



**Corridor Program**

Congestion Relief & Bus Rapid Transit Projects

# **REQUEST FOR QUALIFICATIONS**

**Washington State Department of Transportation**

## **I-405/NE 8th St to SR 520 Braided Ramps - Interchange Improvements**

**ISSUED:  
March 2, 2009**

**STATEMENTS OF QUALIFICATIONS DUE:  
March 19, 2009**



**Washington State  
Department of Transportation**

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# 1.0 INTRODUCTION

## 1.1 REQUEST FOR QUALIFICATIONS

The Washington State Department of Transportation (WSDOT) is requesting Statements of Qualifications (SOQs) from entities (Submitters) interested in submitting Design-Build Proposals for the I-405/NE 8th St to SR 520 Braided Ramps - Interchange Improvements Project (Project) located in Bellevue, Washington. By submitting a SOQ, Submitters agree to be bound by the requirements of this Request for Qualifications (RFQ). Submitters shall satisfy all requirements specified in this RFQ. Failure of the Submitter to meet these requirements may result in rejection of its SOQ.

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

## 2.0 CONTACT INFORMATION

### 2.1 SUBMITTAL INFORMATION POINT OF CONTACT

Each Submitter shall provide WSDOT's Contract Ad & Award Office with the name, address, phone number, fax number, and e-mail address of its contact person. WSDOT will distribute addenda and other communications directly to the contact person. The distributed information will also be posted on the WSDOT Web site. The Submitter's contact person is responsible for distributing copies of addenda and other RFQ-related information within their team.

The SOQ shall be submitted to WSDOT's Contract Ad & Award Office using the following address:

Ken Walker  
WSDOT Contract Ad & Award Office  
P.O. Box 47360  
Olympia, WA 98504-7360  
Phone: (360) 705-7017  
Email: [walkeke@wsdot.wa.gov](mailto:walkeke@wsdot.wa.gov)

Submitters should not contact the Contract Ad & Award Office for technical clarification of the RFQ or related Project specifics. The WSDOT Technical Point of Contact designated in Section 2.2 will address Project-specific questions and technical clarifications.

### 2.2 WSDOT TECHNICAL POINT OF CONTACT

Submitters who have questions or need further clarification or information regarding the technical aspects of the RFQ or the Project should contact the following designated WSDOT Technical Point of Contact by letter, phone, or e-mail as follows:

1 Brian Nielsen, PE  
2 WSDOT, I-405 Team  
3 600 – 108th Avenue NE, Suite 405  
4 Bellevue, WA 98004  
5 Phone: (425) 456-8643  
6 E-mail: nielseb@wsdot.wa.gov

### 7 **3.0 PROCUREMENT PROCESS**

#### 8 **3.1 PROCESS OVERVIEW**

9 WSDOT will use a two-step procurement process to select a design-build contractor  
10 (Design-Builder) to deliver the Project. The issuance of this RFQ is part of the first step to  
11 solicit information from potential design-builders in the form of SOQs. WSDOT will  
12 evaluate and score submitted SOQs to determine which Submitters are the most highly  
13 qualified to deliver the Project. WSDOT will short-list the three most highly qualified  
14 Submitters to advance to the second step in the procurement.

15 In the second step, WSDOT will issue a Request for Proposal (RFP) for the Project to the  
16 short-listed Submitters. Only the short-listed Submitters will be eligible to submit  
17 Proposals for the Project. Each short-listed Submitter who submits a Proposal in response  
18 to the RFP is referred to herein as a “Proposer.” WSDOT may award a design-build  
19 Contract for the Project to the Proposer offering the apparent best value, to be determined  
20 as described in the RFP.

21 WSDOT will pay a stipend to all non-successful Proposers who submit a responsive  
22 Proposal.

23 WSDOT may cancel or re-advertise this procurement at its discretion. In such a case,  
24 WSDOT may offer a stipend to all responsive Proposers.

#### 25 **3.2 PROCUREMENT SCHEDULE**

26 The procurement schedule for this RFQ is shown in Table 3.2 below. This schedule is  
27 subject to revision by the RFP and addenda to this RFQ.

28  
29 **Table 3.2 PROCUREMENT SCHEDULE**

Action	Dates
<b>Step 1 – SOQ Phase</b>	
RFQ Issue Date	March 2, 2009
Deadline for submitting written questions for the non-mandatory Submitters meeting	March 6, 2009
Voluntary meeting for Submitters	March 10, 2009
Deadline for submitting RFQ questions	March 13, 2009
Deadline for WSDOT response to RFQ questions	March 17, 2009
SOQ Due Date	March 19, 2009
Notify short-listed Submitters teams	March 27, 2009

Action	Dates
<b>Step 2 – Proposal Phase</b>	
Issue RFP	March 30, 2009
Mandatory RFP meeting	April 14, 2009
Deadline for Submitting Proposers' questions	June 5, 2009
Deadline for WSDOT response to Proposers' questions	June 12, 2009
Proposals Due	June 26, 2009
WSDOT RFIs to Proposers	July 2, 2009
Proposer Responses to RFIs	July 8, 2009
Announce Best Value Proposer	July 22, 2009

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This schedule is preliminary and dependent on the final transportation budget to be determined in the 2009 session of the Washington State Legislature.

WSDOT will honor the shortlist determined in this qualifications process for any Issue RFP date prior to February 1, 2010. Should the Issue RFP date be February 1, 2010 or beyond, WSDOT will cancel the shortlist and issue a new RFQ for the Project.

In the event that one or more of the short-listed Submitters requests to be removed from the shortlist, WSDOT reserves the right to invite the next most highly qualified Submitter, based on the SOQ evaluation and score, to advance to the second step in the procurement in accordance with Section 3.1 above.

**3.3 QUESTIONS, CLARIFICATIONS, AND ADDENDA**

Questions and requests for clarification regarding this RFQ shall be submitted in writing to WSDOT's Technical Point of Contact. To be considered, all questions and requests must be received by 4:00 p.m., Pacific Time, on the date indicated in Table 3.2.

WSDOT reserves the right to revise this RFQ at any time before the SOQ Due Date indicated in Table 3.2. Such revisions, if any, will be announced by addenda to this RFQ.

