

*State of Washington
Department of Transportation
Notice to Consultants
Engineering Geology Personnel Augmentation Contract*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide the services for senior level engineering geology work, hereafter referred to as the CONSULTANT, for the purposes of staff augmentation. One (1) agreement may be awarded. The agreement will be approximately 2 years in duration. The agreement amount will be approximately \$1,500,000.00 with the option for WSDOT to supplement it for additional time and money if necessary.

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

Project Description

Purpose

The WSDOT Geotechnical Office, hereafter referred to as the STATE, requires the services for senior level engineering geology work, hereafter referred to as the CONSULTANT, for the purposes of staff augmentation. The Consultant may perform their duties providing senior level geotechnical engineering in support of WSDOT’s capital improvements, preservation, maintenance, and emergency projects remotely from a location of their choice as long as that location allows the consultant to be present and prepared to conduct field duties at a project site located anywhere within the State of Washington within 24 hours of being requested by the WSDOT Geotechnical Office.

Need

The CONSULTANT shall supply an individual(s) to perform senior-level professional engineering geology work in accordance with their Washington license which constitutes the practice of engineering geology as defined by RCW 18.220, effectively and independently applying judgment, standard, and non-standard methodologies to accomplish the work. The CONSULTANT shall work on WSDOT Projects statewide within the Agency and that often require coordination with local agencies (city and county), FHWA, and private sector partners to complete the WSDOT Projects.

The work requires the consistent application of advanced knowledge and requires skilled and experienced professionals to function independently. Senior-level work includes devising methods and processes to resolve complex or difficult issues that have broad potential impact. The CONSULTANT will be responsible to plan, prioritize, and handle all duties within an assigned area of responsibility or task. The CONSULTANT is responsible to ensure that the geotechnical aspects of project design and construction are consistent with standards of practice, national codes, and departmental policies.

The CONSULTANT must be available, on an on-call basis, for emergency response work from October through April. This availability must be maintained continually, with limited pre-approved exceptions,

for all days of the week on a 24-hour basis such that the CONSULTANT can respond onsite to an emergency within 12 hours of notice.

Location and Hours

The CONSULTANT will work remotely and be available for meetings during normal working hours when requested by the STATE. They must be available for emergency response work during weekends and/or holidays.

Availability must be maintained for emergency response work, as described above.

This work involves travel throughout the state of Washington.

State Furnished Services, Information, and Items

Throughout the duration of the AGREEMENT, the STATE will perform services and furnish information and items as necessary to provide ongoing support for the CONSULTANT.

The following will be performed or provided by the STATE:

1. The STATE will provide limited office supplies, and the use of its printers, copiers, and possibly a state owned WSDOT laptop if it is required for WSDOT network access.
2. The STATE will provide support services including but not limited to some drafting and GIS services, boring log editing and production, laboratory testing, and field exploration services.
3. The STATE will handle public information.
4. The STATE will accomplish field survey work as required to complete the task.
5. The STATE reserves the right to provide all field exploration services necessary to complete the task including but not limited to subsurface exploration drilling, test pits, taking of cores, and providing geophysical services.
6. The STATE shall provide Right of Entry, Traffic Control, and permits necessary to complete the field exploration.

The following information and items shall be made available by the STATE to the CONSULTANT:

1. The STATE will provide or make available information from its files and answer questions.
2. Existing utility plan sheets.
3. Right of way and access plans; and
4. Agreements between the STATE and utilities or any other agency where the agreements affect the task.

State Standards

Whenever possible, the CONSULTANT's recommendations shall provide for the use of WSDOT standard materials, construction methods, and test procedures as given in the current WSDOT Standard Specifications for Road, Bridge, and Municipal Construction. The CONSULTANT shall follow the state design methods which are provided in the WSDOT Geotechnical Design Manual, WSDOT Design Manual, WSDOT Bridge Design Manual, WSDOT Construction Manual, WSDOT Hydraulics Manual, and WSDOT Standard Plans.

Degree, License, and Experience Required

The CONSULTANT shall possess a bachelor's or higher degree in the Geologic or Geologic Engineering Sciences. Education shall include a multi-week course in geologic field mapping.

The CONSULTANT shall have a minimum of five years of professional licensed engineering geology experience in the Pacific Northwest (preferably Washington State) at the Senior Project Manager, Senior Associate, or higher level.

The CONSULTANT shall have the following Licenses: Washington State Driver's License and Washington State Engineering Geologist License.

The CONSULTANT shall have training in high-angle rope access safety and have demonstrated experience in applying this training to the access of steep slopes for both geotechnical design and emergency response work.

