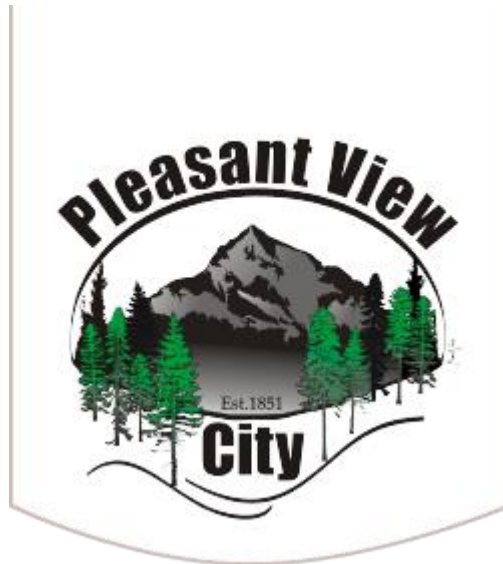


Request for Letter of Interest

(Electronic Submittal Required)

Skyline Drive Engineering Design and Right-of-Way
Acquisition



October 2017

Pleasant View City
Request for Letter of Interest (RLOI)
Skyline Drive Design and Right-of-Way Acquisition

Overview:

Consultant selection is a Qualification-Based Selection (QBS) process, where the primary factor in selection is the qualification-based criteria outlined by the RLOI Selection Team in Appendix A *Guidelines for Preparing the Letter of Interest*, rather than the cost of engineering services. Cost is a secondary factor after a consultant is selected and the negotiation process begins.

The RLOI Selection Team will review and evaluate submitted LOIs. Firms are shortlisted for interviews based on pre-determined criteria. Short-listed firms are invited to participate in interviews before the RLOI Selection Team. The final selection ranking of consultants is based on the final scores developed by the RLOI Selection Team using the Selecting by Consent.

Consultant fees are not a factor in the selection ranking of a consultant to provide services. All price or cost related items which include, but are not limited to past, present or future costs or fees associated with consultant contracts such as; direct salaries, wage rates, indirect cost rates, overhead rates and other direct costs are prohibited from being used in Proposals. Consultant fee or cost discussions are not allowed. Do not include any reference to consultant fees (past, present, or future) in the Proposal.

1. **Communications:** Pleasant View City will follow Utah Code 63G-6a-1503(3) for all official communications regarding the RFQ for advertisement. Consultants may not contact or communicate regarding this RFQ with any member or potential member of a Selection Team except through the following official RFQ communication process.

Consultants may contact Pleasant View City to schedule appointments for project scope of work discussions with the Pleasant View City regarding this project. Consultants may only communicate through these official designated appointments. Pleasant View City desires to make the most efficient use of resources for all parties involved with the established communication process. The meeting with Pleasant View City should not be viewed as a marketing tool and is not part of the consultant selection process. These meetings are intended for consultants who have not visited with the Pleasant View City about project specifics.

2. **Letter of Interest (LOI) Due Date: See the Selection Schedule on Page 4**

Submit one electronic PDF file of the LOI (unless directed otherwise in Appendix A *Guidelines for Preparing the Letter of Interest*) to Laurie Hellstrom by email at lhellstrom@pleasantviewcity.com prior to 11:00 AM on the date found in the Selection Schedule. If LOIs are sent to RLOI Selection Team members the LOI will be considered non-responsive and will be disqualified. You will receive an e-mail acknowledgment of receipt.

LOIs will not be accepted after the 11:00 a.m. deadline.

The LOI has a maximum page-limit of **TWO** pages. If there are any changes affecting the RLOI, notice will be sent out.

3. **Qualification Based Selection:** This is a Qualifications Based Selection (QBS) process based on United States Code (USC) Title 40, Chapter 11, Sections 1101 – 1104 (Selection of Architects and Engineers, otherwise known as The Brooks Act). Consultant fees are not a factor in the ranking of Consultants to provide the requested services.

Pleasant View City
Request for Letter of Interest (RLOI)
 Skyline Drive Design and Right-of-Way Acquisition

Project Dates:

Consultants are required to meet the dates set for the oral interviews and negotiation meetings. Consultants are also advised to meet other dates outlined in the Selection Schedule. If a consultant fails to meet these dates, the consultant will be considered non-responsive.

Consultant Selection Schedule

Date	Day	Action
Monday	10/16/17	Posting of the Request for Letter of Interest on Pleasant View City's website and other sources
Thursday	10/19/17	Deadline to request a discussion meeting
Wednesday	10/25/17	Consultant Meetings with Pleasant View City (as needed)
Monday	10/30/17	Letter of Interest is due electronically by 11:00 AM
Tuesday	10/31/17	Shortlist for Oral Interviews
Wednesday	11/01/17	Pleasant View City Consultant Selection Interviews
Wednesday	11/01/17	Consultant Selection

Pleasant View City
Request for Letter of Interest (RLOI)
Skyline Drive Design and Right-of-Way Acquisition

Applicable Federal and State Regulations:

The consultant shall conform to all applicable state and federal regulations.