WSDOT will use the following guidelines when responding to questions and requests for clarification and issuing addenda:

- Questions and requests for clarification will be posted to WSDOT's Contract Ad & Award Web site at <http://www.wsdot.wa.gov/biz/contaa/>.
- WSDOT will answer questions and requests for clarification by posting a response on its Contract Ad & Award Web site.
- WSDOT will send an e-mail notification to the contact person for each Submitter as soon as each addendum, response, or group of responses is issued. When possible, the notification will include an electronic copy of the addendum or clarification.

The Submitters shall acknowledge receipt of all addenda by completing Form A, Acknowledgment of Receipt of Addenda, which is attached as Appendix A to this RFQ. The completed Form A shall be included in the SOQ submittal package as Appendix C to the SOQ.

1 **3.4 EX PARTE COMMUNICATIONS**

2 Submitters are expected to conduct themselves with professional integrity and to refrain  
3 from lobbying activities. During the procurement process (commencing with issuance of  
4 this RFQ and continuing until execution of a Contract for the Project or cancellation of the  
5 procurement), no employee, member, agent, advisor, or consultant of any Submitter shall  
6 have any ex parte communications, directly or indirectly, regarding this procurement with  
7 any representative of WSDOT or the Federal Highway Administration (FHWA), including  
8 their staff, advisors, contractors, or consultants (as described in Section 5.2) involved with  
9 the procurement, except for communications expressly permitted by this RFQ (or,  
10 subsequent to issuance of the RFP, except for communications expressly permitted by the  
11 RFP).

12 Any verified allegation that a Submitter or an employee, agent, advisor, consultant, or  
13 subcontractor of a Submitter has engaged in such prohibited communications or attempted  
14 to unduly influence the selection process may be cause for WSDOT to disqualify the  
15 Submitter from participating, all at the discretion of WSDOT.

16 **3.5 VOLUNTARY MEETING FOR POTENTIAL SUBMITTERS**

17 WSDOT will hold an informational meeting for potential Submitters regarding this RFQ  
18 on the date indicated in Table 3.2. Attendance at this meeting is not a prerequisite to being  
19 a Submitter. The meeting will be held from 1:15 p.m. to 3:00 p.m. at the following  
20 location:

21 Bellevue City Hall  
22 Council Chambers  
23 450 - 110th Avenue NE  
24 Bellevue, WA 98009

25 Directions to the Renton City Hall are available on the Project Web site at:

26 <http://www.wsdot.wa.gov/Projects/i405/NE8thtoSR520/>

27 **3.6 WSDOT'S RIGHTS**

28 Throughout the procurement process, WSDOT reserves the right, at its sole discretion, to:

- 29 • Appoint evaluation committees to review SOQs and Proposals;
- 30 • Investigate the qualifications of any Submitter or Proposer;
- 31 • Seek or obtain data from any source related to the SOQs or Proposals;
- 32 • Require confirmation of information furnished by a Submitter or Proposer;
- 33 • Hold meetings and conduct discussions and correspondence with the Submitters  
34 and Proposers to seek an improved understanding and evaluation of the SOQs or  
35 Proposals;
- 36 • Require additional information from a Submitter or Proposer concerning its SOQ  
37 or Proposal;
- 38 • Seek and receive clarifications to a SOQ or Proposal;
- 39 • Require additional evidence of qualifications to perform the work;

- 1 • Modify the procurement process;
- 2 • Waive minor deficiencies and irregularities in a SOQ or Proposal;
- 3 • Reject any or all of the SOQs or Proposals;
- 4 • Issue a new RFQ or RFP;
- 5 • Issue a request for Best and Final Offers;
- 6 • Conduct negotiations with the Apparent Best Value Proposer prior to award of the  
7 Contract;
- 8 • Cancel a Contract signed by the selected Design-Builder but not yet executed by  
9 WSDOT; and
- 10 • Not issue a Notice to Proceed after execution of the Contract.

## 11 **4.0 SCOPE OF THE PROJECT**

### 12 **4.1 ESTIMATED COST**

13 The estimated Contract cost of the Project is in the range of \$150 million to \$170 million.  
14 Due to a cash flow restriction on funds available to WSDOT for this Project, WSDOT is  
15 expected to limit payment for Contract work performed by the Design-Builder prior to July  
16 1, 2011 to an amount not to exceed \$105 million. The remaining Project funds will be  
17 available to WSDOT on July 1, 2011 for payment for Contract work performed by the  
18 Design-Builder.

### 19 **4.2 TIME FOR COMPLETION**

20 WSDOT anticipates that the Project will be substantially complete by December 31, 2012.

### 21 **4.3 WSDOT'S CORE VALUES AND PROJECT GOALS**

22 It is WSDOT's expectation that the Design-Builder will design and construct the Project in  
23 consideration of WSDOT's core values and Project goals.

24 WSDOT's core values are:

- 25 • Safety;
- 26 • Project delivery (on time and on budget with quality products and services);
- 27 • Accountability; and
- 28 • Effective and transparent communication.

29 With the above core values in mind, WSDOT has established the following goals for the  
30 Project. These goals are listed in hierarchical order, with the most important goal listed  
31 first:

- 32 • Minimal Impacts - Minimize inconvenience to the public and adjacent properties,  
33 including Overlake Hospital Medical Center, during construction;
- 34 • Excellent Quality - Meet or exceed technical quality requirements for design and  
35 construction through implementation of a clear and thorough Quality Management  
36 Plan;

- 1           •       Smooth Start-up - Maximize Project development effectiveness through  
2                   implementation of a well-planned start-up that ensures efficient delivery of the  
3                   Project; and
- 4           •       Permit Compliance - Meet or exceed environmental requirements with no permit  
5                   violations by adopting WSDOT's permitting and environmental compliance  
6                   standards.

#### 7   **4.4   PROJECT SCOPE AND STATUS**

8           The following Project scope is provided to Submitters to assist in developing a team with  
9           the expertise that is required for the Project. The Design-Builder shall be responsible for  
10           management, design, and construction of the Project. The design and construction by the  
11           Design-Builder shall be in accordance with WSDOT's guidelines and standards as required  
12           by the RFP. WSDOT's intent is to allow flexibility in design and construction to  
13           accommodate processes, procedures, and innovative techniques that are preferred by the  
14           Design-Builder, as long as they are consistent with site conditions, good engineering  
15           practices, context sensitive solutions, environmental documents and permits, other  
16           standards, guidelines, and procedures identified in the RFP, and the Project goals. The  
17           scope of work presented in this RFQ for the Project may or may not be the final scope of  
18           work presented in the RFP for the Project.

