

*State of Washington Department of Transportation
Notice to Consultants
Request for Statements of Qualifications for Fauntleroy Ferry Terminal
Trestle & Transfer Span Replacement Project Community Engagement
Revised 8/3/2021*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide community engagement and communications support for the Fauntleroy Ferry Terminal Trestle & Transfer Span Replacement Project. **One** agreement may be awarded. The agreement will be for approximately five (5) years with a dollar value of \$1,500,000.00, with the option for WSDOT to extend for additional time and/or money if necessary. The agreement will be Task Order agreements with no minimum amount of work guaranteed.

WSDOT reserves the right to amend terms of this “Request for Statement of Qualifications” (SOQ) to circulate various addenda, or to withdraw the SOQ at any time, regardless of how much time and effort consultants have spent on their responses.

Project Description

The Fauntleroy Ferry Terminal in West Seattle supports the “Triangle” ferry route, with daily ferry service between Fauntleroy, Southworth, and Vashon Island. The terminal is an essential transportation hub for the region and served more than three million riders in 2019, including people who board ferries by walking, biking, driving, and riding transit.

The terminal currently faces several challenges, including:

- Parts of the terminal are aging, **are** seismically vulnerable and **are** overdue for replacement
- Rising sea levels could damage the terminal superstructure **and utilities** from debris during high tides in the future
- Long-standing operational challenges, including:
 - Challenges with vehicles queuing along Fauntleroy Way, with only one lane to serve two destinations.
 - A small terminal, with only enough dock space for approximately 80 cars, although the terminal is served by **up to** three Issaquah Class ferries that hold 124 cars each.

Consistent with Washington State Ferries’ 2040 Long Range Plan published in 2019, the Fauntleroy Terminal - Trestle & Transfer Span Replacement Project is looking at ways to preserve the terminal for the future. In early 2021, WSF began the planning phase of the project with community engagement after proceeding cautiously in 2020 due to a changing ridership and transportation landscape caused by COVID-19 pandemic and emergency closure of the high-rise West Seattle Bridge.

Robust community engagement is a critical element of this project to make sure the options we consider are the right fit. In addition to broad and inclusive outreach with communities served by and adjacent to the terminal, Washington State Ferries has convened a Community Advisory Group, Executive

Advisory Group and Technical Advisory Group to help advise the agency during the planning phase of the project. Early discussions with project stakeholders support the idea of using virtual community engagement tools to bring all three Triangle Route communities together to maximize the accessibility, transparency and quality of public involvement.

Additional information on the project and community engagement efforts is available at www.wsdot.wa.gov/projects/sr160/fauntleroy-terminal/home.

Task Description

The successful consultant will provide services on a task order basis as issued by Washington State Ferries (WSF). Task orders will be issued throughout the duration of the project. WSF is looking for a small, but dedicated team to partner with state staff on strategic communications and provide tailored and transparent community engagement for the communities served by the Triangle Route.

Each task order will have its own timeline and budget, and may include the following pieces of work:

1. Community engagement plan

Maintain and implement the project's existing community engagement plan, including updates at key project milestones. Develop strategies to involve and inform communities about project planning, environmental review, design and construction. Support stakeholder briefings, outreach activities and other efforts to inform and engage the public.

2. Advisory group facilitation and support

Support Executive, Community and Technical advisory groups through strategic communications, material development, facilitation of virtual and in-person meetings, and meeting coordination. Meetings must be designed to be accessible and will be conducted virtually or in person.

3. Informational materials

Accessible, reader friendly information graphics and materials designed using WSDOT branding guidelines to inform and engage communities in the project. Materials will include print and digital tools and meet all Title VI/ADA accessibility requirements.

4. Public meetings and open houses

Organize and publicize regular opportunities for the public to provide input including traditional in-person meetings, virtual public meetings, and online open houses utilizing WSDOT's existing <http://engage.wsdot.wa.gov> online open house platform. Consultant will provide graphics, content, meeting facilitation and technology support, logistics coordination and high-level analysis and summary of public input. Consultant should provide guidance on best practices for virtual public involvement to involve community members equitably and accessibly in community engagement opportunities.

5. Comment management

Maintain, analyze and track public comments over each phase of the project to allow project team members access to input and to help inform decisions. Respond to questions and comments from the community in a timely manner and help develop key messages and talking points.

Project Schedule

Work will begin upon execution of individual task order. As community engagement efforts are already underway, the consultant will be expected to begin work immediately upon selection.

Submittals

Consultants are invited to submit their SOQ's at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal must be submitted as separate Adobe Reader compatible (pdf) files and formatted as follows:

- Submitted as an 8.5" x 11" sheet, single sided only, and with text (font) size no smaller than 12 points; and
- If charts and/or graphs are utilized text (font) size must be no smaller than 8 points.
- Submittal is NOT password protected.
- Submitted as ADA accessible. ADA and documents for the web can be found: <https://wsdot.wa.gov/communications/web-toolkit/standards/accessibility>. All documents need to be tagged, have the correct document properties, correct reading order and all figures, images, graphics need to have alternative text added.