Required Key Personnel Qualification:

The consultant shall be responsible to ensure personnel proposed under this RLOI are qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of industry standard practices.

Required Streamlined LOI Contents:

The LOI from the consultant should contain the information identified in Appendix A *Guidelines for Preparing the Letter of Interest*.

Required Availability of Key Personnel:

When consultants list personnel the consultant is agreeing to make the personnel available to complete work on contracts at whatever level the project requires.

LOI Evaluation Procedures:

The RLOI Selection Team will evaluate the LOI in accordance with the criteria described in Appendix A *Guidelines for Preparing the Letter of Interest*.

Conditions of Letter of Interest:

All costs related to the preparation of the LOI and any related activities such as interviews are the sole responsibility of the Consultant. Pleasant View City assumes no liability for any costs incurred by consultants throughout the entire selection process.

Disposition of Letters of Interest:

LOIs and their content become the property of Pleasant View City and are treated as protected documents, and are disposed of according to Pleasant View City policies. Pleasant View City reserves the right to reject all LOIs.

Ownership of Documents:

All tracings, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Consultant because of working on this contract, shall be delivered to and become the property of the Pleasant View City.

Right to Cancel:

Pleasant View City reserves the right to cancel the RLOI or contract at any time when it is in Pleasant View City's best interest. Pleasant View City also reserves the right to accept or reject any and all LOIs submitted in response to the RLOI.

Conflict of Interest:

Pleasant View City expects consultants to act with integrity and professional ethics. When there is a potential conflict of interest, consultants are required to either not submit for the project or disclose the potential conflict prior to submitting a proposal.

Pleasant View City
Request for Letter of Interest (RLOI)
Skyline Drive Design and Right-of-Way Acquisition

Appendix A

Guidelines for Preparing the Letter of Interest

Introduction:

The LOI selection process is the process Pleasant View City has determined to be used in the selection of consultant for Skyline Drive engineering design and right-of-way acquisition services. Submitting a LOI is the beginning of this selection process and is used as the basis for short-listing Consultants. If Pleasant View City sees fit, it may choose to select a consultant based on LOI alone and forego the interview process. If Pleasant View City determines a short list is necessary, then the short-listed consultant(s) will be invited to an interview with the RLOI Selection Team. Final ranking is determined by the LOI and information presented during the consultant interviews.

The purposed for these guidelines is to ensure consistency in format and content in the LOI prepared by consultants and submitted to Pleasant View City. Preparing a LOI instead of a detailed proposal reduces the time requirements for consultants and simplifies the review process for the RLOI Selection Team. For consultants to be **selected** an understanding of the project and a strong project team must be presented in the LOI.

Electronic Submission of Letter of Interest:

The Letter should be addressed to:

Laurie Hellstrom
Pleasant View City Recorder
lhellstrom@pleasantviewcity.com

LOI Format Requirements:

In **two pages**, include the following information:

- Express your interest in the project and understanding of the work
- Qualifications to do the work
- Identify the consultant Project Manager and other key team members
- Recount any information project or team experience that may be informative
- All pages are 8-1/2 X 11"
- Submit one PDF file containing the LOI requirements in the order presented

The LOI is expected to consist of the following in one PDF:

- Cover Page (one page)
- Letter of Interest (two pages)
- [Project Related Experience Chart](#) (one page)

LOIs exceeding the above pages and format will be considered non-responsive and will not be reviewed by the RLOI Selection Team and therefore will not be short-listed for Consultant Selection Interviews.

Disqualifications:

Pleasant View City
Request for Letter of Interest (RLOI)
Skyline Drive Design and Right-of-Way Acquisition

1. **Late Submission** – Any LOI received by consultant Services after the 11:00 AM deadline.
2. **Do not send LOIs to RLOI Selection Team Members** – send LOIs to the city administrator, not directly to any RLOI Selection Team members.
3. **Consultant Fee Discussion:** Consultant fees are not a factor in the selection ranking of a consultant to provide services. All price or cost related items which include, but are not limited to past, present or future costs or fees associated with consultant contracts such as; direct salaries, wage rates, indirect cost rates, overhead rates and other direct costs are prohibited from being used in proposals. Consultant fee or cost discussions are not allowed. Do not include any reference to consultant fees (past, present, or future) in the Proposal.
4. **Cover Page** – Any LOI received without a Cover Page; without the Acknowledgement on the Cover Page; and/or with additional information.
5. **Two (2) Page Maximum** – ([Project Related Experience Chart](#)) does not count towards the page maximum if no additional information is included.

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 an LOI contains references or links, Pleasant View City will assume additional pages are used.

