

***State of Washington  
Department of Transportation  
Notice to Consultants  
2015 On-Call Industrial Hygiene Consulting Services***

Washington State Department of Transportation solicits interest from consultants interested in submitting a Statement of Qualification to provide On-Call Industrial Hygiene Consulting Services. WSDOT may award three (3) or more On-Call agreements. These agreements will be for approximately two (2) years with a dollar value of \$150,000.00 each, with the option for WSDOT to extend for additional time and/or money if necessary. These agreements will be On-Call Task Order agreements with no minimum amount of work guaranteed.

WSDOT reserves the right to amend terms of this Request for Statement of Qualifications (SOQ) to circulate various Addenda, or to withdraw the SOQ at any time, regardless of how much time and effort vendors have spent on their responses.

**Project Description**

*Purpose:*

This program is intended to help ensure the health and safety of our employees at a host of work sites around the state. This program provides a full array of Industrial Hygiene (IH) consulting services covering different events and activities, making it difficult to develop a comprehensive listing of all the possibilities.

*Scope:*

The intent is to have consulting services available throughout the state, by one or a variety of qualified vendors for use as required by the Washington State Department of Transportation (WSDOT).

Consultants may be required to coordinate their efforts with WSDOT statewide safety officers located in geographic regions around the state.

*Definitions:*

- Certified Industrial Hygienist (CIH) – A professional hygienist who by education, experience, and demonstration of knowledge has satisfied the requirement of the American Industrial Hygiene Association (AIHA) and has been designated a CIH in either the comprehensive practice or chemical aspects of the profession.
- Exposure Assessment – Determination or estimation (qualitative or quantitative) of the magnitude, frequency, duration, and route of exposure.
- NIOSH – The National Institute for Occupational Safety and Health is a division of the Centers for Disease Control (CDC) and Presentation within the U.S. Department of Health and Human Services. Conducts research to reduce work-related illness and injuries, promotes safety and healthy workplaces through interventions, recommendations and capacity building.
- OSHA – Part of the U.S. Department of Labor; the regulatory and enforcement agency for Safety and Health for most U.S. business and industrial sectors.

- Qualified Industrial Hygienist (QIH) – Individuals by virtue of adequate experience, training, education, board certification or a combination of these factors are competent to provide industrial hygiene related services.

*Responsibilities As Requested:*

Hygienist (CIH)

- Provide ongoing general IH oversight of the program.
- Approve the program as meeting generally accepted IH standards of practice.
- Conduct annual program reviews of the program.
- Review monitoring documentation.
- Verify personnel conducting monitoring are properly qualified to perform the activities assigned.
- Verify the quality of exposure evaluations and monitoring is acceptable.
- Develop exposure evaluation plans as needed.

Qualified industrial Hygienist (QIH)

- Works under the guidance of a CIH

**D/SBE, M/WBE and Veteran owned business Participation**

WSDOT reserves the right to set DBE, M/WBE, SBE and Veteran owned business participation goals on all Task Orders.

WSDOT encourages disadvantaged, small, minority, and women-owned consultant firms to respond to this SOQ.

**Evaluation Criteria**

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

- Qualifications/Expertise of Firms on Team;
- Qualifications of Proposed Project Manager(s);
- Key Team Members Qualifications (Prime Consultant and Sub-consultant);
- Firm's Project Management System (Prime Consultant Only);
- References/Past Performances (Prime Consultant Only); and
- Cost Factors (Prime Consultant Only)

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 short-list qualified consultants that have submitted the highest scoring responsive Statements of Qualifications and invite them to present at a selection interview, however, WSDOT reserves the right to select the highest scoring consultants from the written qualifications without conducting interviews.

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. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

### **Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The proposal 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 Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 4.
- Packet A is limited to 30 sheets, not including the front and back cover.

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

- Your letter of transmittal;
- Your response to scoring criteria 5 and 6, **and**
- Your Consultant Information Form(s).
- Packet B has no page limitation.

The proposal/submittal 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 Proposals, and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Proposals broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Faxed submittals will not be accepted. Submittals must arrive at the following **email address** no later than **4:00 pm on Tuesday, ~~January 12, 2016~~ February 2, 2016**.

***MULTIPLE EMAILS ARE ACCEPTABLE DUE TO FILE SIZE LIMITATIONS OF 10MB PER EMAIL.***

SUBMITTAL EMAIL ADDRESS:  
[CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov)

NOTE: Submitters may want to consider setting your email(s) to automatically receive a “Delivery/Read Receipt” for confirmation purposes.