19           The Project is being funded by the State of Washington and FHWA. Applicable Federal  
20           provisions will be included in the RFP.

21           WSDOT intends to co-locate its staff and owner representatives with the Design-Builder's  
22           staff. Specifics of these co-location requirements will be described further in the RFP.

23           The Project requires design and construction of new on and off-connections to northbound  
24           I-405 and SR 520 in the vicinity of downtown Bellevue including:

- 25           •       Reconstruction of the I-405 northbound collector-distributor roadway from NE 8th  
26                   Street to its connection to northbound I-405 including reconstruction of portions of  
27                   the NE 8th Street on-ramps to the collector-distributor, and grade separated ramps  
28                   (braids) to divide the collector-distributor from the traffic exiting I-405 to SR 520;
- 29           •       Construction of an elevated on-ramp from NE 10th Street to SR 520 located over  
30                   the reconstructed I-405 northbound collector-distributor, including new signals on  
31                   the existing NE 10th Street Bridge;
- 32           •       Realignment of the ramp from northbound I-405 to eastbound SR 520 to provide a  
33                   one lane ramp to bypass the existing exit from SR 520 to 124th Avenue NE. This  
34                   work will include bridges over 116th Avenue NE, the BNSF railroad, Northup  
35                   Way, and the exit to 124th Avenue NE;
- 36           •       Removal and replacement of the existing NE 12th Street Bridge over I-405,  
37                   including reconstruction of the roadway from 112th Avenue NE to 116th Avenue  
38                   NE;
- 39           •       Construction of approximately 200,000 square feet of new retaining walls and  
40                   20,000 square feet of new noise walls;
- 41           •       Replacement of a Seattle City Light electrical transmission tower adjacent to 124th  
42                   Avenue NE;

- 1 • Installation of signing within the City of Bellevue to direct traffic to the new and  
2 revised ramps;
- 3 • Stream mitigation;
- 4 • Relocation and removal of existing utilities on the Overlake Hospital Medical  
5 Center campus to clear the Right of Way while maintaining access to the  
6 emergency room entrance;
- 7 • Monitoring of vibrations at sensitive receptors; and
- 8 • Other elements that are typical for interstate widening projects such as Utility  
9 relocations, signage, traffic signal replacements, storm drainage, Intelligent  
10 Transportation Systems, and illumination systems.

## 11 **5.0 TEAMING PARAMETERS**

### 12 **5.1 MAJOR PARTICIPANT**

13 As used herein, the term “Major Participant” means any of the following entities:

- 14 A. The Submitter, or if the Submitter is a partnership, joint venture, limited liability  
15 company, or other form of association, any general partners, joint venture members,  
16 or members of the Submitter;
- 17 B. All individuals, persons, proprietorships, partnerships, limited liability partnerships,  
18 corporations, professional corporations, limited liability companies, business  
19 associations, or any other legal entity however organized holding (directly or  
20 indirectly) a 15 percent or greater interest in the Submitter;
- 21 C. The entity providing WSDOT pre-qualification in accordance with Section 7.1 of  
22 this RFQ.
- 23 D. The lead engineering/design firms;
- 24 E. Each engineering/design sub-consultant who is expected to perform 30 percent or  
25 more of the design work; and/or
- 26 F. Each subcontractor who is expected to perform 20 percent or more of the  
27 construction work.

### 28 **5.2 WSDOT CONSULTANT/TECHNICAL SUPPORT**

29 WSDOT has retained the consulting firms of HNTB Corporation, HDR Engineering, Inc.,  
30 Parsons Transportation Group, Inc., PRR Inc., Anchor Environmental, Certified Land  
31 Services Corporation, Wilkinson Ferrari & Company, Westby Consulting, and McGowan  
32 Environmental, Inc. to provide guidance in preparing this RFQ, the RFP, and advice on  
33 related financial, contractual, and technical matters. Each of these firms is prohibited from  
34 joining any Submitter’s team or otherwise assisting any Submitter in connection with the  
35 procurement process.

### 36 **5.3 ORGANIZATIONAL CONFLICTS OF INTEREST**

37 WSDOT will take steps to ensure that individuals involved in the preparation of the  
38 procurement package, evaluation of SOQs and Proposals, and Design-Builder selection are  
39 not influenced by organizational conflicts of interest, and that no Submitter is given an

1 unfair competitive advantage over another. FHWA has defined “organizational conflict of  
2 interest” in 23 CFR Section 636.116 as follows:

3 Organizational conflict of interest means that because of other activities or  
4 relationships with other persons, a person is unable or potentially unable to  
5 render impartial assistance or advice to the owner, or the person's  
6 objectivity in performing the contract work is or might be otherwise  
7 impaired, or a person has an unfair competitive advantage.

8 Attention is directed to the requirement for disclosure of organizational conflicts of interest  
9 set forth in 23 CFR Section 636.116(a) (2), applicable to federal-aid procurements.  
10 Submitters are required to identify any potential organizational conflicts of interest in the  
11 SOQs.

12 If an organizational conflict of interest is determined to exist, WSDOT may, at its  
13 discretion, offer the Submitter the opportunity to correct the organizational conflict of  
14 interest; disqualify the Submitter from further participation in the procurement; cancel this  
15 procurement; or, if award has already occurred, cancel the Contract. If the Submitter was  
16 aware of an organizational conflict of interest prior to award of a Contract and did not  
17 disclose the conflict to WSDOT, WSDOT may terminate the Contract for default.  
18 WSDOT may also disqualify a Submitter if any of its Major Participants listed in  
19 Categories A, B, or C in Section 5.1 belong to more than one Submitter organization.