Essential Job Functions

It is essential that the CONSULTANT in this position be able to:

1. Draw on training and experience in engineering geology to complete geotechnical designs for projects and to support construction.
2. Perform geotechnical designs by independently selecting analysis methods that are appropriate for highly complex site conditions, collected data, and project needs.
3. Develop field exploration, instrumentation, and laboratory testing plans to support geotechnical design activities.
4. Collect primary data for geotechnical designs, including, but not limited to discontinuity mapping, landslide geomorphic mapping, and field reconnaissance work.
5. Provide construction and field support of designs, including field redesign where necessary.
6. Communicate clearly and effectively with customers in writing and orally.
7. Review their own geotechnical design work and the work of others for clarity, correctness, and conformance with WSDOT policy, national design codes, and contract documents.
8. Manage and coordinate multiple tasks and projects, including coordination with consultants and subcontractors.
9. Seal their own professional work.

Essential Job Knowledge

The CONSULTANT in this position needs to have advanced knowledge in the following areas:

1. Geology of Washington State
2. Geologic site characterization
3. Soil mechanics
4. Subsurface exploration methods including geotechnical drilling and geophysical survey techniques
5. Rock slope, rockfall, debris flow, erosion, and landslide mitigation design
6. Geotechnical design
7. Drilling, blasting and overbreak control for rock cuts
8. WSDOT Geotechnical Design Manual
9. WSDOT specifications and construction submittal requirements

Skills and Abilities

The CONSULTANT assigned to this position needs the skills and abilities to:

1. Manage multiple concurrent tasks and duties.
2. Interact with WSDOT's customers to negotiate geotechnical schedule, deliverables, scope of work, and budget for statewide projects.
3. Work as a senior-level professional engineering geologist, reviewing and preparing geotechnical memorandums/reports for statewide projects in a complex technical area.
4. Communicate effectively with peers and customers.
5. Traverse uneven, slippery, and steep terrain while performing field reconnaissance, investigating landslides, or while on construction sites.
6. Work over water, in confined spaces, and at heights or any combination thereof.
7. Use computers and commercially available software for performing calculations, designs, and the preparation of reports and technical memorandums for engineering use. The individual provided by the CONSULTANT shall be proficient in generating designs using the following RocScience programs: Slide, RocFall, Swedge, Dips, Rocplane.
8. Knowledge of ArcGIS with limited to moderate proficiency
9. Document design recommendations and calculations for peer review and for records retention.
10. Review their own (or others) work for accuracy and correctness.
11. Provide geotechnical support during construction, including field adjustment/revision to plans to address unanticipated subsurface conditions.

Technical Duties

The CONSULTANT performs geotechnical design and project management for complex projects of considerable scope and complexity. The CONSULTANT acts as a technical resource for other team members. This work includes analysis of complex site conditions requiring geotechnical design experience and judgment using state-of-the-practice and non-standard design methodologies to effectively complete designs. The CONSULTANT:

1. Prepares negotiated scopes of work and cost estimates for specific projects assigned to their firm and submits the documents to the Region Project Offices for approval and documentation of the anticipated geotechnical scope of work and cost for the specific project.

2. Completes geotechnical designs independently and provides recommendations in support of WSDOT's construction program and maintenance activities. Required demonstrated design experience for the individual provided shall include the following and be specific to transportation facilities:
 - a. Landslide characterization and mitigation design using both grading, drainage, and structural solutions.
 - b. Rockslope mitigation design, including:
 - Rockfall analysis and rockfall containment design using both structural and non-structural solutions.
 - Rock slope reinforcement design using both passive and active reinforcement strategies.
 - Selection and design of rockfall mitigation measures including rockfall fences, netting and mesh drapes, attenuators, and pinned mesh or netting systems.
 - c. Rock cut design, including examination of structural control and kinematics of failure, as well as application of reinforcement in the cut design.
 - d. Debris flow mitigation design using both grading and impact structure solutions.
 - e. Grading design, including design of stable soil and rock cuts and embankments, numeric analysis of cut stability and embankment settlement, and stabilization or settlement control measures, where appropriate.
3. Research project site conditions and evaluates existing data and its applicability to the project. Develops field exploration plans, instrumentation plans, and laboratory testing plans for design and construction projects. Provides direction to field instrumentation engineer(s) and drill inspector(s) to ensure that valid and applicable data are collected, and borehole instrumentation is properly installed. Reviews geotechnical samples obtained during the field explorations and submits laboratory testing requests to the WSDOT Materials Laboratory or the Consultants geotechnical laboratory and provides final quality review of laboratory data and methods.
4. Writes emails, memorandums and/or reports that summarize data and present final geotechnical conclusions and recommendations for all geotechnical design and construction project elements.
5. Provides emergency response and design services for landslide, rockfall, and debris flow closures on a state-wide basis. Required demonstrated experience in this area must be specific to transportation infrastructure and include emergency mapping/characterization of geohazards, determination of need for route closure, provision of recommendations for use in emergency declaration documentation, development of design and emergency contract documents, and field support/implementation of remedial design work.

