

**SEVEN COUNTY INFRASTRUCTURE COALITION AND
UINTAH TRANSPORTATION SPECIAL SERVICE DISTRICT**

REQUEST FOR QUALIFICATIONS

**Federal Application and Supporting Analysis
for the
Connection to I-70 Transportation Corridor**

June 2017

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Introduction:

The Seven County Infrastructure Coalition, Uintah Transportation Special Service District and participating Interlocal Agency Partners (collectively, the “Coalition”) has issued this Request for Qualifications (“RFQ”) requesting Statements of Qualifications (“SOQ”) from professional consulting firms to assist the Coalition in preparing an application for a transportation corridor across BLM administered lands (BLM), Utah State Institutional Trust Lands (SITLA), and private property in Grand County, Utah. It is anticipated that an Environmental Assessment or Environmental Impact Statement (“EA/EIS”) will be required to designate and authorize the corridor. The Coalition will contract with a technically proficient consultant to prepare the application for submittal to the appropriate federal agency and support the NEPA process.

The Connection to I-70 Transportation Corridor Study was completed in December 2015. This study investigated the economic desirability and impacts of constructing a transportation corridor linking Seep Ridge Road in southern Uintah County to Interstate 70 (I-70) in Grand County, Utah. Alternatives were considered in the study. These alternatives generally follow existing dirt roads through the Book Cliffs mountain range. South of the mountain range, the routes travel along the same path in a north/south direction and connect with I-70 at the existing Cisco interchange (I-70 exit 214). The routes would travel through BLM, SITLA, and private property.

The Coalition will select the consultant for Phase 1, which is the federal application preparation phase. It is anticipated that a federal agency will be the lead agency for preparing the EA/EIS (Phase 2) and may be involved in the Phase 2 consultant selection process. The consultant selected through this RFQ may be awarded Phase 2 by the Coalition as well; however, this scope and contract is for Phase 1 only. The Coalition will engage and retain the selected firm to prepare an acceptable application to the federal agency. The Coalition will also be responsible for contract administration and payment for consultant services.

Scope of Work:

Following is the draft scope of work for Phase 1 – Project Initiation (Plan of Development):

1. Develop Project Purpose and Need Statement

2. Pre-application meeting with BLM staff
3. Hold concept development meetings with the impacted counties, other agencies, and the BLM to identify lead and cooperating agencies; meetings will require presentation of the conceptual project for evaluation.
4. At the application stage, the Coalition's proposal to the federal agency is for a road/utility corridor. The applicants proposal is for an alignment beginning at the Uintah/ Grand County line going south through East Canyon to I-70. There may be sub alignments with the proposal.
5. Prepare other alternative information that has been reviewed for consideration. Provide sufficient information on why these alternatives may be found to be infeasible and be dismissed
6. The consultant is to prepare the conceptual design to serve as the basis for the application.
 - Compile existing design information generated by recent studies and planning efforts
 - Gather aerial mapping (planning level)
 - Assemble general database of ROW, geotechnical, drainage, and other pertinent engineering data
 - Prepare conceptual alignments and design criteria
 - Conceptual alignment drawings
 - Identify key engineering issues
 - Compile overall probable costs
 - Provide recommended ROW width, construction width, travel width, and grade information for various segments
7. Prepare an SF-299 application form for federal right-of-way consideration.
8. Prepare a Plan of Development (POD) according to the BLM's standard outline
 - An acceptable POD includes sufficient project design detail to adequately analyze the proposed project temporally and spatially
 - Scope elements 1-5 above are intended to provide sufficient information to submit a complete POD
9. Environmental data collection and analysis.
 - Cultural resource records search and field survey of high-priority areas
 - Biological resource investigations, records review, select field reconnaissance of high-priority areas, identify critical issues

Phase 2 will include preparation of draft and final EA/EIS documents based on the application submitted to the appropriate federal agency. A preliminary scope for the EA/EIS is included as Attachment B. Due to funding limitations, the scope of services presented is limited to Phase 1. In anticipation of additional funding, however, respondents to this RFQ are encouraged to include in

their SOQs qualifications to support the Coalition through Phase 2.

