Business Confidentially
-
1. **One (1) Electronic Copy PDF of the full Proposal**– UDOT Consultant Services will print the proposals prior to evaluations taking place. The evaluation team will not be evaluating an electronic version of the Proposal.
 2. **Page Limit** – The Proposal has a maximum page limit of **10** pages. A page is defined as a single-sided 8.5" x 11" or an 11x17" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. There is a limit of up to **two (2)** 11" x 17" sheets. The page limit does not apply to the Cover Page, Sample Estimate, Surety Company Bonding Information, front and back cover, and tabs as long as those pages do not contain supplemental information. Appendix B – Claim of Business Confidentiality would also not apply to the page limit as long as it contains the exact same pages in the proposal that do count against the page limit and are simply presented in a redacted manner.
 3. **One (1") Margins** – Exceptions: Proposer Name/Logo and Page Headers/Footers may be within margin

4. **10 Pt Font and 12 Pt Line Spacing, Minimums** – The minimum font size is 10 point font or greater everywhere in the Proposals excluding drawings, graphs, matrices, tables, and schedules. The minimum line spacing is 12 point.
5. **Cover Page** – Provide a completed Cover Page as shown below in the Cover Page instructions section.
6. **Section and Subsection Headers** – Use headers or titles to clearly identify in the proposal where one section or subsection is finished and another begins.
7. **Cost Saving Discussion** – Cost control measures should not be quantified in dollar amounts, but rather in how the process improved the project.
8. **Surety Company Bonding Information** – Provide a letter from a surety company indicating that the Proposer is capable of obtaining Payment and Performance Bonds for at least \$10 million. The surety submitting the letter must be a surety company or companies licensed by the State of Utah and listed in the current United States Department of the Treasury Circular 570 as acceptable sureties for the bond amount on Federal Bonds. Letters indicating “unlimited” bonding/security capability are not acceptable.

The Cover Page, Sample Estimate, and Surety Company Bonding Letter will not count towards the page limit in #2 above.

Any additional Appendices or information provided by the Proposer but not requested by the Department may be removed from the Proposal by UDOT Consultant Services and will not be reviewed by the Evaluation Team.

A maximum total of 100 points is available for the Proposal. A one-point penalty may be assessed by UDOT Consultant Services for each applicable violation of the above*. *For #2 above, a three-point penalty may be assessed for each page over the page limit.

Cover Page Instructions

The information is not required to be exactly in the following format, as long as each piece of requested information is presented, **with no additional information**. If there is any other information provided in the Cover Page, the Cover Page will be stripped from the Proposal and will not be provided to the Evaluation Team. A one-point deduction may be made if the Cover Page includes additional information.

No evaluation points are assigned to this section and the Cover Page will not count as one of the allowed pages.

The Cover Page must not exceed one page. It may be on the Proposer’s letterhead and consist of the following with no additional information:

Cover Page	
Date	
Project Number and Location	
Prime Firm	
Prime Firm's Federal ID#	
Sub-Contractors/Sub-Consultants	
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	
Acknowledge and receipt of any addenda to the RFP	
<p>I understand the acceptance and completion criteria. 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. Employees listed on the staffing plan are current bona fide employees of the firm.</p> <p>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 Request for Proposals. I understand any misrepresentations or failure to disclose matters in the Proposal is immediate grounds for disqualification.</p> <p>I also acknowledge receipt of the following addenda on the following dates:</p>	
Signature	
Signature	
Name	
Title	

V. EVALUATION CRITERIA

The Project Evaluation Team will evaluate the Proposals based on the criteria given below. The weight of the criteria is given with a maximum of 100 points possible. The criteria have been structured to make it clear to the Proposers and the Evaluation Team where content should be included. The Proposers are encouraged to include in each subsection the content they wish to be scored in that subsection. The criteria are as follows:

1. **Proposer Team - 25 Points**

For the Proposer Team section of the Proposal, the following information will be evaluated:

