

**Scoring Criteria 1: Project Understanding**

Min pts 0: Max pts 20

A. Include the following items:

- Provide a summary demonstrating a thorough understanding of active transportation, the project and project scope.
- Provide a plan for how the team would address the challenges of the project; and
- Make note of any unique qualities of the team as it relates to the project.

**Scoring Criteria 2: Qualifications/Expertise of Firms on Team**

Min pts 0: Max pts 15

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). Also, provide the number of employees that each firm on your proposed team has nationwide; 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:

If the prime consultant worked with proposed sub-consultants on similar projects in the last three (3) years, 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 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.

D. 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 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 3: Key Team Members Qualifications - incl. Project Manager (Prime Consultant and Sub-Consultants)**

Min pts 0: Max pts 20

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 active transportation plans.

**B** Include the following items:

Provide up to three (3) examples for the proposed Project Manager that demonstrate his/her ability to manage the following within a project:

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

**C** Include the following items:

Provide listing of professional licenses/accreditations; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only.

**Scoring Criteria 4: Firm’s Project Management System (Prime Consultant Only)**

Min pts 0: Max pts 15

**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;
- List your firm’s scheduling program. Identify the type of software and list up to three projects where the proposed Project Manager(s) have utilized this software;
- 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.

**Scoring Criteria 5: References/Past Performance (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) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that have 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 (Prime Consultant Only)**

Min pts 0: Max pts 15

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 of 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.”