Your Proposal must contain responses to the following criteria:

1. Resumes for proposed project team including:
 - a. Project manager/facilitator demonstrating strong organizational skills, experience on WSDOT/WSF, transportation and other relevant projects, strategic communications and facilitation experience for controversial projects;
 - b. All proposed project support staff including description of experience on similar projects (35 points);
 2. List of other current, similar projects on which the proposed individuals have worked (5 points);
 3. Description of team's recent, relevant experience producing informational materials, supporting multi-level advisory groups, implementing virtual public involvement and online meetings, and engaging communities in contentious projects in the Puget Sound area and how this experience would be applied to this project (30 points);
 4. Team approach – Roles and responsibilities of the proposed team and percent of time the proposed individual(s) is available to work on this project broken into the following phases: planning (Sept. 2021-spring 2023), environmental review, design and construction (mid-2023 through at least 2027) (25 points); and
 5. Cost factors -- Listing of all proposed key personnel/labor classifications, clearly identifying the proposed project manager/facilitator; and the hourly billing rates for each labor classification. (20 points)
- Your responses to scoring Criteria 1 through 4:

Submittal is limited to 9 pages, single-sided only. The following items shall be included with the submittal but do not count in submittal page count:

- Front and back cover;
- Response to scoring criteria 5;
- Your letter of transmittal;
- Your Consultant Information forms for both the Prime Consultant and all proposed Sub-Consultants;
- Your completed “Contractor Certification - Workers' Rights” forms for both the Prime Consultant and all proposed Sub-Consultants;
- Your completed “Wage Theft Prevention Contractor Certification - Professional Services” forms for both the Prime Consultant and all proposed Sub-Consultants;

The Proposal shall meet the following requirements or may be deemed non-responsive and may not be eligible for consideration of this work:

- Title of the SOQ and your firm clearly identified on the cover of the submittal, and the letter of transmittal;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date and time.

Faxed submittals will not be accepted. Submittals must arrive at the following email address no later than 4:00 p.m. PDT on August 19, 2021.

Submittal email address: CSOSubmittals@wsdot.wa.gov

Note: Submitters may want to consider setting your email to automatically receive a “Delivery/Read Receipt” for confirmation purposes, as WSDOT will not respond with notification of receipt.

Multiple emails are acceptable due to file size limitations of 20mb per email.

After the submittal review, firms will be short-listed and invited to interview. The interview score will be based on the team’s ability to demonstrate their combined experience, capabilities, and approach to deliver the program. Final selection from short listed firms shall be made based upon:

- Interview/additional qualifying information scoring only.
- Combined results of the submittal and the interview/additional qualifying information scoring.

Note: It is imperative that the consultant reviews the definitions of the scoring criteria.

The Consultant, with regard to the work performed during the resulting agreement, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR Section 21.

The agreement for services is subject to provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulations 49 CFR 26 (Disadvantaged Business Enterprise).

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscious means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan". DBE goals on federally assisted projects will be set utilizing the criteria outlined in the plan and the "DBE Participation Calculation Methodology Worksheet for Consultant Services." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Debriefing Procedures

A. Debrief Conferences

CSO offers, if requested, a debrief to all proposers. The request must be submitted in writing, within 3 business days of official notification of an unsuccessful proposal. The request shall be sent to WSDOTCSO@wsdot.wa.gov.

B. Debrief Protests

All debrief protests must be submitted in writing, within 5 business days of the debrief conference. The request shall be sent to WSDOTCSO@wsdot.wa.gov.

Protest Procedures

A. Form and Substance

All protests regarding any contents or portion of this SOQ must be submitted to WSDOT Headquarters Consultant Services Office (CSO). Protests must be received by CSO between the submittal due date, as shown on the last page of this SOQ, and no later than 3:00 PM PST, two (2) business days following the submittal due date. All protests must be in writing and signed by the Proposer/protestant or an authorized agent. Such writing must state all facts and arguments on which the Proposer/protestant is relying as the basis for its action. Such Proposer/protestant shall also attach, or supply on demand by CSO, any relevant exhibits referenced in the writing. Copies of all protests and exhibits shall be mailed or delivered by the Proposer/protestant to the Proposer against whom the protest is made (if any) at the same time such protest and exhibits are submitted to CSO. All protests shall be directed to:

CSOSubmittals@wsdot.wa.gov

B. Pre-Selection Protests

To allow sufficient response time, all pre-selection protests (i.e., prior to CSO's official selection of the successful proposal(s)) must be received by CSO no later than 3:00 p.m. PDT of the second business day after the Final Proposal Due Date. If the protest is mailed after the Final Proposal Due Date, and before the pre-selection protest deadline, the Proposer/protestant shall immediately notify CSO's Manager by telephone, or some other means of rapid communication, that a protest has been made.

