

***State of Washington  
Department of Transportation  
Notice to Consultants  
Statewide Traffic & Revenue Analysis Services***

The Washington State Department of Transportation (WSDOT) solicits Proposals from consulting firms or teams that wish to be considered to provide independent Traffic and Revenue (T&R) analysis services for, which includes, but may not be limited to, investment-grade studies to be used for financial planning on various corridors within the state. Only consulting firms or teams with extensive experience in successfully preparing investment-grade traffic and revenue forecasts/estimates for major tolling projects in the United States will be considered. Furthermore, only proposals offering key team members with demonstrated ability in performing such services will be considered. The selected firm or team must also have a proven track record of accurate traffic and toll revenue forecasts/estimates.

WSDOT intends to award a Negotiated Hourly Rate Task Order (NHRTO) agreement for approximately two years duration with the option for WSDOT to extend for additional time and/or money if necessary. Each task assignment will be subject to separate negotiations.

WSDOT reserves the right to amend terms of this Request for Qualifications & Quotation (RFQQ) to circulate various Addenda, or to withdraw the RFQQ at any time, regardless of how much time and effort vendors have spent on their responses.

**Project Description**

The Washington State Department of Transportation (WSDOT) requires the assistance of a qualified Consultant to provide traffic and revenue services, including investment grade for financial planning for portions of the State Highway System of toll roads including any extensions, expansion projects or candidate projects. The services to be provided include, but are not necessarily limited to: data collection and analysis, traffic forecasting, review and analysis of revenues, impact analyses, evaluation of alternative toll rate structures, cost analysis, revenue projections, and financial/economic feasibility studies as assigned. The Consultant will also provide other associated administrative support services that may be needed to assist and support the WSDOT Work Program and the financing thereof, as more **particularly described herein (the “Services”)**.

The Consultant shall provide qualified technical and professional personnel to perform the duties and responsibilities assigned under the terms of this Agreement.

WSDOT, at its option, may elect to expand, reduce, or delete the extent of each work element described in this Scope of Services. The Consultant shall minimize, to the extent possible, **WSDOT’s need to apply its own resources to assignments authorized by WSDOT.**

The Consultant shall provide sufficient staff/resources to meet the time deadlines set by WSDOT for particular assignments and to carry out its responsibilities under the scope of services and this Agreement.

The traffic and toll revenue forecasts/estimates produced by the Consultant will be subjected to substantial scrutiny by the Client Team, legislators, state and local officials, financial institutions, members of the general public, and possibly bond rating agencies and bond insurers. The selected Consultant will be expected to provide traffic and revenue analyses based on highly credible technical methodologies.

All work prepared by the Consultant, including without limitation the refined modeling set, the population and employment forecasts used in the Consultant's analyses, and the traffic and toll revenue forecasts/estimates of the Consultant shall be solely attributed to the Consultant and shall not in any way be attributed to the sources from which the Consultant initially obtained such data or models.

The Services may include, but may not be limited to, the following:

- i. Conduct traffic and revenue studies and other associated analyses, potentially using a variety of toll rate structures (including dynamic pricing) such as:
  - (1) Investment Grade traffic and revenue reports for future bond issuances or other WSDOT financing endeavors;
  - (2) Documentation for inclusion in Official Statements or other bond or financing documents;
  - (3) Any required certification of the Consultant under state bond documents or otherwise;
  - (4) Presentations to rating agencies and/or others in the financial community;
  - (5) Annual traffic and revenue reports on the corridors;
  - (6) Analysis of the traffic and revenue impacts related to changes in toll rates, collection points, toll policy choices, and/or collection methods;
  - (7) Traffic and revenue studies conducted as part of project development;
  - (8) Traffic and revenue studies conducted as part of possible public-private partnerships;
  - (9) Estimates of revenue loss due to unexpected events; and,
  - (10) Estimate of violations by collection method.
- ii. Perform traffic and revenue forecasts/estimates, such as:
  - (1) Validation of actual vs. forecasted traffic and revenue;
  - (2) Analysis of trends and variations in actual traffic and revenue.
- iii. Routinely monitor and report traffic and revenue activity on the various corridors;
- iv. Assist in preparation of various documents and/or coordination of various assignments, in support WSDOT Toll Division. Such efforts could involve the following:
  - (1) An assessment of new pricing strategies, including toll rate adjustments, managed lanes developments, and open road tolling conversions;
  - (2) Periodic surveys of WSDOT customers and non-customers to:
    - (a) Aid in traffic and revenue forecasting, and
    - (b) Analysis of any proposed alteration, addition or expansion of the corridors;
  - (3) Economic growth analysis;