Construction Support

For construction, the CONSULTANT in this position

1. Advises clients on how to incorporate the geotechnical recommendations into the PS&E (Plans, Specifications and Estimate) or RFP.
2. Writes contract special provisions, and amendments.
3. Provide review of final PS&E contracts and plans prior to release for bid.
4. Provides inspection training

5. Assesses change of condition claims and plans errors and may perform designs resulting from plan errors or changed conditions
6. Reviews and recommends approval or rejection of contractor submittals and Cost Reduction Incentive Proposals (CRIP),
7. Participates in pre-construction meetings,
8. Has demonstrated experience providing field adjustment to geotechnical designs involving both soil and rock.

Project Management

As the geotechnical project manager, the CONSULTANT:

1. Manages multiple geotechnical projects performed in-house and with consultants.
2. Independently manages their assigned project workload and prioritizes work assigned to them.
3. Tracks project timeline, budget, and delivery status, and reports project status to their supervisor, office management, and our statewide clients.
4. Develops comprehensive scopes of work and cost estimates for the geotechnical projects assigned to them.
5. Meets with Region client(s) as the Geotechnical Office representative to determine project geotechnical needs.
6. Interacts with Engineering Geologists, Bridge Engineers, Foundation Engineers and other technical specialists on multidisciplinary projects to complete the projects on time and within budget while following standards of practice, national codes, and departmental policies.

UDBE, SBE, or MSVWBE Participation

This agreement will be subject to a 26% voluntary goal (10% Minority, 6% WBE, 5% VBE, 5% SBE). The selected consultant will be required to submit a plan for approval prior to commencement of work. For more information and guidelines:

<https://www.wsdot.wa.gov/EqualOpportunity/MSVWBE.htm>

WSDOT encourages disadvantaged, small, minority, veteran and women-owned consultant firms to respond to this RFQ.

Evaluation Criteria

Pursuant to state and Federal regulations, a qualifications-based selection process will be used to select consultants for each of these areas of expertise. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of the CONSULTANT;
2. Expertise/Experience for work on steep slopes utilizing rope access techniques and drones/UAV;
3. Experience in emergency response situations;
4. Knowledge of WSDOT design/contracting/construction and operating procedures;

5. Demonstrated ability to respond with the appropriate design and construction support for a given project situation/budget/timeline;
6. References/Past Performances; and
7. Contractor Certification – Workers’ Rights (Prime and Sub-Consultants)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

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. We have included requirements and/or limitations for the information that is being requested. Note: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested.

Submittals

Consultants are invited to submit their Statement of Qualifications (SOQ) 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.

Your SOQ must be broken into two (2) separate packets. Your SOQ “Packet A” must consist of:

- Your responses to scoring Criteria 1 through 5; and
- Packet “A” is limited to 30 pages, single sided only, not including the front and back cover.
- 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 SOQ “Packet B” must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 (Performance Evaluations must be included in this packet) and criteria 7;



- Your Consultant Information forms for both the Prime Consultant and all proposed Sub-Consultants;
- Contractor Certification - Workers' Rights forms for both the Prime Consultant and all proposed Sub-Consultants; and
- Packet “B” has no page number limitations.

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

- Title of the RFQ and your firm clearly identified on the cover of the submittal Packets “A” and “B”, and the letter of transmittal;
- SOQ broken into “Packet A” and “Packet B” (two (2) separate documents) as indicated above;
- Responsive to all evaluation criteria;
- 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. PST on June 1, 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.

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.)

Debriefing Procedures

A. Debrief Conferences

CSO offers, if requested, a debrief to all proposers. The request must be submitted in writing, with 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 RFQ must be submitted to WSDOT Headquarters Consultant Services Office (CSO) as soon as possible after the Proposer/protestant becomes aware of the reason(s) for the protest. 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:

Manager, Consultant Services Office
Washington State Department of Transportation
310 Maple Park Avenue SE
PO Box 47323
Olympia, WA 98504-7323
Phone: 360-705-7106
Fax: 360-705-6838

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. PST 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. PST 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. PST 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 RFQ and the resulting score sheets may be posted to CSOs 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 RFQ should be directed to WSDOT's Headquarters Consultant Services Office at CSOSubmittals@wsdot.wa.gov.

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.

Dates of publication in the Seattle Daily Journal of Commerce: May 13, 2021 and May 20, 2021.

Dates of publication in WEBS: May 13, 2021 through June 1, 2021.

Submittal Due Date and Time: 4:00 p.m. PST on June 1, 2021.