

UDOT Consultant Services Request for Pool Letter of Qualifications (RPLOQ) Consultant Selection Process

This document serves as a guide to assist the UDOT Primary Contract Contact (PCC) or UDOT Project Manager (PM) and the Local Government (LG) Project Manager (if applicable) in managing the Request for Pool Letter of Qualifications (RPLOQ) selection process. The process is overseen by the Consultant Services Manager (CSM) or their designee.

To be eligible for consideration, consultants must be listed as prequalified in the appropriate Pool (General Engineering Services (GE) or ROW Acquisition Services (ROW)) and under the specific contract Work Discipline. The GE or ROW Pool may be accessed from the [Consultant Qualified Pools](#) website.

Purpose:

This document provides guidance on the RPLOQ Consultant Selection Process for the UDOT Primary Contract Contact (PCC), UDOT Project Manager (PM), and the Local Government (LG) Project Manager (if applicable). The process is overseen by the UDOT Consultant Services Manager (CSM) or their designated representative.

Consultant Eligibility:

Consultants must be prequalified in the appropriate Pool and under the specific contract Work Discipline to be considered for selection. You can access the consultant prequalified pools from the [Consultant Qualified Pools](#) website.

The table below outlines the various consultant selection methods and associated contract limits to procuring services through Consultant Services.

Contract Independent Cost Estimate (ICE) Amount¹	Recommended Consultant Selection Method²
<p>\$0 - \$315,000 (Contract cap is \$350,000)</p>	<p>Small-purchase from the GE Pool or ROW Acquisition Services Pool using prequalified consultants in the relevant work discipline.</p>
<p>\$315,000 - \$1,350,000 (Contract cap is \$1,500,000)</p>	<p>RPLOQ from the GE Pool or ROW Acquisition Services Pool prequalified consultants in the appropriate work discipline Consultant selection process is outlined below.</p>

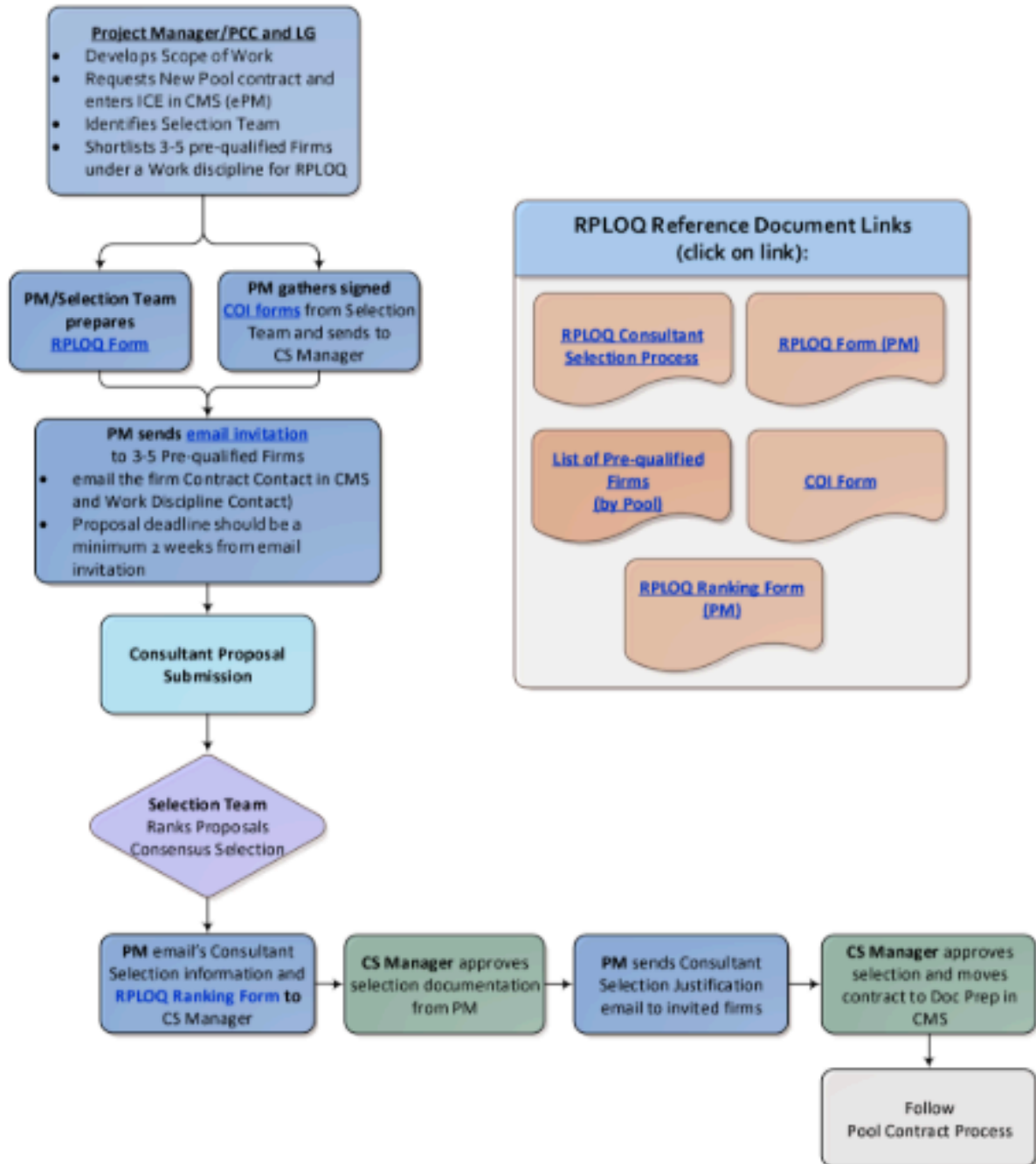
Contract Independent Cost Estimate (ICE) Amount¹	Recommended Consultant Selection Method²
<p>Above \$1,350,000</p> <p>(No Contract cap)</p>	<p>Solicitation or Requests for Qualification (RFQ) selection methods, such as Standard RFQ, Streamlined RFQ, or Request for Letter of Interest (RLOI)</p>

