

**Scoring Criteria 1: Qualifications/Expertise of Firms on Team**

Min pts 0 : Max pts 40

A. Include the following items:

- Provide a listing of all firms on your proposed team;
- List the type(s) of expertise that each firm on your team can provide;
- 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.) As part of this item, include the number of employees that each firm on your proposed team has nationwide as well as a listing of each team member's offices located within the State of Washington (including the Greater Portland Metropolitan Area) and the number of employees and types of expertise available in each location; and
- Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team. If you team is submitting on Elements A+B, provide an organizational chart of your proposed team that includes both elements, and describe key staff roles and responsibilities.

B. Include the following items:

Has the prime consultant worked with proposed sub-consultants on similar projects in the last five (5) 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 (1) project for each sub-consultant firm.

C. Include the following items:

Provide a list of up to three (3) projects that each firm on your project team has completed within the last five (5) 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.

D. Include the following items:

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

**Scoring Criteria 2: Qualifications of Proposed Project Manager**

Min pts 0 : Max pts 40

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;

- Demonstrate that the proposed Program Manager has worked in the Program or Project Manager role on the project development phase of complex Design Build (D-B) and Design Bid Build (D-B-B) projects;
- Demonstrate that the proposed Program Manager is experienced in leading a multi-discipline team developing multiple projects; and
- Identify projects on which the proposed Program Manager has demonstrated innovative thinking and understanding of alternative project delivery, including familiarity with tolling.

**B. Include the following items:**

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

- Strategic leadership;
- Ability to provide multijurisdictional coordination, credibility and facilitation;
- Innovative ideas for managing design and construction of DB projects;
- Ability to meld a team of State and Consultant staff to deliver a highway program;
- Ability to scale the team to the project;
- Project schedule/schedule recovery;
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

**C. Include the following items:**

- Demonstrate the Program Manager's familiarity with relevant state and federal regulations and/or procedures; and
- Provide listing of professional licenses/accreditations for the proposed Program Manager; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only.

**Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)**

Min pts 0 : Max pts 40

**A. Include the following items:**

- List each key team member's role/responsibilities on your proposed team;
- For each proposed key team member, provide a maximum of three (3) examples of prior relevant projects. Include similar program management, project controls, stakeholder engagement and consensus building, communications programs, technical expertise, and grant and agreements experiences for large transportation 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/grants.

**Scoring Criteria 4: Program Management Approach and Technical Expertise**

Min pts 0: Max pts 40

A. Include the following items:

- Describe your approach for the Program Management work elements;
- Describe your approach for the Project Controls work elements; and,
- Describe your approach for providing the Gateway Program Management Services (Element A) in relationship to WSDOT (owner), and the SR 167 General Engineering Consultant (Element B) and the SR 509 General Engineering Consultant (Element C).

B. Include the following items:

- Describe your approaches to collaborate with, build agreement, and resolve issue(s) within the project team, client(s), stakeholders and other interested parties; and
- Describe your approach to work cooperatively with the public and media, and outline your approach to include all stakeholders and interested parties in the process.

C. Include the following items:

Indicate your team's expertise, including successful experience (number of years by key staff) in the following technical areas:

- Developing, screening and defining project scopes. Describe applications of practical solutions and practical design methodologies;
- Environmental strategies and strategic planning, issues, and approval/permitting processes, including planning environmental strategies to maximize the benefits of DB project delivery;
- Cost estimates and schedule analysis using WSDOT Cost Estimate Validation Process or other procedures;
- Developing RFPs for Design Build projects, and construction management for Design Build projects;
- Developing PS&E for Design Bid Build projects, and construction management for Design Bid Build projects;
- Traffic engineering, including travel demand forecasting, programs used for traffic analysis and experience in those programs;
- Coordinating Traffic and Revenue analysis of tolling scenarios
- Highway tolling systems;
- Real estate acquisition processes; and
- Developing and implementing a quality control/quality assurance program for a large highway program.

C. Include the following items:

- Develop an outline of a delivery strategy for the initial work with a limited budget; and
- Describe your approach to grow the team as funding increases over time.

D. Include the following items:

- Describe your approach to developing, managing and overseeing a multi-project highway program;
- Describe the type of management team and levels of expertise within that team you propose for a multi-project highway program;
- Describe your understanding of the critical elements of this program;
- Describe your approach to maintaining flexibility for DB project delivery; and
- Describe your procedures for identifying risk and opportunities, and addressing contingencies for the program.

**Scoring Criteria 5: Program Management Systems**

Min pts 0 : Max pts 20

A. Include the following items:

- Describe your firm’s internal Quality Assurance/Quality Control processes;
- Describe your firm’s internal tracking system(s) to monitor the project’s budget and/or scope; and
- List your firm’s scheduling program/process used including monitoring sub contract performance. Identify the type of software or process and list a maximum of three (3) projects where the proposed Program Manager has utilized this software/process.

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

Min pts 0 : Max pts 0

B. 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.