

Scoring Criteria 1: Qualifications/Expertise of Firm or Firms on Team

Min pts 0 : Max pts 25

A. Include the following items:

- Provide a listing of all firms on your proposed team;
- Clear identification of individuals and firms that will be involved in developing, planning, producing, and delivering the products or services, listing the type(s) of expertise that each firm on your team can provide;
- Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team;
- How long has each firm on your team provided these type(s) of expertise;
- For each firm on your proposed team, provide the number of employees within the state of Washington (including the Greater Portland Metropolitan Area.) Also, provide the number of employees that each firm on your proposed team has nationwide;

B. Include the following items:

Has the prime consultant worked with proposed sub-consultants on similar projects in the last **three years? If yes, provide name of the project, each firm's role on the project and the dates the services were performed.** Limit examples to one project for each sub-consultant firm.

C. Include the following items:

Provide a list of up to five projects that each firm on your project team has completed within the last three years. The project(s) must demonstrate the **required expertise** needed for this project. Include the work/services provided on the project(s) and the approximate consultant fee of each project.

Scoring Criteria 2: Project Manager's experience participating in LNG or highly controversial environmental initiatives

Min pts 0 : Max pts 25

The number of proposed Project Managers is limited to a maximum of three (3).

A. Include the following items:

Provide examples for each proposed Project Manager that demonstrates his/her prior experience as a Project Manager on LNG or highly controversial environmental initiatives. For each example,



Criteria Definitions for Strategic Communications and Stakeholder Support Services for WSF

include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks.

B. Include the following items:

Demonstrate each Project Manager(s) familiarity with relevant state and federal regulations and/or procedures and WSF business practices.

C. Include the following items:

Provide up to three (3) examples of each proposed Project Manager's ability to manage all of the following within a project:

- Demonstrated ability to respond to critical schedules and deadlines;
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

Scoring Criteria 3: Strategies developed to address project objectives

Min pts 0 : Max pts 20

A. Include the following items:

- Describe your strategies in obtaining support/approval from environmental agencies and regulatory organizations;
- Describe your approach to address serious citizen concerns about the proposal, and
- Identify areas of public support/concern about the proposed LNG efforts.

Scoring Criteria 4: Approach to enlisting stakeholder support

Min pts 0: Max pts 10

A. Include the following items:

- **Describe your firm's** approach to enlisting stakeholder support;
- Provide up to three (3) examples of stakeholder support your firm provided, and
- **Describe your firm's** ability to provide interaction with your client and/or stakeholders.

Scoring Criteria 5: Firm’s ability to leverage relationships

Min pts 0: Max pts 10

A. Include the following items:

- Provide up to three (3) examples where your firm successfully leveraged relationships.

Scoring Criteria 6: References/Past Performances (Prime Consultant Only)

Min pts 0 : Max pts 0

A. Include the following items:

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years. A copy of your performance evaluation forms must be included in Packet B of your submittal.

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 them 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 7: Cost Factors (Prime Consultant Only)

Min pts 0 : Max pts 10

Include the following items

A. Statement of Billing Rates:

- Statement that the rates listed are the lowest/best rates given to any client;
- The beginning and ending dates that the quoted hourly rates are valid;
- Listing of all proposed key personnel/labor classifications, clearly identifying the proposed project manager; and
- The hourly billing rates for each labor classification.