#### 20 **5.4 TEAM CONTINUITY AND CHANGES TO ORGANIZATIONAL** 21 **STRUCTURE**

22 Following submittal of the SOQ, Key Personnel or Major Participants identified in the  
23 SOQ may not at any time be removed, replaced, or added without the written approval of  
24 WSDOT’s Technical Point of Contact. WSDOT’s Technical Point of Contact may revoke  
25 the short-list status of a Submitter if any Key Personnel or Major Participant identified in  
26 the SOQ is removed, replaced, or added without written approval of WSDOT’s Technical  
27 Point of Contact. Requests for removal, replacements, and additions shall be submitted in  
28 writing. To qualify for approval, the written request shall document that the proposed  
29 removal, replacement, or addition will be equal to or better qualified than the Key  
30 Personnel or Major Participant provided in the SOQ. WSDOT’s Technical Point of  
31 Contact will use the criteria specified in this RFQ to evaluate all requests.

#### 32 **5.5 EQUAL EMPLOYMENT OPPORTUNITY**

33 Discrimination in all phases of contracted employment, consultant activities, contracting  
34 activities and training is prohibited by Title VI of the Civil Rights Act of 1964, Section  
35 162(a) of the Federal-Aid Highway Act of 1973, Section 504 of the Rehabilitation Act of  
36 1973, the Age Discrimination Act of 1975, the Justice System Improvement Act of 1979,  
37 the Americans with Disabilities Act of 1990, the Civil Rights Restoration Act of 1987, 49  
38 CFR Part 21, the Washington State Law Against Discrimination, RCW 49.60, and other  
39 related laws and statutes. The referenced legal citations establish the minimum  
40 requirements for affirmative action efforts and define the basic nondiscrimination  
41 provisions as required by this RFQ. Further requirements and discussions regarding Equal  
42 Employment Opportunity policies at all contracting levels will be set forth in the RFP.

1 **5.6 DISADVANTAGED, MINORITY, AND WOMEN-OWNED BUSINESS**  
2 **ENTERPRISES PARTICIPATION**

3 WSDOT encourages participation in all of its contracts by Disadvantaged, Minority and  
4 Women-Owned Business Enterprises (D/M/WBE) as certified by the WSDOT Office of  
5 Minority and Women's Business Enterprises (OMWBE) and defined in WAC 326-02-030.  
6 The Disadvantaged Business Enterprise (DBE) requirements of 49 CFR Part 26 apply to  
7 this Contract. A goal will be determined and added by addendum to this RFQ. This goal  
8 is considered a condition of award, and the successful Submitter will need to meet or  
9 provide documentation of good faith effort to meet this goal.

10 The successful Submitter shall provide on-the-job training aimed at developing trainees to  
11 journeyman status in the trades involved. The contracting agency will establish the  
12 number of training hours and provide that information by addendum to this RFQ.

13 Proposers may contact OMWBE to obtain information on certified D/M/WBE firms.  
14 Information about certification as a D/M/WBE may be obtained by contacting OMWBE at  
15 (360) 753-9693.

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

20 **6.0 SUBMITTAL QUANTITIES AND LOGISTICS**

21 **6.1 SOQ SUBMITTAL QUANTITIES**

22 Each Submitter shall provide the following:

- 23 • One original unbound SOQ showing original signatures;
- 24 • One electronic copy of the SOQ in PDF format on a CD with the Sections and  
25 Subsections bookmarked; and
- 26 • Ten hard copies of the SOQ.

27 The original shall be identified as the original on its front cover in colored ink. Each hard  
28 copy shall be identified on its front cover, in the upper right-hand corner, as "Copy X of 15  
29 Copies."

30 The unbound original, hard copies, and CD shall be packed together in one sealed package  
31 for delivery to WSDOT. The outside of the sealed package shall be clearly identified,  
32 labeled, and addressed with the following:

- 33 • A return address including the Submitter's name, contact person's name, and  
34 mailing address;
- 35 • The address of WSDOT's Contract Ad & Award Office, as indicated in  
36 Section 2.1;
- 37 • "I-405/NE 8th St to SR 520 Braided Ramps - Interchange Improvements,"  
38 "Design-Build Project," and "Statement of Qualifications"; and
- 39 • The date of the submittal.

1 **6.2 DUE DATE, TIME, AND LOCATION**

2 All sealed SOQs shall be received at one of the following locations prior to 4:00 p.m.,  
3 Pacific Time, on the SOQ Due Date indicated in Table 3.2:

4 **By U.S. mail:**

5 Ken Walker  
6 WSDOT Contract Ad & Award Office  
7 P. O. Box 47360  
8 Olympia, WA 98504-7360

9 WSDOT will consider notification of bid receipt by the Mail Room as the actual receipt of  
10 the SOQ.

11 **By hand (in person or by courier):**

12 WSDOT Contract Ad & Award Office  
13 Transportation Building, Room 1A23  
14 310 Maple Park Avenue SE  
15 Olympia, WA 98501-7360

16 SOQs delivered in person will be received only in the WSDOT Contract Ad & Award  
17 Office, Room 1A23.

18 WSDOT will not accept SOQs by facsimile or electronic transmission. Any SOQ that fails  
19 to meet the deadline or delivery requirement will be rejected and returned to the Submitter  
20 without having been opened, considered, or evaluated.

21 **6.3 WITHDRAWAL OF SOQ**

22 After submitting a SOQ to WSDOT, the Submitter may withdraw the SOQ if the following  
23 occurs:

- 24 • The Submitter submits a written request signed by an authorized representative of  
25 the Submitter; and  
26 • WSDOT receives the request before the SOQ due date.

27 The original SOQ may be revised and resubmitted if WSDOT receives the revised SOQ  
28 before the SOQ due date.

29 **7.0 SOQ CONTENT AND EVALUATION CRITERIA**

30 This Section outlines the requirements of each Section of the SOQ and how each Section  
31 will be scored.

32 The information provided in the SOQ will be scored either pass/fail or qualitatively as  
33 shown in Table 7.1. If a Submitter receives a passing score on all pass/fail evaluation  
34 factors, its SOQ will be further evaluated using the scoring criteria. If a Submitter fails on  
35 any single pass/fail requirement, the SOQ may be rated unacceptable, in which case a  
36 qualitative evaluation of the SOQ will not be performed, and the Submitter will not be  
37 included on the short-list.

38 A WSDOT Evaluation Committee will perform a qualitative assessment of the information  
39 provided in Sections 2 and 3 of the SOQ.

