

*State of Washington
Department of Transportation
Notice to Consultants*
**Legal Notice of Intent to Sole
Source
Urban Mobility & Access -
Government Relations**

The Washington State Department of Transportation announces its intention of awarding a sole source agreement to Maul Foster Alongi to provide Urban Mobility & Access - Government Relations Services.

WSDOT may award one agreement on or about April 1, 2019. The agreement will be for approximately 1 year in duration. The Agreement amount will be approximately \$100,000.00. WSDOT reserves the right to supplement the agreement for additional time and money.

Project Description

The CONSULTANT shall provide project management and ongoing coordination meetings as requested within all divisions of the Office of Urban Mobility and Access (UMA), including Toll Division, Regional Transit Coordination, Management of Mobility, and WSDOT Headquarters. CONSULTANT will also assist with ongoing planning and coordination with partner agencies as requested by offices within UMA or by the Assistant Secretary. UMA has multiple ongoing initiatives which require in-depth knowledge of and understanding of continuity of these efforts, potential impacts on each division, and appropriate resourcing. CONSULTANT will continue and expand upon work previously conducted during the formation of UMA to assist with ongoing planning and facilitation efforts at the request of the Assistant Secretary.

See “Urban Mobility & Access - Government Relations - Draft Scope of Work” on the main project advertisement webpage for details.

Intent to Challenge

Challengers are required to submit an Intent to Challenge, and must address the following criteria as it relates to the project (see Criteria Definitions document for details):

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager(s);
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm’s Project Management System (Prime Consultant Only);
5. Project Delivery Approach;
6. References/Past Performances (Prime Consultant Only); and

7. Cost Factors (Prime Consultant Only).

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.

The submittal must be submitted as separate Adobe Reader compatible (pdf) files and formatted as follows:

- Submitted as an 8.5" x 11" sheet, single sided only, and with text (font) size no smaller than 12 points; and
- If charts and/or graphs are utilized text (font) size must be no smaller than 8 points.

Your Intent to Challenge must be broken into two (2) separate packets. Your Intent to Challenge "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5; and
- Packet "A" is limited to ten (10) pages, single sided only, not including the front and back cover.

Your Intent to Challenge "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 & 7 (Performance Evaluations must be included in this packet);
- Your Consultant Information forms for both the Prime Consultant and all proposed Sub-Consultants;
- Your completed "Wage Theft Prevention Contractor Certification - Professional Services" forms for both the Prime Consultant and all proposed Sub-Consultants; and
- Packet "B" has no page number limitations.

The Intent to Challenge shall meet the following requirements or may be deemed non-responsive and may not be eligible for consideration of this work:

- Title of the Notice of Intent to Sole Source and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Intent to Challenge broken into "Packet A" and "Packet B" (two (2) separate documents) as indicated above;
- Responsive to all evaluation 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 p.m. PST on **March 25, 2019**.

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.

Multiple emails are acceptable due to file size limitations of 20mb per email.

The Consultant, with regard to the work performed during the resulting agreement, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR Section 21.

The agreement for services is subject to provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulations 49 CFR 26 (Disadvantaged Business Enterprise.)

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscious means as outlined in WSDOT’s “Disadvantaged Business Enterprise Program Plan”. DBE goals on federally assisted projects will be set utilizing the criteria outlined in the plan and the “DBE Participation Calculation Methodology Worksheet for Consultant Services.” The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Protest Procedures

A. Form and Substance

All protests regarding any contents or portion of this Notice of Intent to Sole Source must be submitted to WSDOT Headquarters Consultant Services Office (CSO) as soon as possible after the Proposer/protestant becomes aware of the reason(s) for the protest. All protests must be in writing and signed by the Proposer/protestant or an authorized agent. Such writing must state all facts and arguments on which the Proposer/protestant is relying as the basis for its action. Such Proposer/protestant shall also attach, or supply on demand by CSO, any relevant exhibits referenced in the writing. Copies of all protests and exhibits shall be mailed or delivered by the Proposer/protestant to the Proposer against whom the protest is made (if any) at the same time such protest and exhibits are submitted to CSO. All protests shall be directed to:

Manager, Consultant Services Office
Washington State Department of Transportation
7345 Linderson Way SW
Tumwater, WA 98501

Public Records

The Intent to Challenge submittals received as a result of this Notice of Intent to Sole Source and the resulting score sheets may be posted to CSOs web page.

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 should be directed to WSDOT's Headquarters Consultant Services Office at CSOSubmittals@wsdot.wa.gov 360-704-6397.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the WSDOT Diversity/ADA Affairs team at wsdotada@wsdot.wa.gov or by calling toll free 1-800-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Title VI Statement to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by the Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person, who believes his /her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinators: Eastern Washington at 509-324-6018; or Western Washington at 360-705-7082.

Date of publication in WEBS: March 8, 2019.

Challenge Submittal Due Date and Time: 4:00 p.m. PST on March 25, 2019