

*State of Washington  
Department of Transportation  
Notice to Consultants  
Southwest Region Engineering Services*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide engineering and related technical services working in support of WSDOT to deliver transportation improvements for the Southwest Region (SWR). One (1) agreement may be awarded. The agreement will be for approximately three (3) years in duration with the option for WSDOT to extend it for additional time and money if necessary. The Agreement amount will be approximately one (1) to two (2) million dollars.

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*

Because of the size and complexity of the SWR program, WSDOT has identified the need to augment the existing project management and engineering staff with an engineering services consultant. The consultant will function as an extension of WSDOT staff in a support capacity in coordination with the current SWR staff.

The work included in this agreement may include, but not be limited to, engineering resource management, scoping, preliminary engineering, environmental, geotechnical, structural engineering, traffic modelling, field survey, cadastral and/or communications work.

It is the intent of the SWR to utilize consultant resources to assist in the delivery of other funded projects, which may include, the “Connecting Washington” projects (listed below) along with other projects as determined by SWR. The need for these consultant resources will vary; some projects may need significant support, while other projects may need no consultant support. The types of consultant resources will be similar to those described in other parts of this document.

Connecting Washington Projects – SWR

- SR 14, West Camas Slough Bridge - Bridge Widening
- SR 14, East of Bingen - Port of Klickitat Access Improvements
- SR 14, Wind River Road - Intersection Improvements
- US 97, Satus Creek Bridge - Bridge Replacement
- SR 432, SR 4 to Industrial Way Vic - Paving
- SR 506, Lacamas Creek Bridge Replacement

*Scope of Work*

The consultant shall provide an individual designated as an “Engineering Resource Manager” (ERM). This ERM will report to the SWR Design and Engineering Services Manager and will work to identify which projects are expected to need additional workforce. Once the level and type of need is

determined, the ERM will work with the SWR Design and Engineering Services Manager to provide the consultant resources necessary to deliver those projects, if requested.

This ERM may be requested to perform tasks at the program or the project level as directed by the SWR Design and Engineering Services Manager. It is anticipated that consultant(s) or sub-consultant(s) providing project level work will be co-located with WSDOT staff at SWR Headquarters or other project office locations throughout the SWR. If co-located, WSDOT shall furnish all services and labor necessary to accomplish these tasks, and shall provide all materials, supplies, equipment, and incidentals necessary to prepare and deliver to WSDOT all requested items of work and deliverable item(s) requested by WSDOT, except as designated otherwise in the agreement. The use of sub-consultants in support of the above described work will be encouraged.

Possible work under this agreement includes both resource management assistance, and technical expertise to assist WSDOT in various phases of the delivery of the project or program. The work could include resource management, project control, scoping, preliminary design, design and construction phases, project, program or corridor continuity, environmental, traffic modelling, field survey, cadastral and/or communications.

The work the consultant may be asked to perform could include program or project coordination with many different groups. This may include, but not be limited to, cities, counties, or other governmental entities, utility companies, neighborhood groups, businesses, watershed committees, permit streamlining committees, FHWA, local/state/federal permitting agencies, other State and local projects/programs, preliminary design consultants, on-call consultants, contractors, design-build contractors, corridor-level construction traffic management, and State personnel.

Rules Governing Firewall Issues if Design/Build is Utilized: Contracting principles, or "firewalls", have been developed by WSDOT for all projects to prevent conflict of interest or unfair project knowledge situations. The Organizational Conflicts of Interest Manual information can be found at the following link:

<http://www.wsdot.wa.gov/Publications/Manuals/M3043.htm>

Limitation on Reimbursement for Overtime: If WSDOT deems it in its interest for the consultant to perform work on an overtime basis, it may authorize such action in writing to the consultant. If so authorized, payment for overtime shall be based on the approved direct salary costs identified in the Master Agreement plus the consultant's premium salary cost associated with the overtime. Charges for overhead or fee shall only be applied to the regular rate (non-overtime) portion of the direct salary cost and not the premium salary portion of overtime direct salary costs.

Co-Location: Although the majority of the staff provided by the consultant will work out of the South West Regional Headquarters Office complex or at other SWR project office locations (co-locating with WSDOT staff in a WSDOT project office), additional staff or technical experts may work out of the consultant's home offices. All costs associated with co-location shall be negotiated and agreed to between the parties, using the WSDOT Project Management Process.

Conditions of the Agreement: WSDOT has not prepared a detailed scope of work to be performed under the agreement. The firm selected will receive a Master Agreement, which will utilize Negotiated Hourly Rate Task Orders for each work task. Work authorized under the agreement shall be scoped under the WSDOT Project Management process, and negotiated for hours, and project-billable non-salary reimbursable costs and fee. Task orders are stand-alone assignments terminating when the task budget is exhausted or the task time frame has expired. WSDOT is not obligated to assign any specific number of task orders to the consultant.

D/SBE and M/S/V/WBE Participation

WSDOT 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 Task Orders over \$250,000.00 will be set utilizing the criteria outlined in the "[DBE Participation Specifications](#)." In addition WSDOT also has a voluntary Small Business Enterprise (SBE) goal. In the absence of setting a DBE goal, a voluntary SBE goal will be established, following the "[Voluntary SBE Participation Specifications](#)."

WSDOT also has a voluntary Minority Business Enterprise & Women Business Enterprise (M/WBE) and Veteran owned business goals on Task Orders over \$250,000.00 funded with State only dollars. These Task Orders will follow the "[Voluntary M/WBE & Veterans Participation Specifications](#)."

WSDOT reserves the right to consider State only funded Task Orders under \$250,000.00 for voluntary M/WBE and Veteran owned business participation consideration.

WSDOT encourages disadvantaged, small, minority, 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 Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only); and
5. References/Past Performances (Prime Consultant Only.)

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.

WSDOT reserves the right to ask for additional qualifying information, conduct interviews and/or select the highest scoring consultant(s) from the written qualification packets received as a result of this RFQ.

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. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

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 4; and
- Packet "A" is limited to 30 pages, single sided only, not including the front and back cover.

Your SOQ "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring Criteria 5 (Performance Evaluations must be included in this packet);
- Your Consultant Information 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 will 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 Monday, June 20, 2016.

Submittal email address: [CSOSubmittals@wsdot.wa.gov](mailto: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 10mb 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 unsuccessful 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](mailto: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](mailto: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 (2<sup>nd</sup>) 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. A copy of the SAM search page evidencing such search will be retained in the Contract file.
- C. To learn more about the federal SAM, go to [www.sam.gov/portal/public/SAM/](http://www.sam.gov/portal/public/SAM/).

Public Records

The SOQ's received as a result of this RFQ and the resulting score sheets will be posted to CSOs web page following resolution of any Post-Debrief protests.

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 360-705-7104.

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](mailto: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: Monday, May 9, 2016 and Monday, May 16, 2016.

Submittal Due Date and Time: 4:00 p.m. PST on Monday, June 20, 2016.