1 The qualitative evaluation will be based on how well the SOQ demonstrates, through  
 2 project experience, the ability of the Key Personnel and Major Participants to successfully  
 3 complete the Project while meeting the Project goals. WSDOT reserves the right to contact  
 4 references on individuals and projects other than those identified by the Submitters to  
 5 evaluate past performance.

6 **7.1 QUALITATIVE EVALUATION PROCESS**

7 The qualitative evaluation score for Sections 2 and 3 will be determined as follows:

- 8 • The WSDOT evaluation committee will review each SOQ identifying significant  
 9 and minor strengths, and significant and minor weaknesses of the Submittals.

10 Strengths and weaknesses are defined as follows:

- 11 • Strengths – That part of the SOQ which ultimately represents a benefit to the  
 12 Project and is expected to increase the Submitter’s ability to meet or exceed the  
 13 Project goals. A minor strength has a slight positive influence on the Submitter’s  
 14 ability to meet or exceed the Project goals, while a significant strength has a  
 15 considerable positive influence on the Submitter’s ability to meet or exceed the  
 16 Project goals.
- 17 • Weaknesses – That part of the SOQ which detracts from the Submitter’s ability to  
 18 meet the Project goals or may result in an inefficient or ineffective performance. A  
 19 minor weakness has a slight negative influence on the Submitter’s ability to meet  
 20 the Project goals, while a significant weakness has a considerable negative  
 21 influence on the Submitter’s ability to meet the Project goals.

22 Based on the identified strengths and weaknesses, the evaluation team will select an  
 23 adjectival rating and select a percent of maximum score in the identified range in  
 24 accordance with Table 7.1.

25 After selecting a percent of maximum score for Sections 2 and 3, the SOQ score will be  
 26 calculated by multiplying the percent of maximum score by the points available listed in  
 27 Table 7.2 and then summing the calculated scores.

28 **Table 7.1 ADJECTIVAL EVALUATION AND SCORING GUIDE**

29

Adjective	Description	Percent of Max. Score
Excellent (E)	SOQ supports an extremely strong expectation of successful Project performance if ultimately selected as the Design-Builder. SOQ indicates significant strengths and/or a number of minor strengths and no appreciable weaknesses. Submitter provides a consistently outstanding level of quality.	100 - 90 %
Very Good (VG)	SOQ indicates significant strengths and/or a number of minor strengths and no significant weaknesses. Minor weaknesses are offset by strengths. There exists a small possibility that, if ultimately selected as the Design-Builder, the minor weaknesses could slightly adversely affect successful Project performance.	89 - 75 %
Good (G)	SOQ indicates significant strengths and/or a number of minor strengths. Minor and significant weaknesses exist that could detract from strengths. While the weaknesses could be improved, minimized, or corrected, it is possible that if ultimately selected as	74 - 51 %

Adjective	Description	Percent of Max. Score
	the Design-Builder, the weaknesses could adversely affect successful Project performance.	
Fair (F)	SOQ indicates weaknesses, significant and minor, which are not offset by significant strengths. Few minor strengths exist. It is probable that if ultimately selected as the Design-Builder, the weaknesses would adversely affect successful Project performance.	50 - 25 %
Poor (P)	SOQ indicates existence of significant weaknesses and/or minor weaknesses and no appreciable strengths. SOQ indicates a strong expectation that successful performance could not be achieved if Submitter were selected as the Design-Builder.	24 - 0 %

1

2 **7.2 SOQ ORGANIZATION AND SCORING**

3 The Submitter shall organize the SOQ using the following Section headings, order of  
 4 documents, and maximum number of pages:

5 **Table 7.2 SOQ ORGANIZATION AND SCORING**

Section	Section Title and Required Information	Maximum Pages	Points Available
1	Introduction Letter	2	Pass/Fail
2	Key Personnel	10	400
3	Major Participants	10	600
Appendix A	Legal	As required	Pass/Fail
Appendix B	Financial	As required	Pass/Fail
Appendix C	Form A: Acknowledgment of Receipt of Addenda	1	Pass/Fail
	Total		1000

6

7 **7.3 SOQ FORMAT**

8 The SOQ shall be formatted as follows:

- 9 • **Language:** All information shall be in English.
- 10 • **Type Font:** All narrative text shall be single-spaced in a regular style font at a  
 11 minimum of 12 points. The type style and size of headings and figures are not  
 12 prescribed.
- 13 • **Page Size:** Except for charts, exhibits, and other illustrative and graphical  
 14 information, all information shall be printed on 8.5-inch by 11-inch paper. Charts,  
 15 exhibits, and other illustrative and graphical information may be on 11-inch by 17-

1 inch paper. The 11-inch by 17-inch paper, if any, shall be folded to 8.5-inch by 11-  
2 inch and will be counted as one sheet.

- 3 • **Page Margins:** No text, tables, figures, photos, or other substantive content shall  
4 be printed within 0.75 inch of any page edge.
- 5 • **Page Limit:** Page limits are described in Table 7.1. The SOQ shall include only  
6 information required by this RFQ. No other information will be considered in the  
7 evaluation of the SOQ.
- 8 • **Dividers:** Section dividers shall contain the Section number and/or Section title.  
9 No other text is permitted on the dividers. The dividers will not be counted toward  
10 the allowable page total.
- 11 • **Binding:** Each copy of the SOQ shall be bound separately.
- 12 • **Front Cover:** The front cover of each SOQ shall be labeled with the name of the  
13 Submitter, along with the following:  
14 I-405/NE 8th St to SR 520 Braided Ramps - Interchange Improvements  
15 Design-Build Project  
16 Statement of Qualifications  
17 [Date of Submittal]

## 18 **7.4 INTRODUCTION LETTER (SECTION 1) (PASS/FAIL)**

19 The Introduction Letter shall be addressed to WSDOT's Technical Point of Contact, and it  
20 shall include the following information:

- 21 • Submitter name, address, business type (e.g., corporation, partnership, joint  
22 venture).
- 23 • Roles of the Submitter and each Major Participant.
- 24 • A statement that the Submitter, or at least one Major Participant who is performing  
25 construction, is pre-qualified with WSDOT for Work Class 6 in the amount of \$50  
26 million or more.
- 27 • Identification of a single contact person, address, telephone and fax numbers, and  
28 email.
- 29 • Certification of the truth and correctness of the SOQ.
- 30 • Statement that the Submitter shall comply with applicable laws and regulations.
- 31 • Signature of authorized representatives.

