

Scoring Criteria 1: Qualifications/Expertise of Firm

Min pts 0 : Max pts 30

A. Include the following items:

- List the type(s) of expertise that your firm can provide;
- How long has your firm provided these type(s) of expertise;
- Provide the number of employees within the state of Washington (including the Greater Portland Metropolitan Area.) Also, provide the number of employees your firm has nationwide; and
- Provide an organization chart of your firm and include the respective roles that each individual will provide for the firm.

B. Include the following items:

Provide a table identifying current availability of key staff and resources for your firm. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available.

C. Include the following items:

Provide a list of up to three (3) projects that your firm has completed within the last three (3) 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 amount received for each project.

Scoring Criteria 2: Qualifications of Proposed Project Manager(s)

Min pts 0 : Max pts 15

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

A. Include the following items:

Provide up to three (3) examples for each proposed Project Manager that demonstrates his/her prior experience as a Project Manager on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.

B. 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:

- Project schedule;
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

Scoring Criteria 3: Key Team Members Qualifications

Min pts 0 : Max pts 15

A. Include the following items:

- List each key team member's role/responsibilities on your proposed team;
- For each proposed key team member, provide up to three (3) examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
- For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures.

Scoring Criteria 4: Firm's Project Management System

Min pts 0: Max pts 20

A. Include the following items:

- Describe your firm's Quality Assurance/Quality Control processes;
- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- Describe your firm's process for interacting with your internal project team; and
- Describe your firm's ability to provide interaction with your client and/or stakeholders.

B. Include the following item:

Provide a narrative description of your firm's process in recruitment of potential support staff to fulfill the obligations of this agreement.

Scoring Criteria 5: References/Past Performances

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. These must be included in your Packet B.

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 6: Cost Factors

Min pts 0 : Max pts 20

Include one of the following items: (If your firm has an established “Indirect Cost Rate” (ICR) follow item “A” instructions, otherwise follow item “B” instructions. Please note that providing ICR or Proposed Billing Rates is for the purpose for review for this solicitation only and that an updated/current ICR/“Actuals Not To Exceed” (ANTE) table or “Billing Rates” table containing all the firm(s) labor classifications must be approved before execution of a WSDOT awarded Agreement.

A. ICR and Direct Labor Costs:

- ICR: Please state your firm’s overhead rate. Please include supporting audited/unaudited overhead schedule for your firm’s most current fiscal year.
- Direct (raw) labor costs: Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager, and the associated direct (raw) labor costs for each labor classification.

B. Billing Rates: If your firm does not have an ICR:

- Please fill out the linked form “Proposed Billing Rates” on the first web page of this RFQ. The form can be found under the heading “Submit Required Forms.”