- A. **Team Overview (5 Points)** – Introduce the proposer firm and describe any capabilities, resources, and advantages that the firm will bring to the project. Introduce the team members and explain how the Proposer Team will function to benefit this project.
- B. **Personnel (10 Points)** - Provide the following information for the personnel that the Proposer considers key to meeting the project scope and goals. An individual may fill more than one role.
 - a) Name, title, and years of experience
 - b) Description of roles, responsibilities, and availability during the preconstruction phase
 - c) Description of roles, responsibilities, and availability during the construction phase
 - d) Education, knowledge, and skills (including certifications or other qualifications)
 - e) Related experience
 - f) How this individual will benefit this project
 - g) References
- C. **Project Experience Spreadsheet (10 Points)** - Provide a spreadsheet list of similar design or construction projects that the project personnel have worked on during the last 7 years. The spreadsheet should include the following for each project: (Columns may be combined in order to meet the font size and margin requirements.)
 - a) Project Name, Location, and Delivery Method (DBB, DB, CM/GC, other)
 - b) Client/Owner
 - c) Indicate if Proposer was Prime or Sub-Contractor
 - d) Dates (Award of Contract, proposed Substantial Completion Date, actual Substantial Completion Date and reasons for differences [be specific])
 - e) Cost performance (Initial Bid, Final Construction Cost, specific reasons for difference)
 - f) Names and roles of the proposed personnel that worked on the Project
 - g) A brief description of the project scope
 - h) Description of project challenges and successful methods, approaches, and innovations to overcome those challenges.
 - i) Provide two reference contacts with telephone numbers. At least one reference should be the Project owner

2. Preconstruction Approach - 40 Points

For the Preconstruction Approach section of the Proposal, the following information will be evaluated:

- A. **Overall Pre-Construction Approach (10 Points):** Describe the Proposer's general approach during the preconstruction phase. Provide an overall introduction to the proposer's preconstruction approach.
- B. **Design and Constructability Review (6 Points):** Describe the Proposer's approach to design and constructability reviews.
- C. **Risk Management/Innovation Process (12 Points):** Describe the Proposer's approach to assisting the Project Team in managing risks. Describe the Proposer's approach to assisting the Project Team to develop and evaluate potential innovations. As part of your proposal prepare an initial risk matrix for the project identifying what your team has identified as the most relevant project risks, their potential impacts to the project, and a mitigation strategy for each.
- D. **Cost Estimating (6 Points):** Describe the Proposer's approach to ensure that UDOT is receiving a fair price for the work. Describe the Proposer's approach to selecting subcontractors.
- E. **Scheduling Process (6 Points):** Describe the Proposer's approach to develop schedules and meet the project goals.

Include any proposed pre-construction innovations in the applicable subsections above.

3. Construction Approach – 30 Points

For the Construction Approach section of the Proposal, the following information will be evaluated:

- A. **Overall Construction Approach (12 Points):** Describe the Proposer's overall approach to building a high quality project with the highest level of safety. Include descriptions of proposed innovations and processes.
- B. **Schedule (6 Points):** Describe the Proposer's construction schedule and any factors that could affect it. Include a schedule graphic outlining the major activities and their associated time frames.
- C. **Stakeholders (6 Points):** Identify any relevant stakeholders and describe the Proposer's approach to working with and minimizing impacts to stakeholders during construction
- D. **Budget (6 Points):** Describe the Proposer's construction approach to deliver this project within budget.

Include any proposed construction innovations in the applicable subsections above.

4. **Sample Estimate – 5 Points**

Provide a sample estimate for bid items listed below showing what the Proposer would share with UDOT as part of the cost estimating process. Only provide tutorial notes as necessary to explain the software output. Clearly identify and describe the contributing costs and assumptions for each item. The values provided should be conceptual and will not be evaluated or considered "contractual". Do not add supplemental information that belongs in another section. Any supplemental information will not be evaluated.

- Sample Estimate Bid Items:
 1. PCCP
 2. Structural Concrete
 3. Traffic Signal System

VI. SELECTION PROCESS

1. Requests for Clarification by the Evaluation Team

The Proposer must provide accurate and complete information to the Department. If information is not complete, the Department will either declare the Proposal non-responsive or notify the Proposer, who may be allowed to participate further in the procurement if all information required is provided within the timeframe established by the Department. Any insufficient and/or incomplete Proposals will be returned directly to the Proposer by the Department with notations of the insufficiencies or omissions and with a request for clarification and/or submittal of corrected, supplemental, or missing documents. If a response is not provided, the Proposal may be declared non-responsive.

The Department may waive technical irregularities in the Proposal that do not alter the quality of the information provided. The Department may, at its sole discretion, request clarifications and/or supplemental information from Proposers during the Proposal evaluation.

2. Evaluation Process

The Evaluation Team will meet as a group to review the proposals. The Team will evaluate the proposals based on the evaluation criteria (See Section V, Evaluation Criteria) utilizing the Qualitative Assessment Guidelines found on page 22. The Evaluation Team will discuss the Proposals and discuss and develop strengths and weaknesses in each scoring category. The Evaluation Team will submit individual scores to the UDOT Project Administrator. The UDOT Project Administrator will combine the individual scores to arrive at final Proposal scores. This will result in identifying an apparent selected proposer.