### 32 **7.4.1 EVALUATION CRITERIA**

33 The Introduction Letter will be reviewed on a pass/fail basis only, and not as part of the  
34 qualitative assessment of the SOQ.

## 35 **7.5 KEY PERSONNEL (SECTION 2) (400 POINTS MAXIMUM)**

36 The purpose of this Section is to demonstrate the Submitter's understanding of how the  
37 experiences and qualifications of the Key Personnel can contribute to the overall success of  
38 the Project. The Submitter shall present the Key Personnel (Project Manager, Design

1 Manager, and Construction Manager) and explain how their experiences make them  
2 uniquely qualified to lead the Project.

3 WSDOT seeks Key Personnel who can demonstrate experience on projects at a similar  
4 level of complexity on urban interstate or major transportation projects. The Submitter  
5 shall relate relevant experience of the Key Personnel to the Project goals. This Section  
6 shall include experience of the Key Personnel related to design and construction.

7 For the duration of the Project activities that involve their areas of responsibility, all Key  
8 Personnel shall be required to be on or immediately adjacent to the Project site, or at a co-  
9 located facility with WSDOT personnel and consultants.

10 The Key Personnel include the following:

11 **Project Manager**

- 12 • It is the Project Manager's responsibility to ensure the Project is managed and  
13 delivered in accordance with the Contract requirements and to ensure that the  
14 Design-Builder meets or exceeds the Project goals. This person shall be assigned  
15 to the Project full-time from Notice To Proceed to Physical Completion and  
16 available to assist in issue resolution through Completion.

17 **Construction Manager**

- 18 • The Construction Manager shall be responsible for the overall structure and  
19 roadway construction for the Project, including utilities and all other ancillary work  
20 to be constructed under the Contract. It is the Construction Manager's  
21 responsibility to ensure the construction is managed and delivered in accordance  
22 with the Contract requirements and to ensure that the Work meets or exceeds the  
23 Project goals. This person shall be assigned to the Project full-time during  
24 construction activities.

25 **Design Manager**

- 26 • The Design Manager shall be responsible for ensuring that the overall Project  
27 design is completed, design criteria are met, and the design is managed and  
28 delivered to meet or exceed the Project goals. The Design Manager shall be  
29 assigned to the Project full-time from Notice To Proceed through substantial  
30 completion of the design effort, and shall be available as needed during  
31 construction activities.
- 32 • The Design Manager shall be a registered Professional Engineer in the State of  
33 Washington prior to execution of the Contract. Unless otherwise stated, WSDOT  
34 will not require that the Design Manager's professional engineering license be in  
35 place as of the Proposal due date, provided the Proposal includes a commitment  
36 that the license will be obtained prior to execution of the Contract, and provided  
37 further that WSDOT determines that the designated individual is qualified to obtain  
38 a license. If, at WSDOT's discretion, the Design Manager fails to meet the  
39 minimum qualifications described in this Section, WSDOT may disqualify the  
40 Proposer. If a Proposer is selected and WSDOT then determines that the Design  
41 Manager does not meet the minimum qualifications, WSDOT may ask the  
42 Proposer to replace the Design Manager with someone who meets them.
- 43 • The licensure requirements for the Design Manager will be initially evaluated as  
44 either "Pass" or "Fail." A "Fail" rating can be considered a basis for rejecting the  
45 SOQ.

1     **7.5.1     RESUMES**

2             Resumes for Key Personnel shall be provided in this Section.

3             Resumes shall highlight the following information:

- 4             •         Relevant education, training, licensing, and registration/certification;
- 5             •         Years of experience performing similar work; and
- 6             •         Actual work examples relevant to the Project including projects, dates spent on the  
7                 project, and duties performed.

8     **7.5.1.1     REFERENCES**

9             For each Key Personnel, list three references from different projects that are included on  
10             the resume. All references shall be the owner representative who is most familiar with the  
11             Key Personnel, and who could best answer project-specific questions. The owner  
12             representative may be a consultant who acted on behalf of the owner for the project. The  
13             references must not work for the same company of the person they are referencing. It is  
14             important to ensure that the references listed have specific knowledge of the person's  
15             experience on the project. Two of the three references for each Key Personnel shall be  
16             from projects that are at least 75 percent complete.

17             References will be contacted at WSDOT's discretion to verify information provided in the  
18             SOQ.

19     **7.5.2     EVALUATION CRITERIA**

20             The Key Personnel will be evaluated individually and as a management team on  
21             demonstrated experience to successfully fulfill management roles and to successfully meet  
22             the Project goals while managing urban interstate or major transportation projects.  
23             Demonstrated experience with the following attributes is preferred:

- 24             •         Projects of similar scope, and complexity; and
- 25             •         Projects delivered with a design-build contract.

26             Past performance records of Key Personnel may be checked by contacting references.

27     **7.6     MAJOR PARTICIPANTS (SECTION 3) (600 POINTS)**

28             In order to achieve the Project goals, WSDOT seeks Proposers who can demonstrate  
29             experience on urban interstate or major transportation projects related to design and  
30             construction. This Section shall describe the details and complexity of one or more  
31             projects. Each Major Participant shall have at least one project identified. References shall  
32             be provided for all projects listed.

33             In addition to the general project information, the Submitter shall relate relevant project  
34             experience to the Project goals. For each project, the Submitter should highlight how the  
35             actions taken and/or lessons learned demonstrate the ability of the relevant Major  
36             Participants to meet one or more of the Project goals.

37     **7.6.1     REFERENCES**

38             Project reference information shall include start date and completion date, or anticipated  
39             completion date; contractor or design firms being referenced; contract amount; type of

1 contract (design-build or design-bid-build); and references (owner representative name,  
2 email address, and phone number). All references shall identify the owner representative  
3 who is most familiar with the project and who could best answer project-specific questions.  
4 The owner representative may be a consultant who acted on behalf of the owner for the  
5 project. The references must not work for the same company of the person they are  
6 referencing. Two of the three references for each Key Personnel shall be from projects that  
7 are at least 75 percent complete.