- (4) Transportation modeling;
- (5) Preliminary feasibility studies of proposed new projects, extensions and other improvements to the corridors;
- (6) Analysis of toll collection operations issues;
- (7) Providing advice and assistance in the development of revenue collection systems and toll operations;
- (8) Assisting (as directed) short and long range planning efforts; and
- (9) Attending meetings with Washington State Transportation Commission and various other meetings to discuss and explain traffic and revenue analysis results;
- (10) Attending meetings to coordinate other traffic and revenue efforts to ensure consistency as appropriate; and
- (11) Assisting in the development and documentation of standard traffic and revenue procedures and practices for the state of Washington.

The Consultant shall maintain a document control and filing system which will govern the distribution and file copies of all program-related correspondence, reports, plans, technical data, etc. of the Consultant. The **Consultant's system** shall be subject to WSDOT approval. Program/project files shall be transferred to WSDOT upon completion of the Services under each task authorization or as otherwise directed by WSDOT, including copies of all electronic transportation demand model files.

As a general note, all traffic and revenue reports and results shall be provided both in hard copy and in electronic format compatible with WSDOT's finance models (i.e., Microsoft Excel).

***A "Description of WSDOT Toll Program" is available on the front page of the Advertisement website.***

### **Evaluation Criteria**

Pursuant to state and federal regulations, proposals will be evaluated, scored and ranked by a Scoring Committee utilizing the following:

1. Qualifications/Experience of Firm (25 pts);
2. Recent Investment Grade Traffic and Revenue Studies Experience (30 pts);
3. Qualifications and Experience of Proposed Personnel (20 pts);
4. Staffing Plan, Availability and Quality Control (10 pts);
5. Knowledge and Understanding of Toll Industry (15 pts); and
6. Cost Factors (10 points)

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.

The STATE may short-list qualified consultants that have submitted the highest scoring responsive Statements of Qualifications and Quotation, and invite them to present at a selection interview. It is recommended that respondents selected for interviews include on their interview team all personnel proposed for a major role on this project from each of the major firms on the particular team.

If interviews are held, the STATE will provide a description of the interview process, including time allowed for presentations, and will make reasonable arrangements for any equipment that may be needed for such presentations.

The STATE reserves the right to select the highest scoring consultant(s) from the written qualifications without conducting interviews.

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.

### **Submittal Process**

Consultants are invited to submit their proposals at their own cost. WSDOT assumes no obligation for expenses incurred by any respondent to this solicitation. The proposal should be submitted as a separate Adobe Reader compatible (PDF) files and formatted as follows: Submitted only on single sided typed 8.5" x 11" paper and with font size no smaller than 12 point. If charts and/or graphs are utilized, text must be no smaller than 8 point.

Your proposal/submittal must be broken into two (2) separate packets. Your **proposal/submittal "Packet A" must consist of:**

- Your responses to scoring Criteria 1 through 5.
- REQUIRED: A one page (one-sided) resume for the project manager identified other key team members identified, and any principals of the firm(s) that are expected to have a substantial role under this contract. No more than ten (10) resumes shall be provided.
- Packet A is limited to 40 sheets, not including the front and back cover.

Your proposal/submittal **"Packet B" must consist of the following** information only:

- Your letter of transmittal;
- Your response to scoring criteria 6, and
- Your Submittal Information Packet forms (Prime and all proposed Subs).
- Packet B has no page limitation.

