State of Washington
Department of Transportation
Notice to Consultants
Washington State Ferries Vessel Maintenance and Preservation Program Support

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide *Vessel Maintenance and Preservation Program Support for Washington State Ferries (WSF)*. One (1) agreement may be awarded. The agreement will be for approximately four (4) years in duration with the option for WSDOT to extend it for additional time and/or money if necessary. The Agreement amount will be approximately $2.8m.

WSDOT reserves the right to amend terms of this “Request for Qualifications” (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

*Project Description*

The successful consultant firm will assist the Washington State Ferries Vessels Department in the following areas:

a. Asset Management: Improve utilization of the enterprise Computerized Maintenance Management System and Lifecycle Cost Model to support improved vessel reliability and ensure MAP-21 compliance. Includes the implementation of asset reliability metrics and other maintenance program analysis. May include development of an RFP for a new enterprise CMMS/Asset Management system.

b. Maintenance Procedure Development: Support the development and full documentation of vessel class-specific maintenance procedures to include maintenance steps, safety precautions, tools, parts, maintenance resource, labor estimates. Includes the development of predictive maintenance procedures. Also includes periodic maintenance program reviews.

c. Vessel Maintenance Contract Development: Develop statements of work for commercial maintenance support in the areas beyond the capability of WSF organic resources.

d. Root Cause Failure Analysis (RCFA): Develop procedures and job aides for conducting Root Cause Failure Analysis and management of follow-up actions in order to prevent recurrence of vessel equipment failures. Procedures will support vessel mishap investigations and routine vessel breakdowns. May include training and RCFA work shop facilitation.

e. Vessel Spare Parts Inventory Management. Support the management of spare parts inventories to support the vessel maintenance and preservation programs. Analyze parts
usage to optimize inventories. Develop overhaul specifications and quality assurance program for repairable items.

f. Configuration and Obsolescence Management: Conduct equipment configuration validation as required. Identify equipment supportability and obsoescence issues.


h. Business Case Cost-Benefit analysis: Support analyses of alternative maintenance strategies, including organizational design, workforce allocation, level of repair analysis, and make-buy decisions.

i. Maintenance Staff Short Term Staffing Support: Fill critical vacancies on a short term basis (up to six months) to ensure continuity of maintenance program support to the fleet.

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

This agreement will be subject to a 2% DBE goal. The selected consultant will be required to submit a DBE Participation Plan for approval prior to commencement of work.

For Participation Plan Guidelines:  

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

**Evaluation Criteria**

Pursuant to state and Federal regulations, a qualifications-based selection process will be used to select consultants for each of these areas of expertise. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm’s Project Management System (Prime Consultant Only);
5. References/Past Performances (Prime Consultant Only); and
6. 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 reserves the right to ask for additional qualifying information, conduct interviews and/or select the highest scoring consultant(s) from the written qualification packets received as a result of this RFQ.

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.
**Submittals**

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

-Your responses to scoring Criteria 1 through 4; and
-Packet “A” is limited to 30 pages, single sided only, not including the front and back cover.

Your SOQ “Packet B” must consist of:

-Your letter of transmittal;
-Your response to scoring criteria 5 & 6 (Performance Evaluations must be included in this packet);
-Your Consultant Information forms for both the Prime Consultant and all proposed Sub-Consultants; and
-Packet “B” has no page number limitations.

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

-Title of the RFQ and your firm clearly identified on the cover of the submittal Packets “A” and “B”, and the letter of transmittal;
-SOQ 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 **Tuesday May 9, 2017**.

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.)

Debriefing Procedures
A. Debrief Conferences
   CSO offers, if requested, a debrief to all unsuccessful proposers. The request must be submitted in
writing, with 3 business days of official notification of an unsuccessful proposal. The request shall be
sent to WSDOTCSO@wsdot.wa.gov.

B. Debrief Protests
   All debrief protests must be submitted in writing, within 5 business days of the debrief conference.
The request shall be sent to WSDOTCSO@wsdot.wa.gov.

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 (2nd) 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.

C. To learn more about the federal SAM, go to www.sam.gov/portal/public/SAM/.

Public Records
The SOQ’s received as a result of this RFQ and the resulting score sheets will be posted to CSOs web page following resolution of any Post-Debrief protests.

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 RFQ should be directed to WSDOT’s Headquarters Consultant Services Office at CSOSubmittals@wsdot.wa.gov.

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.


Submittal Due Date and Time: 4:00 p.m. PST on Tuesday May 9, 2017.