CSO shall consider all the facts available to it and issue a decision in writing within five (5) business days after receipt of the protest, unless more time is needed. The Proposer/protestant and the

Proposer(s) against whom the protest is made will be notified if a longer time is necessary and, if the additional time required affects the Final Proposal Due Date or the selection date, all Proposers shall be notified.

CSO's decision shall be final and conclusive. Selection of the successful Proposer, if any, will be postponed until after CSO has issued its decision.

C. Post-Selection Protests

CSO shall notify all unsuccessful Proposers of CSO's selection decision. To allow sufficient response time, all post-selection protests must be received by CSO no later than 3:00 p.m. PDT of the second business day after receipt of a Non-Selection Notice. If the protest is mailed before the post selection protest deadline, the Proposer/protestant shall immediately notify CSO's Manager by telephone, or some other means of rapid communication, that a protest has been made.

CSO shall consider all the facts available to it and issue a decision in writing within five (5) business days after receipt of the protest, unless more time is needed. The Proposer/protestant and the Proposer(s) against whom the protest is made will be notified if a longer time is necessary and, if the additional time required affects the Award Date, all Proposers will be notified.

CSO's decision shall be conclusive unless appeal from it is taken by an aggrieved firm to the Superior Court of Thurston County within five (5) calendar days after receiving notice of CSO's decision on the protest. The court shall hear any such appeal on CSO's administrative record for the project. The court may affirm CSO's decision, or it may reverse the decision if it determines the action of CSO was arbitrary and capricious.

Post-selection protests which do not comply with the above-specified procedures will not be considered.

D. Post-Debrief Protests

To allow sufficient response time, all post-debrief protests must be received by CSO no later than 3:00 p.m. PDT of the second (2nd) business day following the debrief. If the protest is mailed before the Post-Debrief protest deadline, the Proposer/protestant shall immediately notify CSO's Manager by telephone, or some other means of rapid communication, that a protest has been made.

CSO shall consider all the facts available to it, and issue a decision in writing within five (5) business days after receipt of the protest, unless more time is needed. The Proposer/protestant and the Proposer(s) against whom the protest is made will be notified if a longer time is necessary and, if the additional time required affects the Final Proposal Due Date or the selection date, all Proposers shall be notified.

CSO's decision shall be final and conclusive. Selection of the successful Proposer, if any, will be postponed until after CSO has issued its decision

System for Award Management (SAM) Excluded Parties Records

A. Per federal regulations, CSO is required to ensure, to the best of its knowledge and belief, that none of the principals, affiliates, third party Contractors and subcontractors are suspended, debarred,

ineligible or voluntarily excluded from participation in federally assisted transactions or procurements. Federal regulations require CSO to review records of excluded parties in the federal System for Award Management (SAM) before entering into any third party Contracts exceeding \$25,000.00.

- B. Prior to award of a federally funded Contract, CSO will search the SAM system to ensure that excluded parties do not participate in covered transactions.
- C. To learn more about the federal SAM, go to www.sam.gov/portal/public/SAM/ .

Public Records

Submittals received as a result of this SOQ and the resulting score sheets may be posted to CSO's web page.

To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, WSDOT shall maintain the confidentiality of Consultant's information marked confidential or proprietary. If a request is made to view Consultant's proprietary information, WSDOT will notify Consultant of the request and of the date that the records will be released to the requester unless Consultant obtains a court order enjoining that disclosure. If Consultant fails to obtain the court order enjoining disclosure, WSDOT will release the requested information on the date specified.

WSDOT's sole responsibility shall be limited to maintaining the above data in a secure area and to notify Consultant of any request(s) for disclosure for so long as WSDOT retains Consultant's information in WSDOT records per state law. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Consultant of any claim that such materials are exempt from disclosure. WSDOT reserves the right, if it deems action to be in the best interest of WSDOT, to reject any and all submittals or to waive any irregularities or informalities therein. Any incomplete, false or misleading information provided by or through the Consultant shall be grounds for non-consideration. If submittals are rejected, WSDOT further reserves the right to investigate and negotiate with the next ranked Consultant in order of ranking or to reject all Consultants and re-solicit for additional firms.

Any questions regarding this SOQ should be directed to WSDOT's Headquarters Contract Services Office at CSOSubmittals@wsdot.wa.gov 360-705-7549.

Questions will be accepted through 4:00 pm PDT on August 12, 2021. Questions and answers will be posted in the form of a Q&A document on the advertisement webpage. Questions are posted on the webpage anonymously.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the WSDOT Diversity/ADA Affairs team at wsdotada@wsdot.wa.gov or by calling toll free 1-800-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Title VI Statement to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by the Title VI of the Civil Rights Act of

1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person, who believes his /her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinators: Eastern Washington at 509-324-6018; or Western Washington at 360-705-7082.

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Date of publication in WEBS: August 3, 2021.

Submittal Due Date and Time: 4:00 p.m. PDT on August 19, 2021.