¹ The Contract ICE Amount refers to the anticipated contract value, including potential modification(s). The Contract caps (Contract not-to-exceed amount) are set at \$350,000 for Small-purchase selection of a consultant and \$1,500,000 for selecting a consultant with this RPLOQ selection process. The lower thresholds allow for unforeseen potential modifications.

² The Primary Contract Contact (Project Manager) may select the RPLOQ or Solicitation consultant selection method based on project requirements.

RPLOQ Consultant Selection Process

**For Pool contracts
under \$1,500,000 (total contract cap) ICE
should be \$1,350,000 or less**



The workflow illustrated is a process overview, details of the process are described further in the RPLOQ Consultant Selection Process document.

RPLOQ Documents & References

The following RPLOQ documents and references may be found on the [Consultant Qualified Pools](#) website.

- [RPLOQ Consultant Selection Process](#)
- [RPLOQ Consultant Selection Process Workflow](#)
- [RPLOQ Form](#)
- [RPLOQ Format Instructions](#)
- [Proposal Cover Page](#)
- [Conflict of Interest & Confidentiality Form](#)

RPLOQ Project Manager – Conflict of Interest or Staff Augmentation

If the Primary UDOT Contract Contact (PCC) or Project Manager:

- Has a conflict of interest with one of the consultants, they must recuse themselves, once the conflict of interest becomes apparent by notifying their Program Manager or designee.
- Is consultant staff augmentation, they must recuse themselves prior to the RPLOQ Form being sent out to short-listed consultants and the Program Manager or designee will perform the RPLOQ selection process.

RPLOQ Process Steps

[RPLOQ Development](#)

1. The Primary UDOT Contract Contact (PCC) or Project Manager and LG Responsibilities:

- a. Develop a concise scope of work.
- b. Request a new pool contract and develop an ICE in CMS (ePM) and advance the request to Pending Selection status..
- c. Form a Selection Team consisting of at least three individuals.
- d. Send the Conflict of Interest and Confidentiality Certification Form to each Selection Team member either via email or by using Adobe Sign.

To use Adobe Sign, select “Send in Bulk”, enter the email address for each team member and cc. Gaye Hettrick. Select the “1CS - Conflict of Interest and Confidentiality Certification Bulk Send Template” from the Document Library link

If sending via email, the PCC will forward the completed forms to the Consultant Services Manager (CSM). If any potential conflict is disclosed, the PCC **must** contact the CSM for guidance and resolution.

