

*State of Washington
Department of Transportation
Notice of Intent to Sole Source
DBE Community Engagement Efforts*

Washington State Department of Transportation (WSDOT) announces its intention to establish a sole source contract with Yates Consulting, LLC to provide DBE Community Engagement Efforts. WSDOT will award one agreement for approximately \$96,000.00. The agreement duration will be for approximately six (6) months duration with the option to extend for additional time and money.

Challengers are required to submit a brief statement of their Intent to Challenge, and must address the following criteria as it relates to the project:

- 1 Qualifications/Expertise of Firm;
- 2 Qualifications of Proposed Project Manager;
- 3 Key Team Members Qualifications;
- 4 Firm's Project Management System;
- 5 References/Past Performances; and
- 6 Cost factors.

Consultants please note that your submission of your Intent to Challenge is done at your own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this Notice of Intent to Sole Source. Your response is limited to a total maximum number of ten (10) sheets. The submittal should be submitted as separate Adobe Reader compatible (pdf) file and formatted as follows: submitted on single sided only (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" and with type size no smaller than 12 point. If charts and/or graphs are utilized text must be no smaller than 8 point.

Challengers shall meet the following requirements or will be deemed non-responsive and will not be consideration of this work:

- Title of the Notice of Intent to Sole Source on the cover of the submittal and the Transmittal Letter;
- Transmittal Letter;
- Completed "Consultant Information" form for the Prime consultant and all proposed sub-consultants;
- Responsiveness to all challenge 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 pm PST on Monday, October 5, 2015.

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.

Public Records

Any information contained in the response that is proprietary or confidential must be clearly designated. Marking of the entire submission as proprietary or confidential may be rejected as non-responsive.

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 Notice of Intent to Sole Source and/or the sole source process should be directed to the Consultant Services Office, at 360-705-7104.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800- 833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Submittal Due Date and Time: Monday, October 5, 2015, 4:00 pm PST.