6. **Other** – Pleasant View City reserves the right to disqualify an LOI when the intent of the RLOI process is violated. **Any LOIs committing violations to the above requirements will be disqualified by the RLOI selection committee and will not be reviewed by the RLOI Selection Team.**

Pleasant View City
Request for Letter of Interest (RLOI)
 Skyline Drive Design and Right-of-Way Acquisition

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:

Cover Page	
Date	
Project Name and Description	
Prime Consultant	
Prime Consultant's Federal ID#	
Sub-Consultants (if any)	
Primary Contact	
Primary Contact Name (Prime)	
Address	
City, State, Zip	
Email	
Office Phone	
Cell Phone	
Secondary Contact	
Secondary Contact Name (Prime)	
Address	
City, State, Zip	
Email	
Office Phone	
Cell Phone	
Acknowledgement	
<p><i>My firm will comply with state and federal contracting requirements applicable to the project. I understand Pleasant View City policies, procedures and processes may change during the duration of the project and will comply with changes required by Pleasant View City. As authorized to sign for my organization, I certify the content of this proposal to be true, accurate and fully disclosed as requested in the Solicitation. I understand any misrepresentations or failure to disclose matters in the proposal is immediate grounds for disqualification.</i></p>	
Signature	
Name	
Title	

Pleasant View City
Request for Letter of Interest (RLOI)
Skyline Drive Design and Right-of-Way Acquisition

The information is not required to be in this exact format as shown in the Cover Page, no additional information is allowed or the LOI will be disqualified.

Requirements for Project Related Experience Chart and References:

Provide a **one-page** table of projects completed by team members during the last ten years. The table headings should include the following items. Columns may be combined to consolidate information.

1. Name of Project Manager / Team member(s)
2. Year
3. Type of Project
4. Project Name
5. Project Location
6. Project Description
7. Services Performed / Specific Project Role
8. Client
9. Reference Contact and Telephone Number

Note: The completed table must be included in the LOI, but will not count as one of the allowed pages. Using this page for additional information for the LOI will result in disqualification by the RLOI selection committee; therefore, the RLOI Selection Team will not consider the LOI in the selection process.

Pleasant View City
Request for Letter of Interest (RLOI)
Skyline Drive Design and Right-of-Way Acquisition

RLOI Selection Team:

RLOI Selection Team members will receive copies of each responsive LOI submitted. The RLOI Selection Team will compare LOIs to the criteria for their individual review of the LOIs. Those Consultants making the short-list will be invited to participate in consultant selection interviews and will be given further information.

Short-Listing for Interviews:

The RLOI Selection Team will “short-list” for interviews depending on the number and quality of consultant responses. The RLOI Selection Team will meet to determine which firms will be interviewed by the “Consent” of the RLOI Selection Team. Consent is defined as the willingness of all RLOI Selection Team members to accept a decision reached by a collaborative process.

Selection Interviews:

The following project-specific topics will be discussed during consultant selection interviews:

- Communication
- Staff experience and availability
- Project understanding
- Pleasant View City goals

Up to three consultant team members can attend the interview. Selection of a consultant will be finalized through response to this RLOI and oral interviews.

Pleasant View City 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.

Summary:

The LOI should be clear, concise, and it should provide the RLOI Selection Team Members with an understanding of the consultant team’s ability to undertake and complete the proposed project successfully in a thorough, efficient and timely manner.

Pleasant View City
Request for Letter of Interest (RLOI)
Skyline Drive Design and Right-of-Way Acquisition

Appendix C

Overview:

The purpose of the Skyline Drive project is to create safer pedestrian and vehicular travel conditions along existing streets within the Pleasant View City and to preserve the pavement of roadways designated as haul truck routes due to conflicts that exist between haul trucks, vehicles, and pedestrians.

The Skyline Drive selected alignment consists of the following:

- The construction of a new commercial vehicle haul route,
- A commercial vehicle haul route that avoids residential areas and associated safety conflicts,
- A commercial vehicle haul route that meets design standards for safe grades, safe horizontal radii, and adequate pavement design for use by heavy haul vehicles.

The Skyline Drive proposed roadway will begin at the 4300 North and 1100 West intersection, then head west approximately 0.25 miles before curving toward the southwest. It then extends west and eventually curves to the southwest of 4300 North for approximately 0.6 miles. The alignment then begins to curve to the northwest. This section of the alternative moves downhill traversing steep, open terrain and crosses the Ogden-Brigham Canal. From where the alternative begins curving northwest, it extends approximately 0.4 miles downhill, maintaining a northwest direction before it curves back to the southwest for approximately 0.1 miles and connects to US-89 at Pleasant View Drive. Pleasant View Drive would be realigned from approximately 0.2 miles southeast of the US-89 and Pleasant View Drive intersection to connect with the alignment approximately 0.1 miles northeast of the alignment's connection with US-89. The total length of the new Skyline Drive roadway would be approximately 1.5 miles.

Task 1: Engineering Design

The selected consultant shall prepare a sufficient design that meet UDOT and AASHTO standards for horizontal and vertical roadway alignments and achieves construction standards for haul trucks. The design shall be progressed to a level sufficient level to obtain right-of-way.

Task 2: Acquire Right-of-Way (ROW)

The selected consultant shall also assemble a team that can assist Pleasant View City to acquire the necessary ROW for the Skyline Drive project following the Weber County of Governments (WACOG) acquisition process.