

1. We are under the assumption that Jones and Associates will be providing the ROW Design services for the project, the city will be providing a Title Company, and the acquisition consultant would provide the appraisal, appraisal review, and acquisition services. Is that correct?
 - a. Depending on the project, Jones and Associates or another consultant will provide ROW design services.
 - b. The rest is correct, as described in section II.A of the RFP.
2. Does Pleasant View City require an appraisal reviewer for their transactions?
 - a. It will depend if we are using local or other funds, so please provide costs both ways.
3. The 15 page-limit requirement does NOT include additional resumes and copies of licenses, correct?
 - a. Yes, as stated in III.D.
4. Are we allowed to include the Certificate of Insurance and our business license in the appendix of the proposal? (And would it count towards the 15 page limit?) Is the appendix where we would also include copies of licenses (real estate, appraisal, etc.)?
 - a. Certificate of Insurance is not required at the submittal phase, only upon award of the contract.
 - b. Yes, include all licenses in the appendix. (does not count towards page limit)
5. Is there font or word-size/spacing specifications for this proposal submission?
 - a. No, as long as it is legible.
6. Could we get further clarification on section III D, Section 5, point B? The RFP asks for the fee proposal to include the costs for "preparation of documents". Could you provide further clarification regarding what documents these will consist of?
 - a. Offer letters, administrative cost estimates, appraisals, assessment packages for the title company, and other documentation as applicable.
7. Is there a Q&A board that hosts other questions asked by firms? If so, where is that located?
 - a. We will post all questions and answers on the pleasantviewcity.com and jonescivil.com websites, as well as the State's solicitation service.
8. Are we allowed to use header pages/a table of contents to organize our proposal without it counting towards our 15 page limit?
 - a. A cover page and ToC is fine.
9. If property owners are unwilling to negotiate/work through the acquisition process, will Pleasant View City use their authority to instigate condemnations?
 - a. Yes, the City will use their eminent domain powers if/when necessary.
10. In Section II, Section D, point 5, the RFP specifies that "the Consultant will provide the City with acquisition packets." Could you elaborate on what constitutes a complete acquisition package?
 - a. We have found that some municipalities ask for different documents in the acquisition package and want to update our scope to better address Pleasant View's needs. For the purposes of this RFP, assume a standard UDOT package.

Common Procurement Methods

Procurement Method	Uses & Process	Method of Award
Request for Information (RFI) 63G-6a Part 5	<ul style="list-style-type: none"> <input type="checkbox"/> Surveying the marketplace to assist with future specification development <input type="checkbox"/> No pricing is to be requested <input type="checkbox"/> Agencies are not required to send RFI's through State Purchasing. 	<ul style="list-style-type: none"> <input type="checkbox"/> No award <input type="checkbox"/> For information only
Request for Quotation (RFQ) R33-5-107	<ul style="list-style-type: none"> <input type="checkbox"/> A mandatory public posting is not required <input type="checkbox"/> Low Dollar <i>Agency - \$10,000 or less</i> <i>Division of Purchasing - \$50,000 or less</i> <input type="checkbox"/> May be written or verbal <input type="checkbox"/> Telephone, Internet, E-mail 	<ul style="list-style-type: none"> <input type="checkbox"/> Award to bidder meeting: <ul style="list-style-type: none"> <input type="checkbox"/> Minimum specifications <input type="checkbox"/> In the time required <input type="checkbox"/> At the lowest price
Invitation for Bid (IFB) 63G-6a Part 6	<ul style="list-style-type: none"> <input type="checkbox"/> Well defined and detailed goods /services <input type="checkbox"/> Can be multiple steps 	<ul style="list-style-type: none"> <input type="checkbox"/> Public posting required 63G6a-112 <input type="checkbox"/> Award to bidder meeting: <ul style="list-style-type: none"> <input type="checkbox"/> Minimum specifications <input type="checkbox"/> In the time required <input type="checkbox"/> At the lowest price
Request for Proposal (RFP) 63G-6a Part 7	<ul style="list-style-type: none"> <input type="checkbox"/> Specifications can't be clearly defined <input type="checkbox"/> Several possible solutions to how a vendor might solve the State's need <input type="checkbox"/> Cost is only one factor in determining award <input type="checkbox"/> Can be multiple steps 	<ul style="list-style-type: none"> <input type="checkbox"/> Public posting required 63G6a-112 <input type="checkbox"/> Evaluation Team <input type="checkbox"/> Based on Criteria in Solicitation <ul style="list-style-type: none"> <input type="checkbox"/> Technical Evaluation <input type="checkbox"/> Cost Proposal Evaluation <input type="checkbox"/> Award to Offeror receiving the highest total points

<p>Small Purchase of Professional Services Providers 63G-6a-104 (39) R33-5-108</p>	<ul style="list-style-type: none"> ☐ Professional service means a service that requires a high degree of specialized knowledge and discretion in the performance of the service ☐ For executive branch agencies that do not have independent authority, the Utah Division of Purchasing must complete this process. 	<ul style="list-style-type: none"> ☐ No public posting required ☐ \$0- \$100,000: ☐ Write required qualifications & scope of work. ☐ Agency reviews qualifications of at least 3 vendors. ☐ Agency informs the Division of Purchasing of the most qualified vendor. ☐ The Division negotiates with the most qualified vendor.
<p>Part 15 63G-6a Part 15 R33-15</p>	<ul style="list-style-type: none"> ☐ To procure design professional services (previously known as architecture & engineering services) ☐ May be used to procure professional services over \$100k (63G-6a-1502(3)) 	<ul style="list-style-type: none"> ☐ Public posting required 63G6a-112 ☐ Request for Statement of Qualifications ☐ Cost not requested during solicitation ☐ Evaluation committee – 3 members ☐ Must review 3 professionals ☐ Must review based on criteria established and published ☐ Rank top 3 by score ☐ The Procurement Official negotiates with the highest score
<p>Award of a Contract Without Engaging in a Standard Procurement Process 63G-6a Part 8</p>	<ul style="list-style-type: none"> ☐ The statute and rule for these solicitations are so specific that the sole source procurement must be discussed with the procurement agent ☐ Only one source for the item ☐ Must be publicly posted if procurement exceeds \$50,000 	<ul style="list-style-type: none"> ☐ ACWESP is required if individual procurement item exceeds \$5,000 and the procurement qualifies as a sole source ☐ For executive branch agencies that do not have independent authority, the Utah Division of Purchasing must complete this process. ☐