- e. Shortlist three to five prequalified firms from the appropriate Pool and work discipline for the contract.

Requirements for Shortlisting:

The PCC may contact the shortlisted firms to discuss interest in the project in advance of sending out the RPLOQ. If one firm is contacted, then all shortlisted firms must be contacted.

If the PCC documents that the firms intend to submit a PLOQ proposal, the PCC may limit the number of invited firms to **three**.

If the PCC does not contact the firms in advance, the PCC will invite a minimum of **four** firms to submit a PLOQ proposal to encourage receipt of at least 3 proposals.

The PCC will not invite more than **five** firms to submit a PLOQ proposal.

For Construction Engineering Management (CEM) services contracts, the PCC must verify the shortlisted firms are compliant with the ***Design and CEM by Same Consultant*** requirement outlined in the [UDOT Consultant Services Manual of Instruction](#).

2. **The PCC/PM and Selection Team** prepares a [Request for Pool Letter of Qualifications \(RPLOQ\) Form](#) and forwards a copy to the CSM for review/approval.

Consultant Invitation

3. The PCC Responsibilities:

- a. Email the completed RPLOQ Form to the CSM or designee for review and approval prior to sending the email invitation to consultants.
- b. After approval by the CSM or designee, email the completed RPLOQ Form to the shortlisted firms inviting them to submit a Pool Letter of Qualifications (PLOQ). Use the email template from [Appendix A](#) (Page 10), and include both the primary contact listed in the Pool for the relevant work discipline and the primary contract contact in CMS (Consultant Screen 930). One email may be sent to all firms' contacts; and it is preferred that email addresses are not blinded so that all firms can see the list of invitees.

The GE or ROW Pool list of prequalified consultants, including contact information, may be accessed from the [Consultant Qualified Pools](#) website.

- c. Copy the CSM on the email to the invited firms.
- d. **Comply with communication regulations:**

Pursuant to [Utah Code 63G-6a-1503\(3\)](#), Consultants may not contact or communicate with any member or potential member of a Selection Team regarding this RPLOQ once the RPLOQ invitation to submit has been sent to the Consultant until after selection has been made. The only exceptions are to acknowledge receipt of the RPLOQ invitation, submit the PLOQ, submit a declination to the invitation, or the consultant may communicate with Consultant Services staff.

[Proposal Review & Distribution to Selection Team](#)

- e. Review the submitted PLOQs for any disqualifications, based on the following criteria.
 - 1. **Non responsive PLOQ:** If a PLOQ is submitted without a completed [Proposal Cover Page](#) including the signed, verbatim acknowledgement section, it is considered non-responsive and is disqualified.
 - 2. **Additional Information:** If a *Cover Page, Project Related Experience Chart, or Consultant Proposed Staffing Plan* includes information other than the information requested, the PLOQ is considered non-responsive and is disqualified.
 - 3. **Cost References:** If a PLOQ includes cost references other than cost control measures, it is disqualified.
 - 4. **Page Limit:** If a PLOQ exceeds the allowed number of pages, it is disqualified.

Disqualifications Note: The PCC must notify the CSM or designee if any disqualification factors are identified and the CSM will notify the consultant.

- f. Confirm with Selection Team members that there are no conflicts of interest with proposed subconsultants on all responsive PLOQs. If any potential conflicts arise, they must be disclosed at this point, and the PCC must contact the CSM for guidance and resolution prior to forwarding PLOQs to the Selection Team.
- g. If the PCC (and LG) receives less than three PLOQs after inviting at least three Consultants, the selection process may proceed.

Document in the file that the Solicitation requirements:

- 1. Were not restrictive;

2. The procurement was adequately publicized by inviting the required minimum of consultants; and,
 3. One or two firm(s) capable of performing the work responded.
- h. Forward the responsive PLOQs to the Selection Team for review.

[Evaluation and Ranking](#)

4. The PCC and Selection Team members evaluate the submitted responsive PLOQs and complete the [RPLOQ Ranking Sheet](#) documenting the consultant rankings. Additionally, the Team will provide a justification statement for selecting the first-ranked firm based on the criteria for Department documentation purposes.
5. The PCC submits the Pool consultant selection documentation to the CSM using the provided email submission template in [Appendix B](#) (Page 12).