Period of Performance:

The Period of Performance of Phase 1 (through application acceptance by the APPROPRIATE FEDERAL AGENCY) is not to exceed 12 months from Notice of Award. While it is conceivable that issues raised during the application development process could affect the Period of Performance, the Coalition will grant any extensions of time for performance only for the most extraordinary circumstances. The Period of Performance establishes the expected limit for completion of the SF-299/POD. Proposers should provide an estimated project schedule for Phases I and II as part of their submittal package. This will be reviewed and evaluated based on the parameters established below.

Proposal Format / Selection Team / Evaluation Criteria:

The contents of the SOQ shall be complete in description and concise in volume. The SOQ should describe your firm’s capabilities and experience in the environmental service areas identified above. Supplementary visual aids and other extraneous materials will not be accepted.

SOQs shall be in electronic format and shall not exceed 20 pages in length excluding index sheets/section dividers, cover letter, table of contents, and any required attachments. Submittals should be formatted to 8.5” x 11” pages, single-spaced or space and a half in a font size no smaller than 11.

The material presented in the SOQ is expected to clearly reflect qualifications that demonstrate the firm’s knowledge and experience in environmental service areas for linear infrastructure projects. Neither proposals nor scopes of work are expected or desired as part of this submission. However, a clearly defined and easy to follow project approach to preparing the EA/EIS is expected, along with a demonstrated understanding of any unique project issues to be addressed in the preparation of the EA/EIS.

A selection committee will review and score each SOQ using the following scoring criteria.

Project Team / Qualifications	30 Points
Project Experience	30 Points
Project Understanding & Approach	40 Points

The Coalition **may** develop a short list of firms for interviews, which (if necessary) will be conducted by the Coalition Selection Committee. Firms selected for interviews will be notified in advance of the time, format, and location of the interviews. **The Coalition reserves the right to reject all proposals.**

If, for any reason, the Coalition and highest ranking firm are unable to agree upon final cost, the Coalition will then move to the next highest ranking firm following the same process until a firm is selected.

Proposal Deadline:

Statement of Qualifications shall be **delivered** and/or **received** before 5:00 pm on Thursday, July 13, 2017.

Point of Delivery – Email Submittal:

Deliver all electronic SOQs to: Mike McKee, Coalition Designee at mmckee@7county.utah.gov
Please enter the following in the subject line: “Connection to I-70 Transportation Corridor”. Only electronic SOQs will be accepted.

Pages / Numbering:

Number pages sequentially at the **bottom right corner** of each page. There is a twenty (20) page **limit** (excluding index sheets/section dividers, cover letter, table of contents, and any required attachments) for the SOQ. SOQs exceeding the 20 page limit will be considered non-responsive.

Page Definition:

SOQ pages shall be **8.5" X 11" only**. Charts, graphs, and pictures may be submitted in color.

Management Responsibility/Selection Process:

The Coalition is the primary contact for the selected consultant. All project questions and contract documentation requirements shall be submitted to the Coalition or its designee.

The selection board may consist of selected Seven County Infrastructure Coalition Board members and representatives of the Uintah Transportation Special Service District. SOQs will be evaluated and scored by each selection board member. Interviews **may** be scheduled immediately following the evaluation and scoring process. All firms will be notified in writing after a firm has been selected.

Disclosure and Disposition:

Once submitted the SOQ becomes the property of the Coalition, is treated as a privileged document, and will be disposed of according to Coalition policies including the right to reject SOQs.

SOQs of all consultants shall be open to public inspection according to Coalition policies. The consultant may request in writing the non-disclosure of trade secrets and other proprietary data so

identified. Upon request from the consultant, the Coalition will examine the proposal to determine the request's validity prior to award of the contract. If the Coalition disagrees with the consultant's request, the Coalition will inform the consultant in writing what portion of the SOQ will need to be disclosed. At that time, the consultant will have opportunity to withdraw their SOQ. Otherwise, the data will be disclosed.

Fee Negotiations:

The fees for services will be negotiated following selection of the success firm. It is anticipated that the work would be completed on a unit basis due to the variability in the scope of the NEPA process.

Agreement:

A professional services agreement will be executed with the successful firm.

Insurance Requirements:

For all contracts with the Coalition, the Consultant will be required to provide (as a minimum):

General Liability & Automobile: \$1,000,000 per occurrence and \$2,000,000 aggregate with a \$3,000,000 umbrella policy.