8 References will be contacted at WSDOT's discretion to verify information provided in the  
9 SOQ.

## 10 **7.6.2 EVALUATION CRITERIA**

11 Each Major Participant will be evaluated individually and as a project team on  
12 demonstrated experience to successfully fulfill their production role and to successfully  
13 meet the Project goals while delivering urban interstate or major transportation projects.  
14 Demonstrated experience with the following attributes is preferred:

- 15 • Projects of similar scope and complexity; and
- 16 • Projects delivered with a design-build contract.

17 Past performance records of Major Participants may be checked by contacting references.

## 18 **7.7 LEGAL (APPENDIX A) (PASS/FAIL)**

19 The Submitter shall provide a description of the legal entity proposed as the Design-  
20 Builder. If the Submitter's legal entity has already been formed, the Submitter shall  
21 provide complete copies of the organizational documents, along with those documents that  
22 allow or would allow by the time of Contract award, the Submitter and its team members  
23 to conduct business in the State of Washington. If the Submitter's legal entity has not yet  
24 been formed, then the Submitter shall provide a brief description of the proposed legal  
25 structure and provide draft/final copies of the underlying agreements. Once the legal entity  
26 is finalized, the Submitter shall supplement its SOQ with copies of the final organizational  
27 documents. The final organizational documents shall be submitted no later than 15  
28 Calendar Days before the Proposal due date as described in the RFP.

29 If the Submitter is a joint venture, limited liability company, partnership, or other  
30 association, the Submitter shall provide an express statement from each of the  
31 partners/members as to their joint and severable liability on the Project. The Submitter  
32 shall use WSDOT Standard Form 410-009 *Individual Project Statement of Joint Venture*.  
33 This form is available for download at:

34 <http://www.wsdot.wa.gov/biz/contaa/prequal/>.

35 In the instructions to Form 410-009, the requirement for pre-qualification applies to those  
36 firms performing construction work on the Project (e.g., contractors). The pre-  
37 qualification requirement does not apply to joint venture members providing design and  
38 engineering services only.

39 Interested Submitters not currently pre-qualified with WSDOT should contact WSDOT's  
40 Contract Ad & Award Office.

41

42

1 **7.7.1 EVALUATION CRITERIA**

2 Appendix A will be reviewed on a pass/fail basis only, and not as part of the qualitative  
3 assessment of the SOQ.

4 **7.8 REQUIREMENTS OF FINANCIAL INFORMATION TO BE SUBMITTED**  
5 **(APPENDIX B) (PASS/FAIL)**

6 The Submitter shall provide a letter from a surety or insurance company stating whether or  
7 not the Submitter is capable of obtaining Proposal and Contract bonds as indicated in Table  
8 7.7 below.

9 **Table 7.7 FINANCIAL INFORMATION**

Proposal Bond/Security Penal Sum	Performance and Payment Bond Penal Sum
\$8,500,000	\$170,000,000
The identified amounts are for RFQ purposes only. Actual amounts of bond/security required by the Contract may vary, and shall be in compliance with applicable Washington law.	

10  
11 A performance and payment bond is a surety bond furnished by the Design-Builder and the  
12 Design-Builder's surety that guarantees performance of the work and payment to anyone  
13 who provides supplies or labor for the performance of the work.

14 The letter shall also specifically state that the surety/insurance company has evaluated the  
15 backlog and work in progress of the Submitter and its principal members in determining  
16 the Submitter's capability to obtain bonds. Letters indicating "unlimited" bonding  
17 capability are not acceptable. The surety or insurance company providing the letter must  
18 be authorized to do business in the State of Washington with an A.M. Best Co. "Best's  
19 Rating" of A- or better.

20 **7.8.1 EVALUATION CRITERIA**

21 Appendix B will be reviewed on a pass/fail basis only, and not as part of the qualitative  
22 assessment of the SOQ.

23 **7.9 FORMS (APPENDIX C) (PASS/FAIL)**

24 Include Form A, Acknowledgement of Receipt of Addenda, attached as Appendix A to this  
25 RFQ.

26 **7.9.1 EVALUATION CRITERIA**

27 Appendix C will be reviewed on a pass/fail basis only, and not as part of the qualitative  
28 assessment of the SOQ.

## 1 **8.0 PROTEST PROCEDURES**

2 This Section sets forth the exclusive protest remedies available with respect to this RFQ.  
3 By submitting its SOQ, each Submitter acknowledges the limitation on its rights to protest  
4 as set forth in this RFQ; waives all other rights and remedies; and agrees that the decision  
5 on any protest, as provided in this RFQ, shall be final and conclusive unless wholly  
6 arbitrary and capricious. These provisions are included in this RFQ expressly in  
7 consideration for such waiver and agreement by the Submitters. Such waiver and  
8 agreement by each Submitter are also consideration to each other Submitter for making the  
9 same waiver and agreement.

### 10 **8.1 PROTESTS REGARDING THE REQUEST FOR QUALIFICATIONS** 11 **(RFQ)**

12 The Submitter may protest the terms of this RFQ prior to the time for submission of SOQs  
13 on the grounds that a material provision in this RFQ is ambiguous; any aspect of the  
14 procurement process described herein is contrary to legal requirements applicable to this  
15 procurement; or this RFQ in whole or in part exceeds the authority of WSDOT. Protests  
16 regarding this RFQ shall be filed only after the Submitter has informally discussed the  
17 nature and basis of the protest with WSDOT's Point of Contact in an effort to remove the  
18 grounds for protest.

19 Protests regarding this RFQ shall completely and succinctly state the grounds for protest  
20 and shall include all factual and legal documentation in sufficient detail to establish the  
21 merits of it. Evidentiary statements, if any, shall be submitted under penalty of perjury.

22 Protests regarding this RFQ shall be filed as soon as the basis for protest is known to the  
23 Submitter, but in any event it must be actually received no later than ten Calendar Days  
24 before the SOQ due date, provided that protests regarding an addendum to this RFQ shall  
25 be filed and actually received by WSDOT no later than five Calendar Days after the  
26 addendum to this RFQ is issued (or no later than the SOQ due date, if earlier).