[Consultant Services Selection Documentation Review](#)

6. The CSM reviews and approves the selection documentation and will notify the PCC.

[Selection Notification and Contract Assignment](#)

7. The PCC notifies the responsive firms of the selection results from the RPLOQ Ranking Form. Use the email selection notification template provided in [Appendix C](#) (Page 13). The PCC should **NOT** provide selection justification comments in the notification email and should only provide the rankings of the top 3 firms.

Consultants must not be notified until the PCC receives approval from the CSM.

8. Once PCC has sent the selection notification email, the PCC may have a voluntary constructive conversation with unsuccessful consultants, at their discretion, and following the [UDOT Consultant Services - Consultant Debriefing Guidance](#). These discussions are optional and designed for industry feedback and transparency.
9. The CSM enters the selected firm in the CMS contract request, updates the prime percentage requirement, uploads a copy of the RPLOQ Form, approves the contract request, and assigns a Consultant Services Contract Administrator.

[Negotiations and Contract Finalization](#)

10. The PCC (and LG):
 - a. Enters negotiations with the first-ranked firm to develop consultant documents (including the Executive Summary, Work Plan, Staffing Plan, Schedule, Cost Proposal/Hours Derivation, and subconsultant information). Revisions may be requested, if necessary.

- b.** Upon approval of the final documents, submit them to the UDOT Consultant Services Contract Administrator. If an agreement cannot be reached with the first-ranked firm, the PCC (and LG) will discontinue negotiations with the first-ranked firm and contact the CSM for assistance to enter negotiations with the second-ranked firm.
- 11.** The UDOT Consultant Services Contract Administrator reviews the final contract documents, requests any revisions, drafts the contract, routes for approval, and issues the Notice-to-Proceed.

Guidance for Consultants

1. After receiving an email invitation, send an email to the PCC with a copy to the Consultant Services Manager to acknowledge receipt of the RPLOQ invitation, or decline to submit.
2. Review and comply with the [RPLOQ Format Instructions](#).
3. Prepare and submit a PLOQ to the PCC (and LG), to the Consultant Services Manager, and the Consultant Services Proposal email address (udotcssoq@utah.gov) by the deadline given.
4. **Communications:**
 - a. **With the PCC and Selection Team:** Pursuant to [Utah Code 63G-6a-1503\(3\)](#), Consultants must not contact or communicate with any member or potential member of a Selection Team regarding this RPLOQ once the RPLOQ invitation to submit has been received by the Consultant until after selection of a Consultant has been made. The only exceptions are to acknowledge receipt of the RPLOQ invitation, submit the PLOQ, or to submit a declination to the invitation.
 - b. **With Consultant Services Staff:** Consultants may communicate with the Consultant Services Manager or any Consultant Services staff regarding the project or selection process at any time even after the RPLOQ invitation has been received by the Consultant.
 - c. **Consultant Questions after Receiving RPLOQ Invitation:** If a consultant has a question after receiving the RPLOQ invitation, the consultant may submit the question via email to the CSM or designee within Consultant Services. If the question is regarding the 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 PCC and respond with the answer to all invited firms who have not declined to submit.
5. Consultant Services will make the Proposal of the successful Consultant open to public inspection for a period of one year after the Contract has been executed.
6. Documents listed in **BLUE** may be downloaded from the [Consultant Qualified Pools](#) website under the RPLOQ accordion or directly with the hyperlink.

Appendix A

Email Template for Invitation to Consultants

From: <PRIMARY CONTRACT CONTACT>
To: <FIRM CONTACTS>
cc: Consultant Services Manager (Gaye Hettrick or designee)
Date: Date & Time
Subject: Invitation - Request for Pool Letter of Qualifications <PIN XXXXX>

Re: <PIN XXXXX / LOCATION>
<General Engineering Services Pool, Right of Way Acquisition Services Pool, OR Structures Division Pool>
<WORK DISCIPLINE>

Hello,

Congratulations, your firm has been shortlisted and is invited to submit a Pool Letter of Qualifications (PLOQ) for the above referenced project. Your firm is one of <#> firms shortlisted from the above referenced pool work discipline to submit.