The proposal/submittal shall meet the following requirements or may be deemed non-responsive and may not be eligible for consideration of this work.

- Title of the Request for Proposals, and your firm clearly identified on the cover of the **submittal Packets "A" and "B", and the letter of transmittal;**
- Proposals broken into **"Packet A" and "Packet B" as indicated above;**
- Responses to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline date.
- REQUIRED: In conjunction with the Proposal, but not included in the Proposal, each respondent must cause to have a minimum of 3 and maximum of 5 references provided by the Proposal submittal deadline. References must be provided on the

WSDOT reference form (<http://www.wsdot.wa.gov/NR/rdonlyres/478C48B3-6A80-4F98-8582-FF18F73085E3/0/PerformanceEvaluationReference.pdf>). The reference form must be submitted directly to WSDOT by the due date for the Proposal. References may be submitted via fax to 360.705.6838 or via email to [CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov).

Faxed submittals will not be accepted. Submittals must arrive at the following **email address** no later than **4:00 pm** on Thursday January 3, 2013.

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.

***MULTIPLE EMAILS ARE ACCEPTABLE DUE TO FILE SIZE LIMITATIONS OF 10MB PER EMAIL.***

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104. Technical questions should be directed to:

Patty Rubstello  
Toll Division  
Washington State Department of Transportation  
[RubsteP@wsdot.wa.gov](mailto:RubsteP@wsdot.wa.gov)  
206-464-1299

If necessary, WSDOT may produce a “Question & Answer” document that will be posted under a separate link on the main page of this advertisement. Questions regarding this RFQQ must be submitted in writing to [RubsteP@wsdot.wa.gov](mailto:RubsteP@wsdot.wa.gov) via email no later than December 17, 2012. Questions will not be accepted via phone or in person, except at the pre-submittal conference.

## **Schedule**

Below is the anticipated contract award schedule. WSDOT reserves the right to modify this schedule as deemed necessary.

<b>Activity</b>	<b>Updated Dates</b>
RFQQ Issued/Published	November 27, 2012
Pre-Proposal Meeting	December 12, 2012
Questions from Respondents Due	December 17, 2012
Answers to Questions from Respondents	December 21, 2012
Proposal Submission Date	January 3, 2013

Initial Pass/Fail Completeness Review	January 7, 2013
Selection Committee Completes Initial Scoring - Selects Finalists	January 11, 2013
Notify Respondents/Invite Finalists to Interview	January 11, 2013
Interviews	January 30, 2013
Selection Committee Completes Final Scoring - Ranks Finalists	February 6, 2013
Consultants notified of standing	February 8, 2013
Contract Negotiations begin with Apparent Successful Consultant (ASC)	February 11, 2013
Debriefing (with unsuccessful firms) Period	February 25, 2013
Contract Execution	February 28, 2013

**Restrictions on Additional Project Contracts for Selected Consultant**

The selected firm(s) will be precluded from bidding on any design-build solicitation for construction of the projects with tolling applications unless it can demonstrate that any personnel working on this traffic and toll revenue study are isolated (firewalled) from firm personnel participating in developing a design-build proposal for the firm.

**Public Records**

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Any information contained in the response that is proprietary or confidential must be clearly designated. Marking 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 the Consultant’s information marked confidential or proprietary. If a request is made to view the Consultant’s proprietary information, WSDOT will notify the Consultant of the request and of the date that the records will be released to the requestor unless the Consultant obtains a court order enjoining that disclosure. If the Consultant fails to obtain the court order enjoining disclosure, WSDOT will release the requested information on the date specified.**

**DBE Participation**

The Department, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means **as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan."** The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

**Please Note: THIS PROJECT IS SUBJECT TO A 5% DBE GOAL.**

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.

Dates of publication in the Seattle Daily Journal of Commerce: Friday, November 30, 2012 and Friday, December 7, 2012.

Submittal Due Date: Last email stamp - **4:00 pm PST** on Thursday January 3, 2013.