

# Request for Qualifications

For

Phase One Preliminary Engineering/Design Review and Phase  
Two Design Engineering & Construction Management Services

For

South Block Property including East and West Airport  
Properties

September 2, 2009

# School and Institutional Trust Lands Administration (SITLA)

## Request for Proposal

Phase One Preliminary Engineering/Design Review and Phase Two Design Engineering & Construction Management for the South Block Including East and West Airport Properties

## Summary Sheet

1. Project Name: South Block East and West Airport Properties
2. Location: Washington County, Utah; South Block
3. Requested Services: Preliminary Engineering Design and Construction Management Services

4. Project Administrator:

Douglas O. Buchi, Assistant Director  
School and Institutional Trust Lands Administration  
675 East 500 South, Suite 500  
Salt Lake City, UT 84102-2818  
(801) 538-5170  
[douglasbuchi@utah.gov](mailto:douglasbuchi@utah.gov)

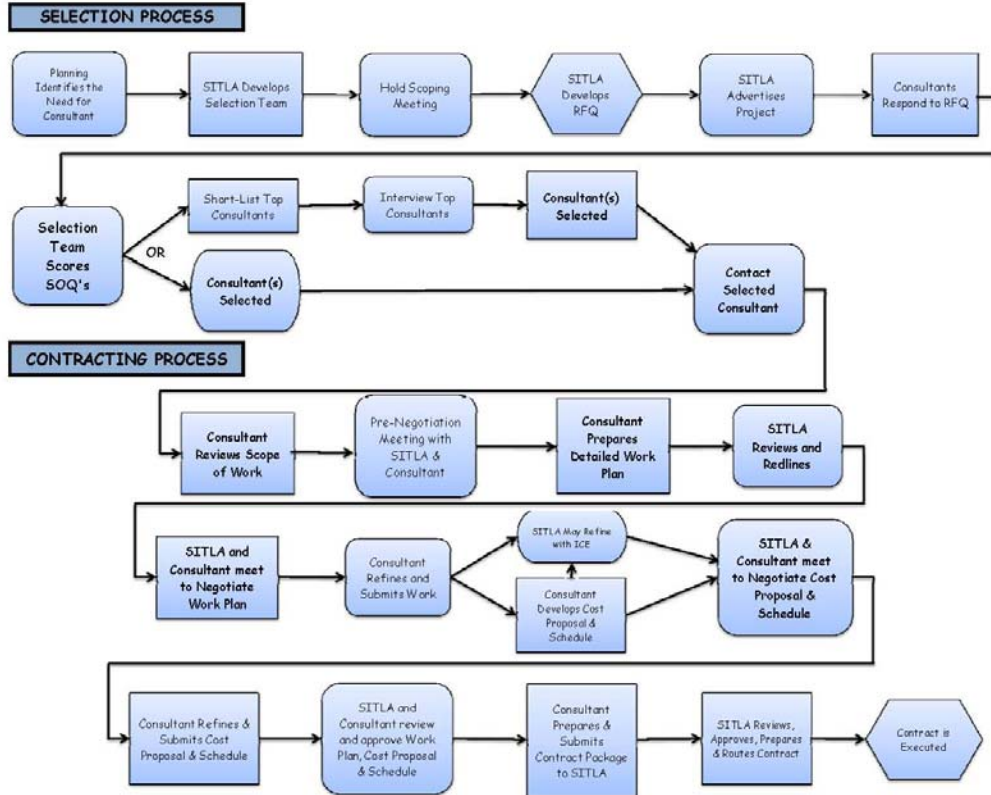
5. Project Manager:

G. Brent Bluth, Deputy Assistant Director  
School and Institutional Trust Lands Administration  
2303 N. Coral Canyon Blvd., Suite 100-A  
Washington, Utah 84780  
(435) 652-2950  
[brentbluth@utah.gov](mailto:brentbluth@utah.gov)

6. Advertisement Dates: September 5, 2009 to September 20, 2009

7. Proposals Due Date: September 21, 2009
  
8. Oral Interviews (Optional): TBD
  
9. Contractor Negotiating Meeting: TBD
  
10. Award and Contract for Phase One: SITLA anticipates awarding this contract in two phases. In Phase One of the project, the deliverable produced by the consultant will be a preliminary design and design review to produce a detailed Scope of Work (SOW), which will become the basis for Phase Two SOW. Phase One of this project will be awarded to the consultant based on qualifications and an hourly contract with a “not to exceed” provision. SITLA will make the final determination of award based on input from SITLA staff and an independent consultant.
  
11. Award and Contract for Phase Two: SITLA may negotiate a contract with the Phase One consultant and award Phase Two based on the quality of work, timeliness, and cost savings. SITLA reserves the right to request additional RFQs for Phase Two and award to a different consultant. Phase Two will be an hourly contract with a “not to exceed” provision.
  
12. Contract Award Date: TBD

# Consultant Selection Process



## ADVERTISEMENT

### Request for Qualifications and Notice for Consulting Engineering and Construction Management Services

The School and Institutional Trust Lands Administration (SITLA) is seeking the services of a qualified consulting engineering firm to provide preliminary engineering/design review for Phase One and design engineering and construction management services for Phase Two. The project area will be further defined but will generally include the South Block including the east and west airport properties and additional surrounding SITLA lands impacted by the development of the St. George replacement airport. Engineering services are requested in two phases. Phase One will consist of preliminary engineering design and design review; and Phase Two will consist of full design and construction management services for SITLA lands impacted by the extension of UDOTs Southern Parkway Phase III project, and more specifically SITLAs lands surrounding the proposed Exit Nine (9) on the Southern Parkway.

