

This following scoring criterion relates to the Washington State Transportation Commission's (WSTC) Road Usage Charge (RUC) Assessment: Preparation for a Demonstration Scope of Work.

Scoring Criteria 1: Relevant Qualifications/Expertise of Firms on Team to Carry out the Scope of Work
Min pts 0 : Max pts 50

- 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, and how that expertise is directly relevant to each element of Section 3 of the Scope of Work ;
 - 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 who are, or have within the last three years, provided services in support of Road Usage Charge (RUC) projects, and the estimated percentage of time these employees expend on RUC-related projects; and
 - Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team.
- B. Include the following items:
Provide listing of each team member's offices,, including the total number of employees within each location and the types of expertise that is available at each location.
- C. Include the following items:
Has the prime consultant worked with proposed sub-consultant(s) on similar projects in the last three (3) 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.
- D. Include the following items:
Provide table identifying current availability of key staff 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.
- E. Include the following items:
Provide a list of up to three (3) relevant RUC projects that the prime consultant has completed within the last three (3) years. Include the name of the project(s) and contact information to provide verification; dates of the project(s); identification of the major work elements done by the prime vs the sub-consultants on the project(s); names of the firms who served as sub-consultants on the project(s); and the names of the people from each sub-consultant, who work directly on the project(s). The project(s) must demonstrate the required expertise needed for this project as identified in the scope of work.

F. Include the following items:

List each sub-consultant's role/responsibilities on your proposed team. For each sub-consultant, provide up to three (3) examples of prior relevant Road Usage Charge (RUC) projects. Include the name of project(s) and contact information to provide verification; dates of the project(s); and roles/responsibilities for each sub-consultant, on those project(s).

Scoring Criteria 2: Relevant Qualifications of Proposed Project Manager to Carry out the Scope of Work

Min pts 0 : Max pts 20

A. Include the following items:

Provide up to three (3) relevant examples for the proposed Project Manager that demonstrates his/her prior relevant experience as a Project Manager on RUC projects. Include the date(s) of each project; the name and contact information for 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 the 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: Firm's Project Management & Delivery (Prime Consultant Only)

Min pts 0 : Max pts 30

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;
- Describe your firm's ability to provide interaction with your client and/or stakeholders; and
- Describe each of the expected elements of the proposed work plan for this project along with key milestones and deliverables.

Scoring Criteria 4: References of Directly Relevant Projects (Prime Consultant Only)

Min pts 0 : Max pts 0

A. Include the following items:

Provide a minimum of three (3) with a maximum of five (5) references for relevant, RUC-related projects 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.