27 Protests regarding this RFQ shall be filed in writing by hand delivery or courier to the  
28 Protest Official, with a copy to WSDOT's Point of Contact. The Protest Official is  
29 identified as:

30 Ken Walker  
31 WSDOT Contract Ad & Award Office  
32 Transportation Building, Room 1A23  
33 310 Maple Park Avenue SE  
34 Olympia, WA 98501-7360

35 SOQs delivered in person will be received only in the WSDOT Contract Ad & Award  
36 Office, Room 1A23.

37 WSDOT will distribute copies of the protest to the other Submitters and may request the  
38 other Submitters to submit statements or arguments regarding the protest. At its discretion,  
39 WSDOT may discuss the protest with the protesting Submitter. If other Submitters are  
40 requested to submit statements or arguments, they may file a statement in support of or in  
41 opposition to the protest within seven Calendar Days of the request.

42 The protesting Submitter shall have the burden of proving its protest by clear and  
43 convincing evidence. No hearing will be held on the protest. The Protest Official or its  
44 designee will decide the protest on the basis of the written submissions. WSDOT will

1 furnish copies of the decision in writing to each Submitter. The decision shall be final and  
2 conclusive. If necessary, to address the issues raised in the protest, WSDOT will make  
3 appropriate revisions to this RFQ by issuing addenda. At its discretion and if necessary,  
4 WSDOT may extend the SOQ due date to address any protest issues. Each party shall bear  
5 its own attorneys fees and legal costs that may result from the protest.

6 The failure of a Submitter to raise the grounds for a protest regarding this RFQ within the  
7 applicable time period shall constitute an unconditional waiver of the right to protest the  
8 terms of this RFQ and shall preclude consideration of that ground in any protest of  
9 qualification of a Submitter.

## 10 **8.2 PROTESTS REGARDING RESPONSIVENESS AND SHORT-LISTING**

11 A Submitter may protest the results of the above-described evaluation and qualification  
12 process by filing a notice of protest by hand delivery or courier to the Protest Official and  
13 providing a copy of the notice of protest to WSDOT's Point of Contact. The protesting  
14 Submitter shall concurrently file a copy of its notice of protest with the other Submitters.  
15 The notice of protest shall specifically state the grounds of the protest.

16 Notice of protest of any decision to accept or disqualify a SOQ on responsiveness grounds  
17 must be filed within seven Calendar Days after the earliest to occur of notification of non-  
18 responsiveness; the scheduled date for oral meetings and presentations (if any); or the  
19 public announcement of short-listed Submitters. Notice of protest of the decision on short-  
20 listed Submitters must be filed and received by the Protest Official within seven Calendar  
21 Days after the public announcement of the short-listed Submitters.

22 Within seven Calendar Days of the notice of protest, the protesting Submitter must file  
23 with the Protest Official a detailed statement of the grounds, facts, and legal authorities,  
24 including all documents and evidentiary statements, in support of the protest. The  
25 protesting Submitter shall concurrently deliver a copy of the detailed statement to all other  
26 Submitters. Evidentiary statements, if any, shall be submitted under penalty of perjury.  
27 The protesting Submitter shall have the burden of proving its protest by clear and  
28 convincing evidence.

29 Failure to file a notice of protest or a detailed statement within the applicable time period  
30 shall constitute an unconditional waiver of the right to protest the evaluation or short-  
31 listing process and decisions.

32 Other Submitters may file a statement with the Protest Official by hand delivery in support  
33 of or in opposition to the protest. The statement must be filed within seven Calendar Days  
34 after the protesting Submitter files its detailed statement of protest. WSDOT will promptly  
35 forward copies of any statements to the protesting Submitter.

36 Unless otherwise required by law, no evidentiary hearing or oral argument shall be  
37 provided. At the discretion of the Protest Official or its designee, a hearing or argument  
38 may be permitted, if necessary, for protection of the public interest or an expressed, legally  
39 recognized interest of a Submitter or WSDOT. The Protest Official or its designee shall  
40 issue a written decision regarding the protest within 15 Calendar Days after the Protest  
41 Official receives the detailed statement of protest. The decision shall be final and  
42 conclusive. The Protest Official or its designee shall deliver the written decision to the  
43 protesting Submitter and copies to the other Submitters.

44 If a notice of protest regarding responsiveness is filed prior to the oral presentation process  
45 (if any), WSDOT may proceed with the oral presentation process and may short-list

1 Submitters before the protest is withdrawn or decided, unless the Protest Official or its  
2 designee determines, at their discretion, that it is in the public interest to postpone the  
3 qualification prior to a decision. Such a determination shall be in writing and shall state  
4 the facts on which it is based.

5 If the Protest Official or its designee concludes that the Submitter filing the protest has  
6 established a basis for protest, the Protest Official or its designee will determine what  
7 remedial steps, if any, are necessary or appropriate to address the issue raised in the protest.  
8 The steps may include, but are not limited to, submitting the issue to WSDOT's Evaluation  
9 Committee to determine whether the list of Submitters selected to submit Proposals should  
10 be revised; withdrawing or revising the decisions; issuing a new RFQ; or taking other  
11 appropriate actions.

12 If the protest is denied, the protesting Submitter may seek judicial review of WSDOT's  
13 decision in Thurston County Superior Court within five Calendar Days of receiving  
14 WSDOT's decision denying the protest. Each party shall bear its own attorney fees, expert  
15 witness fees, and all other legal costs.

16 **8.3 COSTS AND DAMAGES**

17 WSDOT shall not be liable for damages to the Submitter filing the protest or to any  
18 participant in the protest, on any basis, express or implied.

19  
20  
21

**End of Request for Qualifications**

1

2

3

4

# Appendix A

**FORM A**

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA  
(To be included in Appendix C of the Statement of Qualifications)

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(Name of Submitter)

We hereby acknowledge receipt of the I-405/NE 8th St to SR 520 Braided Ramps - Interchange Improvements Design-Build Project Request for Qualifications dated \_\_\_\_\_, and subsequent addenda and responses to questions by the Washington State Department of Transportation as follows:

**ADDENDUM No.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Response to Questions No.**

**Date Issued**

_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed or Typed Name)

\_\_\_\_\_  
(Title)