State of Washington  
Department of Transportation  
Notice to Consultants  
I-5 East Fork Lewis River Bridge NB - Replace Bridge

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide Preliminary Engineering and Design-Build Procurement support for the delivery of the I-5/E Fork Lewis River Bridge NB – Replace Bridge project. One (1) agreement may be awarded. The agreement will be approximately five (5) years in duration. The agreement amount will be approximately $1,000,000.00 with the option for WSDOT to supplement it for additional time and money if necessary.

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
Interstate 5 (I-5) is a major north-south route connecting Mexico, California, Oregon, Washington, and Canada. Within Washington, I-5 extends from the Oregon State line and ends at the Canadian border. In Clark County along northbound I-5, Bridge No. 005/036E crosses the East Fork of the Lewis River. The existing bridge is deteriorating and classified as Structurally Deficient with a Sufficiency Rating of 33.08.

The Washington State Department of Transportation (WSDOT) has a project that will replace the existing northbound three-lane bridge on I-5 between mileposts 18.21 and 18.37. The I-5 / E. Fork Lewis River Bridge – Bridge Replacement project (Project) will be delivered using the Design-Build method.

The approved Project Definition recommended a three-stage construction plan that would replace the bridge adjacent to its current alignment; this alternative will be the basis for the Conceptual Plan that will be forwarded through the Preliminary Engineering and Procurement Phases:

Stage 1: Two-thirds (2/3) width of the new bridge will be constructed between the northbound and southbound existing I-5 structures. Due to the profile grade difference in the northbound and southbound I-5 alignments, walls will be required.

Stage 2: All three lanes of northbound I-5 traffic will be shifted to this new, partially-constructed bridge allowing the existing bridge to be demolished.

Stage 3: Construct the remaining one-third (1/3) width of the new bridge.

Although a three-stage construction plan will be used as the basis for the Conceptual Plan, the Technical Requirements shall be developed to allow the Proposers the flexibility to be creative and innovative in their approaches to replace the bridge.
WSDOT is seeking a CONSULTANT to perform Preliminary Engineering (up to 30% design) in order to prepare the Basic Configuration, Conceptual Plan, design documentation, estimate and schedule in support of WSDOT Design-Build procurement documents for the Project.

The CONSULTANT Scope of Work shall also include the development of the Design-Build procurement documents (the Request for Qualifications (RFQ) and the Request for Proposals (RFP) including the Instructions to Proposers (ITP), Chapter 1- General Provisions, Chapter 2 – Technical Requirements, and the Appendices) for the Project.

RFP documents are to be completed to meet an “Issue RFP” date no later than June 1, 2019, for an anticipated Notice to Proceed to the Design-Builder in January 2020.

Except as noted below, the CONSULTANT shall be responsible for all aspects of Preliminary Engineering and Procurement Document Development, which include, but are not limited to:

- Project Management and Quality Control
- Public Involvement Support
- Project Schedule (Preliminary Engineering, Procurement, & Design-Build Phases)
- Construction Staging and Constructability Reviews
- Construction Estimate
- Request for Qualifications
- Request for Proposals – Instructions to Proposers, General Provisions, Forms
- Request for Proposals – Preliminary Engineering (up to 30% Design and Conceptual Plans), Technical Requirements & Appendices
  - Survey
  - Geotechnical *
  - Pavement *
  - Environmental *
  - Communications
  - Utility Conflicts
  - Roadway
  - Project Documentation
  - Bridge and Structures *
  - Hydraulics and Drainage
  - Roadside Restoration *
  - Illumination
  - Intelligent Transportation Systems (ITS)
  - Signing
  - Pavement Marking
  - Traffic Operations
  - Maintenance of Traffic
  - Right-of-Way
  - Control of Materials
  - Quality Management Plan
  - Maintenance During Construction
and all other analyses and/or design activities necessary to complete the contract documents.

* a portion of this work will be performed by WSDOT staff.

**Assumptions**

- The Project will be delivered with the Design-Build method.
- The Project will employ a Practical Design approach, as outlined in the WSDOT Design Manual, for this Project.
- WSDOT will perform a portion or all of the following services (*See appropriate chapter in Section 2 of the Scope of Work for details*):
  - Geotechnical Design
  - Pavement Design
  - Environmental Permitting
  - Bridge Design

The WSDOT Southwest Region Design-Build Office (Project Office) will be active members of the Project team assisting with Project decisions and direction, providing reviews, attending meetings, performing Procurement activities (such as SOQ and RFP evaluations and shortlisting/selection of Best Value Proposer, preparing for construction administration, etc.), and acting as the conduit between the Project team and WSDOT support groups.

- Complete design to a level (up to 30%) and on a schedule that will allow environmental documents and permits to be complete prior to Contract Execution.
- The majority of the Scope of Work will be performed in support of the Project RFP development and issuance. The remaining work will provide design support continuity from Preliminary Engineering and Procurement stages into and through the Design-Build Stage.

For additional details see “I-5 East Fork Lewis River Bridge NB - Replace Bridge - Draft Scope of Work” document on the main page of the advertisement webpage.

**Organizational Conflicts of Interest** – The consulting firm retained to perform this Scope of Work is prohibited from joining any Submitters/Proposers team or otherwise assisting any Submitter/Proposer in connection with the procurement process for this Project.

**UDBE, SBE, or MSVWBE Participation**
This agreement will be subject to an 8% Underutilized Disadvantaged Business Enterprise (UDBE) goal. For more information about this goal: [http://www.wsdot.wa.gov/EqualOpportunity/DBE.htm](http://www.wsdot.wa.gov/EqualOpportunity/DBE.htm)

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. Project Delivery Approach; and  
6. References/Past Performances (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 5; 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 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 June 7, 2018.

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
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/](http://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](mailto:CSOSubmittals@wsdot.wa.gov) or 360-704-6397.
Questions will be accepted until 4:00 p.m. PST on May 31, 2018. Questions and Answers will be posted on the advertisement webpage.

**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 June 7, 2018.