3. Final Selection

The Evaluation Team will present a formal briefing to and will seek concurrence of the apparent selected proposer from the CMGC Oversight Committee. The presentation to the Oversight Committee will be blinded so the Committee does not know the proposers. The CMGC Oversight Committee will review the information presented by the Evaluation Team to ensure consistency with the RFP and Project Goals. The Oversight Committee may request the Evaluation Team to go back and review the proposals again based on the presentation. In the event this additional review is directed, the Evaluation Team can make adjustments to the scores. The project will be awarded to the Proposer with the highest total score. The UDOT Project Administrator will notify all proposers of the Evaluation Team's decision.

4. Interviews

In the event that the scores between the first ranked proposer and other proposer(s) are less than 1 point apart, the selection process will move on to interviews to determine the final selection. Only those proposers within 1 point of the first ranked firm will be invited to the interviews. Proposers will be notified

of the format for the interviews. The Technical proposal scores will then carry over into the interview process and account for 70% of the final scores. The interviews will account for 30%.

If interviews are needed, the Evaluation Team will provide a formal briefing to the Oversight Committee presenting the results of the evaluation of the Proposals. This will take place prior to proceeding to interviews. The Oversight Committee presentation will follow the same format as listed in item #3 above. After the first Oversight Committee presentation, the scores from the Proposal evaluation will be locked in and not able to be adjusted. Once the interviews have taken place and the scoring finalized for the overall selection process, the Evaluation Team will provide an additional presentation to the Oversight Committee. This final presentation will combine the results of the interview and the proposal review to arrive at a selection. The Oversight Committee may advise the Evaluation Team to go back and consider what was presented in the interviews. In the event that the additional review and consideration is requested, the Evaluation Committee can make adjustments to the interview scores. The project will be awarded to the Proposer with the highest total score. The UDOT Project Administrator will notify all proposers of the Evaluation Team's decision.

Qualitative Assessment Guidelines

Evaluation Team members will individually review and score each Proposal category according to the criteria set forth in the RFP. Team members will evaluate each category sub-factor listed and assign those sub-factors a Qualitative Assessment Percentage according to the scoring range listed below:

80-100%

The Proposer's qualifications are exceptional. The Proposer demonstrates a complete understanding of the subject, qualifications, and an approach that significantly exceeds expectations and the stated requirements and objectives of this project. The Proposal communicates an outstanding level of quality.

60-79%

The Proposer's qualifications exceed the stated requirements. The Proposer demonstrates a strong understanding of the subject, qualifications, and an approach that exceeds expectations and the stated requirements and objectives of this project. The Proposal communicates a high level of quality.

40-59%

The Proposer's qualifications are adequate. The Proposer demonstrates a general understanding of the project, qualifications, and an approach containing some weaknesses/deficiencies regarding the stated requirements and objectives of this project. The proposal communicates an adequate level of quality.

20-39%

The Proposer's qualifications raise questions about the Proposer's ability to successfully complete the work. The Proposer demonstrates a vague understanding of the project and an approach containing significant weaknesses/deficiencies regarding the stated requirements and objectives of this project. The Proposal communicates a below-adequate level of quality.

0-19%

The Proposer's qualifications do not indicate the likelihood that the work will be completed successfully. The Proposer demonstrates insufficient understanding of the subject and an approach that fails to meet the stated requirements and objectives of this project. The Proposal communicates a low level of quality.

VII. PRECONSTRUCTION CONTRACT PROCESS

The following information details the process that takes place once a selection has taken place. Some of the tasks are part of the negotiations between UDOT and the Contractor related to scope, staff, costs, etc. The other tasks take place outside of the direct negotiations process but must be completed to allow for a contract to be executed. If those items are not completed, a contract will not be able to be completed even if negotiations have been agreed upon related to scope and costs.

UDOT Consultant Services Contracting Process

Once a contractor has been selected, the UDOT Consultant Services process will be followed for getting under contract for Preconstruction services. This process is outlined in the Consultant Services Manual of Instructions found at this link: www.udot.utah.gov/go/csmanuals

The information is found on pages 27-32 of the MOI. Key tasks are:

1. Negotiations Meeting
2. Contract submitted in CMS
3. UDOT Project Manager Approval
4. UDOT Consultant Services Contract Compilation

Additional concurrent tasks:

1. Company Information

The contractor will need to complete the company information form as provided by UDOT Consultant Services. This document includes information related to how the company is set up, contact information, etc.

If the CMGC Contractor involves a Joint Venture, the Joint Venture will need to be prequalified prior to entering into a preconstruction contract.

It is the responsibility of each Proposer to ensure that they are pre-qualified through the UDOT Construction Department and, if applicable, applied for joint venture status with the UDOT Construction Department.

