

***State of Washington
Department of Transportation
Notice to Consultants
3 Year Safety & Security Reviews of Rail Transit Agencies***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a Statement of Qualifications to conduct separate three (3) year safety and security reviews of rail transit agencies for WSDOT. WSDOT will be awarding one (1) agreement. The agreement will be for (3) years in duration and is not to exceed \$250,000.00. If necessary, at the option of WSDOT, the agreement may be supplemented for additional time and/or money.

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 vendors have spent on their responses.

Project Description

The Federal Transit Administration's State Safety Oversight Final Rule (49 CFR 659) requires states to administer a safety and security oversight program for all rail fixed guideway systems. WSDOT is the designated state safety oversight agency in Washington State. The final rule requires WSDOT to conduct safety and security reviews of each rail fixed guideway system every three years. To fulfill this requirement, WSDOT plans to conduct separate reviews in ~~January or February~~ September and October 2013 for Seattle Center Monorail, Sound Transit Tacoma Link, and Sound Transit Central Link, and in late 2014 for Seattle Department of Transportation's First Hill Streetcar and South Lake Union Streetcar.

The purpose of the agreement is to evaluate the effectiveness and level of compliance of safety and security programs for each rail fixed guideway system. The consultant will review findings and recommendations with WSDOT and recommend corrective actions which can be taken by the transit agencies to address deficiencies. Deliverables may include, but are not limited to:

- Review of each transit agency's System Safety Program Plan and Security and Emergency Preparedness Plan and supporting procedures;
- Review of each transit agency's operating and maintenance rules and procedures to determine if they are updated regularly and if training on these procedures is appropriate;
- Review of documentation and record keeping systems to ensure that safety and security plan implementation is being properly tracked and monitored;
- Interviews with personnel, including management, to assess the organizational commitment and ability to support safety functions;
- On-site observations of the transit system and facilities to evaluate the implementation of plans, procedures, and rules;
- Inspections of infrastructure and facilities, as appropriate, to ensure that maintenance best practices are being followed;

Updated June 03, 2013

- Final debrief presentation for WSDOT and transit agency of findings and recommendations, including corrective actions which can be taken by transit agency to address identified deficiencies; and
- Final report which documents findings and recommendations.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Individuals on Team;
2. Qualifications of Proposed Project Manager; and
3. References/Past Performances.

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 may conduct interviews during the selection process.

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 as well as a point value assigned to each criterion.

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 SOQ should be submitted as 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 SOQ submission must be broken into two (2) separate packets. Your SOQ "Packet A" must consist of:

- Your responses to scoring criteria 1 through 2; and
- Packet "A" is limited to 30 sheets, not including the front and back cover.

Your SOQ "Packet B" must consist of the following information only:

- Your letter of transmittal;
- Your response to scoring criteria 3;
- Your "Consultant Information" forms for you as the prime and all of your proposed sub-consultants; and
- Packet "B" has no page 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 “Request for Qualifications,” and your firm clearly identified on the cover of the SOQ Packets “A” and “B”, and the letter of transmittal;
- SOQ broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submission deadline submission date.

Faxed submissions will not be accepted. Submissions must arrive at the following email address no later than 4:00 pm (PST) on Tuesday, June 25, 2013.

CSOSubmittals@wsdot.wa.gov

NOTE: Submitters may want to consider setting your email to automatically receive a “Delivery/Read Receipt” for confirmation purposes. WSDOT will not accept or respond to inquiries of receipt by phone or email.

Multiple emails are acceptable due to file size limitations of 10MB per email.

Any questions regarding this solicitation process should be directed to the Consultant Services Office, at 360-705-7104.

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.

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

Updated June 03, 2013

encourages Office of Minority and Women's Business Enterprises certified disadvantaged, minority, women-owned and small consultant firms to respond.

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: Tuesday, May 21, 2013 and Tuesday, May 28, 2013.

Submittal Due Date: Sent by email stamp - 4:00 pm PST on Tuesday, June 25, 2013.