

**Scoring Criteria 1: Qualifications/Expertise of Proposed Subject Matter Expert**

Min pts 0 : Max pts 40

**A. Include the following items:**

Provide a list of three (3) assignments in which the SME has worked for WSDOT, another state Department of Transportation (other DOT) or a public transit agency and that involved working with the US Department of Transportation Federal Transit Administration and/or Federal Highway Administration and/or other federal agencies administering federal grant funding for transportation. The assignments must demonstrate the required expertise needed for this assignment, which include strategic planning, funds management, and acquisition and administration of federal transportation grant funding. Include a brief description of the work/services provided on each assignment and the duration and approximate average hours worked per month on each assignment.

**B. Include the following items:**

Describe the SME's familiarity with relevant state laws, regulations, policies, procedures and practices regarding federal transportation grant funding.

Describe the SME's familiarity with relevant federal transportation agency laws, regulations, policies, procedures and practices regarding federal transportation grant funding.

Describe the SME's familiarity with the laws, regulations, policies, procedures and practices of regional transportation planning organizations responsible for distributing federal transportation grant funding.

Describe the SME's familiarity with the laws, regulations, policies, procedures and practices of the WSDOT, other DOT or public transit agency, including marine transit agencies, for financing transportation capital projects and operating activities with federal transportation grant funding.

Describe the SME's familiarity with federal, state and regional laws, regulations, policies, procedures and practices regarding equity in the distribution of federal transportation grant funding.

**C. Include the following items:**

Provide a listing of education credentials and professional licenses/accreditations/certifications relevant to the proposed assignment; include the year that each educational credential and license/accreditation/certification was received. For licenses/accreditation/certifications received, please include those that were obtained in the State of Washington only.

**D. Include the following items:**

The Washington State Department of Transportation (WSDOT) is seeking a single individual who will serve as a federal transportation grants subject matter expert (SME). Identify the current availability of the individual who will serve as the SME. The availability of the SME must be identified as hours available per year, not in percentages of time available.

**Scoring Criteria 2: Samples of Policies, Procedures and Practices Prepared for a Client Providing Guidance Regarding the Strategic Planning, Funds Management, Acquisition and Administration of Federal Transportation Grant Funding**

Min pts 0 : Max pts 20

A. Include the following items:

- Provide with this application three (3) samples of documents regarding policies, procedures and/or practices the SME has prepared for a client regarding strategic planning, funds management, acquisition and/or administration of federal transportation grant funding, These must be included in your Packet B.

**Scoring Criteria 3: Firm's Project Management System**

Min pts 0 : Max pts 10

A. Include the following items:

- Describe your firm's Quality Assurance/Quality Control processes.
- Describe your firm's tracking system(s) to monitor the assignment's budget and/or scope.
- Describe your firm's scheduling process.
- Describe your firm's process for interacting with your client's staff.
- Describe your firm's ability to provide interaction with your client and/or stakeholders.

**Scoring Criteria 4: Project Delivery Approach**

Min pts 0 : Max pts 10

A. Include the following items:

- How does your firm develop a work plan for this assignment?
- Who is involved with the decision-making process for the development of the work plan?
- Describe each of the elements of the proposed work plan for this assignment.
- Describe how your work plan addresses contingencies that may arise during the assignment.

B. Include the following items:

Describe your approaches to resolve issue(s) with the client and the client's staff; external parties, such as federal grantor agencies, regional planning organizations that distribute federal transportation grant funding; and stakeholders.

C. Include the following items:

Provide assumptions for work breakdown structure, e.g., client vs. consultant deliverables.

D. Include the following items:

Identify any key issues and critical milestones for the assignment.

**Scoring Criteria 5: Contractor Certification – Workers' Rights**

Min pts 0 : Max pts 0

Include the following items:

Contractor Certification - Workers' Rights.

- Please fill out the form titled “Contractor Certification - Workers' Rights” linked on the advertisement webpage. The form can be found under the heading “Submit Required Forms.”

**Scoring Criteria 6: Wage Theft Prevention Contractor Certification – Professional Services**

Min pts 0 : Max pts 0

Include the following items:

Wage Theft Prevention Contractor Certification - Professional Services.

- Please fill out the form titled “Wage Theft Prevention Contractor Certification” linked on the advertisement webpage. The form can be found under the heading “Submit Required Forms.”

**Scoring Criteria 7: References/Past Performances**

Min pts 0 : Max pts 0

A. Include the following items:

Provide up to three (3) references from WSDOT, other DOTs and/or public transit agencies for which the SME has performed assignments involving strategic planning, funds management, acquisition and administration of federal transportation grant funding. These must be included in your Packet B.

***Performance Evaluations on WSDOT projects:***

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have him/her complete WSDOT’s internal Filemaker Pro form 272-019 “Performance Evaluations – Consultant Services.”

***Performance Evaluations for Non-WSDOT projects:***

If your firm does not have performance evaluations with WSDOT, it is necessary to have an evaluation of past performance completed by a client. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link “Performance Evaluation Completed by Reference” which can be found on the main web page for this advertisement.

**Scoring Criteria 8: Cost Factors**

Min pts 0 : Max pts 20

Include the following items:

Proposed Billing Rates Form -

- Complete the form titled “Proposed Billing Rates” linked on the advertisement webpage. The form can be found under the heading “Submit Required Forms.”
- List all proposed personnel for the project with corresponding labor classifications and rates. Rates should be “all inclusive” or “fully burdened” hourly rates.
- Clearly identify the proposed Assignment Manager.