This email has been sent to both the primary contact for your firm listed in the Contract Management System (CMS) and the contact for this work discipline in the Pool on the, [Consultant Qualified Pools](#) website.

Following is a list of the RPLOQ Process and documentation to assist you in preparing a response. These forms may be downloaded from the [Consultant Qualified Pools](#) website, RPLOQ Forms accordion:

- Request for Pool Letter of Qualifications Form (RPLOQ Form) - Includes project information and the scope of work (email attachment)
- [RPLOQ Format Instructions](#) - Instructions on the preparation of the PLOQ
- [Proposal Cover Page](#) - Required as part of consultant's proposal or PLOQ
- [RPLOQ Ranking Sheet](#) - Selection results form
- [RPLOQ Consultant Selection Process](#) - Workflow for the RPLOQ process of selecting consultants

Communications: Pursuant to [Utah Code 63G-6a-1503\(3\)](#), Consultants may not contact or communicate with any member or potential member of a Selection Team regarding this RPLOQ once this RPLOQ invitation to submit has been received by the Consultant until after selection of a Consultant is made. The only exceptions are to acknowledge receipt of the RPLOQ, submit the PLOQ, or to submit a declination to the invitation. However, Consultants may communicate with the UDOT Consultant Services Manager or other Consultant Services staff regarding this RPLOQ with any questions after the RPLOQ invitation has been received by the Consultant.

Please either submit a PLOQ by the deadline listed in the RPLOQ Form or an email declination to submit, to me, and the Consultant Services Proposal email address udotcssoq@utah.gov with copies to Gaye Hettrick, ghettrick@utah.gov, and Bre Oshier, boshier@utah.gov.

If you have any questions, please contact the Consultant Services Manager or designee in the Consultant Services division.

Thank you in advance for responding to this invitation.

<PRIMARY CONTRACT CONTACT>

Appendix B

Email Template for Selection Submission to Consultant Services

From: <PRIMARY CONTRACT CONTACT>
To: Consultant Services Manager (Gaye Hettrick or Designee)
Date: Date & Time
Subject: RPLOQ Selection Submission to Consultant Services <PIN XXXXX>

Re: <PIN XXXXX / LOCATION>
<POOL WORK DISCIPLINE>

Gaye (or designee),

The Selection Team invited <#> firms to submit a Pool Letter of Qualifications (PLOQ) and the Team has ranked <firm> first.

I have attached the following documentation to support this selection or noted which documents have already been sent to you:

- Invitation email to consultants
- List of firms invited to submit with contact information
- List of Selection Team members
- RPLOQ Form (completed)
- RPLOQ Ranking Form (completed)
- Copies of the Selection Team members' completed *Conflict of Interest and Confidentiality Certification Form*
- PLOQs submitted
- Consultant declinations to submit (if any received)
- If less than 3 firms submit PLOQs, documentation on why firms may have declined to submit and any efforts taken to encourage a response

Please notify me when I may notify the firms with the results of this selection.

Thank you,

<PRIMARY CONTRACT CONTACT>

Appendix C

Email Template for Selection Results to Consultants

From: <PRIMARY CONTRACT CONTACT>
To: <FIRM CONTACTS (Primary & Secondary Contacts listed on the Responsive Proposals; Pool Work Discipline Contacts; and Firm Contract Contact listed in CMS 930 screen)>
cc: Consultant Services Manager or designee
Date: Date & Time
Subject: Results - Request for Pool Letter of Qualifications <PIN XXXXX>

Re: <PIN XXXXX / LOCATION>
<POOL WORK DISCIPLINE>

Hello,

Thank you all for submitting for the above referenced Request for Pool Letter of Qualifications (RPLOQ). The Selection Team has ranked the top three firms as follows:

1. <1st Ranked Firm>
2. <2nd Ranked Firm>
3. <3rd Ranked Firm>

The Department will enter negotiations with the first-ranked firm.

Consultant Services offers the opportunity to review the selected firm's PLOQ if/when there is a notice to proceed on the contract. You may contact Consultant Services for access to the successful proposal.

If you have any questions, please let me know.

Thank you,

<PRIMARY CONTRACT CONTACT>