If you are interested in submitting a proposal, information on the Request for Qualifications will be available September 7, 2009, and may be obtained from the Trust Lands Administration's web site at [www.trustlands.com](http://www.trustlands.com) under "Development > Request for Proposals", or by contacting the Planning and Development Group at (801) 538-5100, or (435) 652-2950. SITLA reserves the right to reject any and all proposals.

# Guidelines for Preparing a Statement of Qualifications (SOQ)

## INTRODUCTION:

These guidelines are prepared to provide guidance to those firms who desire to submit an SOQ for consulting engineer and construction management services for a SITLA project. Submitting an SOQ is the beginning of the selection process and is used as the basis for selecting or short-listing consulting firms.

After all SOQs are reviewed, SITLA may, at its discretion and negotiations with the consulting firm, choose a consultant based on the SOQ. If, however, SITLA determines that interviews are necessary prior to selection, those consulting firms who have been short-listed will be invited to participate in an oral interview with SITLA.

The SOQ can be a maximum of Ten (10) pages. The Introduction Letter and Proposed Key Personnel to be Used on the Project sections do not count towards the Ten (10) pages. All SOQs are required to be submitted to SITLA electronically in PDF format and five (5) spiral-bound hard copies.

## SOQ SECTIONS:

The SOQ should contain the following sections in the order listed:

1. Introduction Letter
2. Project Team
3. Capability of Consultant
4. Approach to the Project
5. Proposed Key Personnel to be Used on the Project

## SOQ EVALUATION CRITERIA:

The SOQ evaluation criteria are listed below.

1. Introduction Letter – The Introduction Letter should be addressed to :  
Mr. Douglas O. Buchi  
Assistant Director  
School and Institutional Trust Lands Administration  
675 East 500 South, Suite 500  
Salt Lake City, UT 84102-2818

In one page, express your interest in the project, state qualifications to do the work, and recount any summary information on the project team or yourself that may be useful or informative to SITLA.

Include the mailing and e-mail addresses and phone number of the primary contact person for this consultant selection process in the Introductory Letter. SITLA will not use the Letter of Interest to score the consultant for this project.

2. Project Team – SITLA will consider how well the qualifications and experience of the members of the project team relate to the specific project. The following information should be provided:
  - Project team flow charts including sub consultants.
  - Describe the qualifications, experience, and availability of key personnel on your proposed project team. As it relates to specific experience of team members related to this project, describe the experience of at least the following team members:
    - Project Manager
    - Design Engineer
    - Plan Reviewer
    - Survey Lead
    - Construction Manager
    - Others
  - Provide a spreadsheet list of projects you have completed during the last five years. The spreadsheet should contain the following column headings:
    - Name of Project Manager
    - Year
    - Type of Project
    - Project Name
    - Project Location
    - Project Description
    - Construction Cost Estimate
    - Services Performed
    - Client
    - Reference Contact and Phone Number
  
3. Capability of the Consultant – SITLA will evaluate the consultant’s capability to perform the work.
  - Describe your firm’s capability to perform the work.
  - Describe any unique qualifications your firm has to perform this type of work.

- Discuss innovative ideas and practices team members have brought to past projects solving challenges which may be present with this project.
  - Describe your firm's document control plan.
  - Describe your firm's quality and cost control procedures.
  - Describe your firm's software and design tools that will be used on this project.
4. Approach to the Project – SITLA will evaluate how well you have planned a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts, impediments, or conflicts.
- Identify key project milestones
  - Describe your knowledge of SITLA and its mission. Please be detailed.
  - Describe how you plan to add value to the project and further SITLA's mission.
  - Describe your firm's philosophy on partnering and how it relates to this project.
  - Discuss how you will coordinate with other governmental agencies, landowners, subcontractors, and consultants.
  - Describe what you envision the final deliverable/product for this project will be and what how that will impact SITLA's short and long term value.
  - Identify potential challenges and solutions
5. Proposed Key Personnel to be Used on the Project – Please include a list of key personnel to be used on the project. The list should include education, experience, and certification levels, including sub consultants. When consultants list personnel in this section, you are agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

# Appendix A

## Scope of Work

SITLA owns certain lands generally described as the South Block, which includes lands surrounding the new replacement airport for the City of St. George. The Utah Department of Transportation (UDOT) is planning to continue additional phases of the Southern Parkway through SITLA and other adjacent lands.

SITLA requires the services of a consultant for initial scoping meetings, preliminary design work, field investigation, and to be SITLA's representative in all aspects during the preliminary planning and design of its South Block East/West Airport properties. SITLA is proposing this project in two phases.

### Project Goals for Phase One:

The result of Phase One will be preliminary design and concept engineering with design review and a detailed Scope of Work for full design service.

### Phase One

- The consultant will help SITLA identify and define the project area, offsite impacts to be studied, and other consulting services required.
- The consultant, along with SITLA staff, will represent SITLA at all project stakeholders and coordination meetings with federal, state, and local governments, landowners, consultants, and others as defined by need.
- Produce concept drawings, exhibits, sketches, communications, and data necessary to communicate ideas on planning and design of SITLA and adjacent lands surrounding the Southern Parkway.
- Provide design review services for SITLA of other consultants' concepts and designs.
- Provide survey services to do necessary field investigations and collect or verify field data.
- Produce a detailed SOW for Phase Two design and construction management services.

### Phase Two

- Produce a final deliverable defined by the SOW produced in Phase One.