Any questions should be directed to the Consultant Services Office, at 360-705-7104 and/or Lars Erickson, Director of Communications at 360-705-7076.

### **Protest Procedures**

#### **A. Form and Substance**

All protests regarding any contents or portion of this RFQ 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  
310 Maple Park Avenue SE  
PO Box 47323  
Olympia, WA 98504-7323  
Phone: 360-705-7106  
Fax: 360-705-6838

#### **B. Pre-Selection Protests**

To allow sufficient response time, all pre-selection protests (i.e., prior to CSO’s official selection of the successful proposal(s)) must be received by CSO no later than 3:00 p.m. PST of the second business day after the Final Proposal Due Date. If the protest is mailed after the Final Proposal Due Date, and before the pre-selection protest deadline, the Proposer/protestant shall immediately notify CSO’s Manager by telephone, or some other means of rapid communication, that a protest has been made.

CSO shall consider all the facts available to it, and issue a decision in writing within five (5) business days after receipt of the protest, unless more time is needed. The Proposer/protestant and the Proposer(s) against whom the protest is made will be notified if a longer time is necessary and, if the additional time required affects the Final Proposal Due Date or the selection date, all Proposers shall be notified.

CSO's decision shall be final and conclusive. Selection of the successful Proposer, if any, will be postponed until after CSO has issued its decision.

#### **C. Post-Selection Protests**

CSO shall notify all unsuccessful Proposers of CSO’s selection decision. To allow sufficient response time, all post-selection protests must be received by CSO no later than 3:00 p.m.

PST of the second business day after receipt of a Non-Selection Notice. If the protest is mailed before the post selection protest deadline, the Proposer/protestant shall immediately notify CSO's Manager by telephone, or some other means of rapid communication, that a protest has been made.

CSO shall consider all the facts available to it, and issue a decision in writing within five (5) business days after receipt of the protest, unless more time is needed. The Proposer/protestant and the Proposer(s) against whom the protest is made will be notified if a longer time is necessary and, if the additional time required affects the Award Date, all Proposers will be notified.

CSO's decision shall be conclusive unless appeal from it is taken by an aggrieved firm to the Superior Court of Thurston County within five (5) calendar days after receiving notice of CSO's decision on the protest. The court shall hear any such appeal on CSO's administrative record for the project. The court may affirm CSO's decision, or it may reverse the decision if it determines the action of CSO was arbitrary and capricious.

Post-selection protests which do not comply with the above-specified procedures will not be considered.

#### D. Post-Debrief Protests

To allow sufficient response time, all post-debrief protests must be received by CSO no later than 3:00 p.m. PST of the second (2<sup>nd</sup>) business day following the debrief. If the protest is mailed before the Post-Debrief protest deadline, the Proposer/protestant shall immediately notify CSO's Manager by telephone, or some other means of rapid communication, that a protest has been made.

CSO shall consider all the facts available to it, and issue a decision in writing within five (5) business days after receipt of the protest, unless more time is needed. The Proposer/protestant and the Proposer(s) against whom the protest is made will be notified if a longer time is necessary and, if the additional time required affects the Final Proposal Due Date or the selection date, all Proposers shall be notified.

CSO's decision shall be final and conclusive. Selection of the successful Proposer, if any, will be postponed until after CSO has issued its decision

#### **System for Award Management (SAM) Excluded Parties Records**

- A. Per federal regulations, CSO is required to ensure, to the best of its knowledge and belief, that none of the principals, affiliates, third party Contractors and subcontractors are suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurements. Federal regulations require CSO to review records of excluded parties in the federal System for Award Management (SAM) before entering into any third party Contracts exceeding \$25,000.00.
- B. Prior to award of a federally funded Contract, CSO will search the SAM system to ensure that excluded parties do not participate in covered transactions. A copy of the SAM search page evidencing such search will be retained in the Contract file.

C. To learn more about the federal SAM, go to [www.sam.gov/portal/public/SAM/](http://www.sam.gov/portal/public/SAM/).

**Public Records**

No information contained in the response shall be marked as proprietary or confidential. Marking any of the submission as proprietary or confidential may be rejected as non-responsive. All submittal material will be posted to the CSO website following the conclusion of the Post-Debrief Protest time period. Prior to posting, WSDOT will redact the submittal information pursuant to 42.56.270(2) RCW (Financial, commercial, and proprietary information) and will also redact the proposers FID number.

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 encourages disadvantaged, minority, and women-owned 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, December 22, 2015 and Tuesday, January 5, 2016.

Submittal Due Date: Tuesday, February 2, 2016.