If a Proposer is planning on submitting a Proposal as a joint venture, it is the responsibility of the Proposer to ensure that they have applied for joint venture status through the Department prior to entering into a preconstruction or construction contract. If applicable, the Proposers are to follow the instructions regarding joint venture status: <http://www.udot.utah.gov/go/jvbid>

Furthermore, all short-listed teams will be required to be pre-qualified through the Construction Department prior to submitting their proposals in response to the RFP. The list of all currently pre-qualified bidders can be found at the following webpage: <http://www.udot.utah.gov/go/prequal>

If a Proposer's name, with which they intend to Contract under, is not on the list, they will be required to follow the instructions to apply for pre-qualified status: <http://www.udot.utah.gov/go/prequalapp>

Proposers need to allow the Department a minimum of 10 business days, from the time that all required information is received, to process the Proposer for either pre-qualification status or joint venture status. Please note that these pre-qualification/joint venture requirements are separate from the RFP processes and must be completed independently of them.

2. CMS Access

The contractor will need to request CMS access by going to the following site: <http://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:716,42021>. The contractor will also need to fill out the [Financial Screening Application - Short Form](http://www.udot.utah.gov/go/csforms) from the UDOT Consultant Services website, www.udot.utah.gov/go/csforms (this form is not for financial screening purposes in this instance,. This process could take a few days so it is recommended that the process be started as soon as selection notification takes place. If a contractor already has access to CMS, new access is not needed.

3. Insurance Requirements

The selected Proposer is required to provide the Department with Certificates of Insurance meeting the current requirements, found at www.udot.utah.gov/go/csmanuals, within 14 days after notification of the selection. The Proposer is not required to provide Professional Liability insurance certificates.

4. 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 \$1,500,000 or more with a prime contractor/Joint Venture or \$750,000 or more with a sub-contractor without demonstration of compliance regarding the offering of "Qualified Health Insurance Coverage" to their employees. Prior to issuing a Notice to Proceed, the selected contract/Joint Venture must demonstrate compliance with the provisions of Utah Administrative Code Rule R-916-5. A contractor's/Joint Venture's inability to adequately demonstrate compliance within 14 calendar days after notification of selection may be grounds for determining a Proposal non-responsive and UDOT moving on to negotiate with the new first-ranked responsive company.

APPENDIX A – SCOPE OF WORK

The Contractor will be expected to collaborate closely with the project team to help UDOT meet the project goals listed in the RFP. In doing so, the Contractor will:

- Participate in frequent formal and informal communication, team meetings, site visits, and various meetings with stakeholders.
- Gain a thorough understanding of the project and the project goals.
- Prepare an initial project schedule and approach to building the project. Continuously evaluate and update this schedule and approach throughout the preconstruction phase.
- Take an active role in identifying and managing risks and suggesting solutions that eliminate, minimize, or mitigate those risks.
- Propose innovative solutions to project challenges.
- Estimate the construction cost of concepts that might be proposed for evaluation.
- Work with the project designers in plan and specification development to streamline the design process and help ensure the clarity, quality, and constructability of project documents.
- Perform over the shoulder and detailed contract document reviews at various stages. This project will use traditional hardcopy documents.
- Estimate the construction cost of the project at various milestones during the design phase.
- Share, review, and discuss the construction estimates with the project team.

If the Department determines that the Contractor has been successful in helping the project team meet the preconstruction goals of the project, the Contractor may be given an opportunity to prepare and submit an official bid for construction. In this case, the Contractor will be expected to share bidding information with the project team to facilitate price discussions to help ensure the Department is receiving a fair price for the work. If the Department is satisfied with the performance of the Contractor, their approach to building the project, and their bid price, the Department anticipates awarding the construction contract to the Contractor. If the bid price is not acceptable, the Department has the option to request a re-bid or to terminate the CMGC process and procure the construction by some other method.

APPENDIX B – CLAIM OF BUSINESS CONFIDENTIALITY

Pursuant to Utah Code Ann. §§ 63G-2-305(1) and (2), and in accordance with Utah Code Ann. § 63G-2-309, the undersigned asserts a claim of business confidentiality to protect the following information submitted in response to this RFP.

This claim is asserted because this information requires protection as it includes:

- Reason A: Trade secrets as defined in Utah Code Ann. § 13-24-2(4) and referenced in Utah Code Ann. § 63G-2-305(1).
- Reason B: Commercial information or nonindividual financial information as defined in Utah Code Ann. § 63G-2-305(2)

This statement of reasons supporting the claim of business confidentiality applies to the following information in this response:

DOCUMENT	PAGE	¶	REASON (“A” or “B” above, plus a detailed explanation)

Signature Date

Printed Name and Title

Please use additional sheets if needed. Provide a redacted version of each document identified above, clearly marked “REDACTED VERSION” on all pages.