Valuable Papers & Electronic Media: \$250,000 or value adequate to reproduce media.

Professional Liability: \$2,000,000

Notification:

Any questions or requests for information must be submitted in writing to Mike Mckee, Coalition Designee at mmckee@7county.utah.gov so that addendums and clarifications can be distributed to all submitting parties in an effort to ensure consistency. Any addendums and clarifications should be acknowledged in the SOQ.

ATTACHMENT A
GUIDELINES FOR PREPARING STATEMENT OF QUALIFICATION
FOR
SEVEN COUNTY INFRASTRUCTURE COALITION AND
UINTAH TRANSPORTATION SPECIAL SERVICE DISTRICT

Federal Application and Supporting Analysis
for the
Connection to I-70 Transportation Corridor

Introduction:

These guidelines were developed to standardize the preparation of SOQ by consultants. The purpose for these guidelines is to assure consistency in format and content of SOQs that are prepared by consultants and submitted to the Coalition. The SOQ should contain the following information in the order listed:

- Introductory Letter - **No Points**
- Project Team / Qualifications - **30 Points**
- Project Experience - **30 Points**
- Project Understanding & Approach - **40 Points**

Note: All submittals must be clear, concise and in the recommended format so the proposals can be evaluated in an efficient and objective manner by the designated Selection Committee. The three (3) sections in the SOQs should have section dividers for easy reference (#1 - Project Team / Qualifications, #2 - Project Experience, #3 – Project Understanding & Approach).

Introductory Letter - The introductory letter should be addressed to:

Mike McKee, Coalition Designee
mmckee@7county.utah.gov
via email only

This one page letter should contain an expression of the consultant’s interest in the work, a statement regarding the qualifications of the consultant to do the work, and any summary information on the project team or the consultant that may be useful or informative to the Coalition.

The introductory letter does not count as one of the twenty (20) pages. Begin the SOQ page

numbering with the first page in Section #1.

Section 1

Project Team / Qualifications:

The evaluation will consider how well the qualifications and experience of the members of the project team relate to this RFQ.

- ± Provide a general description of the firm including services offered, number of employees, office location, years in business, etc.
- ± Identify consultant and subconsultant key individual qualifications and experience as related to the work discipline.
- ± Indicate Environmental Impact Statement work to which the firm is currently committed. Include similar descriptions for each sub-consultant.
- ± Identify firm's strengths.
- ± Provide a brief description of why the Coalition should select your firm for the position.

Section 2

Project Experience:

- ± Provide summaries of experience for past projects by prime consultant and team members (if applicable) that demonstrates experience and ability to undertake and complete an EA/EIS for a linear infrastructure project within the past 10 years. The relevance of past working experience will be prioritized based on the following: 1) experience on BLM-directed environmental projects; 2) experience on linear infrastructure projects not directed by the BLM; and 3) experience on other environmental projects for other federal agencies.
- ± List the names of key employees with each project. Do not include projects for which key project personnel are no longer employed by the firm.
- ± Describe your capability to perform the work. Explain internal policies and procedures related to work quality and cost control.
- ± For each qualifying project, include the following information in tabular form: project name, location, client, total contract amount, principal-in-charge, day-to-day technical project manager, key staff, original estimated schedule, and actual schedule of completion (defined for an EA/EIS as Notice of Intent to Record of Decision (ROD) and for an Environmental

Assessment (EA) as Notice to Proceed to acceptance of the Final EA), client reference (name, position, and phone number), and brief narrative description of the project

- ± Outline major responsibilities and areas of expertise. The overall project manager and key staff members (both firm and sub-consultants for the firm) must be identified and resumes provided; more detailed resumes no longer than two (2) pages may be placed as attachments, but only for persons who would be key participants in the project work. The project manager is considered to be the single most important consultant asset. The consultant project manager must have prior experience managing an EA/EIS for a linear infrastructure facility. The Coalition fully expects the consultant project manager identified in the SOQ to maintain responsibility for the project through completion of the application, and potentially the EA/EIS if selected for Phase II.
- ± Provide an organizational chart and narrative description of the administrative structure proposed for managing this project. Identify resources, including management and organization capabilities, currently available for performing the work. Resumes of firm principals are not required unless they are proposed as active, integral members of the study team; however, principals should be listed on the organizational diagram in relation to the study team. This section should also include the location of each firm and key staff members.
- ± In addition, if the submission includes a prime firm and sub-consultants, demonstration of relevant past working experience as a team is desired.

Section 3

Project Understanding & Approach:

- ± Demonstrate a thorough understanding of the BLM EA/EIS process. Identify the methodologies and approaches that would be utilized to analyze and resolve environmental issues. Describe the proposed public scoping and hearing process, work products, detailed project schedule, along with the responsibilities of each of the proposed staff/team members and sub-consultants and their anticipated percentage of each individual's time working on the project.
- ± Include a description of the proposed processes for coordinating with BLM or other appropriate federal agency, sub-consultants, and general public. A description of the team's understanding of any unique issues associated with the preparation of the EA/EIS should be included.
- ± Describe quality assurance and quality control procedures. Response must demonstrate experience in successfully implementing quality control programs on comparable projects.

- ± Provide a proposed project schedule for completion of the work for this project.

The material presented in the SOQ to address the above topics is expected to clearly reflect qualifications that demonstrate the firm's knowledge and experience in environmental service areas for linear infrastructure projects. Neither proposals nor scopes of work are expected or desired as part of this submission. However, a clearly defined and easy to follow project approach to preparing the EA/EIS is expected, along with a demonstrated understanding of any unique project issues to be addressed in the preparation of the EA/EIS.

The Coalition reserves the right to reject any and all SOQs.

ATTACHMENT B

PHASE 2 – ANTICIPATED SCOPE

FOR

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Following is the anticipated general scope of work for Phase 2 – Preparation of EA/EIS:

1. Publish Notice of Intent and conduct scoping process, including local public scoping meetings.
 2. Identify general impacts, consequences, and potential mitigation options for each alternative.
 3. Identify issues needing further and more detailed investigations in next environmental planning phase.
 4. Preparation of an EA/EIS in accordance with NEPA and other relevant regulation.
- Specific environmental issues in the EA/EIS may include, but are not limited to:

- Climate and Air Quality
- Earth Resources
- Paleontological Resources
- Water Resources
- Biological Resources
- Land Use
- Special Designations
- Visual Resources
- Cultural Resources
- Social and Economic Conditions
- Public Health and Safety

The specific tasks to complete the EA/EIS include, but are not limited to:

- Public involvement

- Development of Public Involvement Plan
- Public scoping process (will include public meetings)
- Comment response
- Special Interest Group Coordination
- Alternatives development
 - Proposed, Alternate, and No Action at a minimum
 - Survey and mapping, geotechnical
- Preparation of Draft EA/EIS
 - Determination of Existing Environment. This task will include additional field surveys that were not completed for the POD.
 - Environmental consequences of each alternative. Direct, Indirect, and Cumulative Impacts will be disclosed for each alternative.
 - Publish Notice of Availability
- Preparation of Final EA/EIS
 - Comment response
 - Supplemental analyses
 - Design refinements
 - FEA/EA/EIS notice and distribution
- Preparation of Record of Decision
- Maintenance of the Administrative Record

The firm selected to assist the BLM or other appropriate federal agency and Coalition in preparation of the EA/EIS will develop and submit a Plan of Study that will include detailed descriptions of all work to be performed, the methodologies proposed to perform the work, the name and qualifications of the key person performing each aspect of the work, estimated person-hours required for completion of each aspect, the schedule for performing each aspect, and a description of the internal and external review procedures to assure quality control.

The Plan of Study will include a provision for a thorough literature search and bibliography of references and methodologies to be used in the acquisition of the environmental data and analyses and the development and preparation of the EA/EIS. The Plan of Study is subject to BLM or other appropriate federal agency approval and must comply with all applicable regulations governing the preparation of EA/EISs and must include such additional analytical requirements as provided by the BLM or other appropriate federal agency prior to completion.

The selected firm must submit all work products in printed format and searchable .pdf files along with its components such as data files, text files, image files, spreadsheets, graphs, and tables (deliverables). The deliverables, where applicable, will be compatible with and incorporated into

Geographic Information System (GIS) per BLM or other appropriate federal agency standards. The selected firm will be responsible for managing the administrative project file and, upon completion of the EA/EIS, will be responsible for submitting a completed administrative record for the project to the BLM or other appropriate federal agency, in accordance with BLM policy and guidance.