The Washington State Department of Transportation (WSDOT) solicits interest from consulting firms who would like to be evaluated for providing environmental and planning-level design services to work collaboratively with the WSDOT and Oregon Department of Transportation (ODOT) Program Team to deliver the environmental and pre-construction phases of the Interstate Bridge Replacement Program. This program is expected to enter the EIS phase by Spring/Summer 2020. One (1) agreement may be awarded. The agreement will be for the duration of the Interstate Bridge Replacement Program. An effective ODOT/WSDOT and consultant program team will be crucial to successful, on-time, and on-budget program delivery.

The general scope outline of the overall agreement is below under Project Description. A more detailed general scope outline is attached as part of this advertisement. It is noted that the various projects authorized will be scoped and negotiated as individual task orders under this Agreement.

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.

**Program Description**

The I-5 Corridor is a critical link in the Oregon/Washington transportation system that is congested many hours of the day resulting in associated economic impacts. It serves as a vital regional travel corridor within the Portland/Vancouver region. As a major route for employees, freight, and goods for many large and small businesses, its importance extends beyond our borders, both nationally and internationally.

This multi-modal program includes transportation improvements that manage traffic congestion and improves mobility, safety and the quality of life for interstate users and communities in the I-5 corridor, as well as the states of Oregon and Washington. The program is a joint effort between the ODOT, WSDOT, Federal Highway Administration, Federal Transit Administration, Metro, Southwest Washington Regional Transportation Council, local agencies, and the cities and communities in the I-5 corridor.

The ODOT/WSDOT program team desires to retain an experienced consultant team to gain the benefit of experience and expertise in major program management as well as to augment ODOT/WSDOT workforce to deliver this program. The consultant will come into this program as it is beginning to formulate strategies collaboratively with ODOT/WSDOT on how to deliver this challenging and complex program, and then to implement the delivery strategies. The first stage of the agreement is to perform preliminary design and NEPA environmental documentation, both of which will be accompanied by extensive community engagement.
and stakeholder engagement. At the option of the ODOT/WSDOT program team, additional work may be added, if necessary.

Work performed through this agreement may include full responsibility for: program delivery and organization strategy development and implementation, program management, environmental vision and strategy development and implementation, program preliminary design, design management, strategic communications, public engagement, diversity/equity/inclusion program development, technical and management staff support, and other services as needed for the program.

**Funding Environment**
The Interstate Bridge Replacement Program currently has $44 million authorized combined between Oregon and Washington. It is anticipated that significantly more funds will be needed to complete the program. All of the existing funds are dedicated to the environmental effort. A significant challenge for this Program is managing the available funding wisely to move toward delivery of the program, while legislative decisions on ultimate funding are pursued. Consultant collaboration with the ODOT/WSDOT program team on funding strategies will be an important aspect of services. The states of Washington and Oregon anticipate additional funding through future congressional and legislative budget actions to support uninterrupted consultant services for the duration of the Program.

Funding increases will substantially increase the initial consultant effort. In the event that future funding is eliminated or decreased, the States of Washington and Oregon reserve the right to terminate the contract or to modify it accordingly.

**Scope of Work**
This program will develop the environmental documentation and design file through the environmental and pre-construction phases up to and including the preferred alternative (when selected) for a new or improved crossing of the Columbia River. The successful consultant team will have skills in the NEPA/SEPA processes (FHWA and FTA), geotechnical and structural engineering, planning, strategic program implementation, risk identification and management, diversity program management, cost estimating, innovative financing including tolling, innovative contracting including design/build, overall communications, and public involvement that can be conducted on an expedited schedule without compromising quality. The consultant team will be responsible for developing an evaluation methodology and performing technical analysis of solutions that will address the congestion and mobility problems for freight and people within this critical corridor. Additional information regarding the program, including background information and description of work to date, can be found at the following links:

www.wsdot.wa.gov/programs/i5/interstate-bridge/home

This program includes major environmental analysis and documentation, multi-modal urban design work, operational analysis, traffic plans, structures design, construction staging, and facilitation and support of various committees.

The expected work of the consultant includes both management expertise and technical
expertise to deliver the Program. The work will include program management inclusive of planning, environmental phase work, design, technical and management staff support, oversight and preliminary design for corridor continuity, pre-construction phase work, and environmental vision.

Work performed through the consultant agreement will include program elements under ODOT/WSDOT management, as well as work to support WSDOT and ODOT for the Program elements under the management of other jurisdictions and agencies.

The consultant will assist the ODOT/WSDOT Program Team in coordinating and communicating with many different groups, some of which include but are not limited to; utility companies, neighborhood groups, businesses, watershed committees, permit streamlining committees, FHWA, FTA, local and regional transportation agencies, local/state/federal permitting agencies, other state and local programs/interests that are influenced by or may influence the program, preliminary design consultants, contractors, traffic management, and state personnel in Washington and Oregon.

The consultant will assist the ODOT/WSDOT Program Team to develop and acquire memorandums of understanding and memorandums of agreements with utility, railroad, transit, local, and state agencies in Washington and Oregon.

Organizational Structure and Staffing
Within the ODOT/WSDOT Program Team, Washington and Oregon have developed an organization around the Interstate Bridge Replacement Program that assures management commitment to an aggressive schedule. It is expected that the consultant will augment the ODOT/WSDOT Program Team workforce and together the Consultant and ODOT/WSDOT staff will work as an integrated program team.

Interstate Bridge Replacement Program Delivery Principles
• Strong owner role;
• Employ cost containment and reduction tools and procedures to ensure efficient delivery;
• Maximize the program’s potential to provide an immediate boost to the economy, create jobs, and build a foundation for continued growth of industry;
• Evolve approaches to equity and inclusion in all aspects of the program, by providing access to best in class approaches and implementing processes to achieve desired outcomes and support Disadvantaged Business Enterprises;
• Minimize/reduce costs over the life of the program;
• Engage public sector transportation agencies to coordinate key program elements for successful completion;
• Involve business, equity communities, stakeholder interest groups, and community members in the program decision-making process;
• Look for opportunities to leverage program funds;
• Assign responsibility to where it is most effective;
• Provide for effective decision making;
• Small ODOT/WSDOT program staff; and
• Leverage private industry:
Use consultant to create integrated management team; and
Use consultants for environmental phase through preliminary design.

Delivery Strategies
A critical function of the consultant will be the development of delivery strategies for implementing the Program. These strategies will evolve into plans that will be implemented collaboratively by the ODOT/WSDOT/Consultant Program Team.

Development of strategies for the following elements are considered critical to the success of this program:

- Community and Stakeholder Engagement
- Management and organization structure;
- Program control;
- Program implementation;
- Environmental, utilities, and right of way (as part of the preliminary design effort);
- DBE program;
- Equity and inclusion; and
- QA/QC.

Program Management Priorities
- Develop management and organizational structure strategies to deliver the Program;
- Develop program control strategies;
- Develop program implementation strategy (master scheduling, definitions, phasing, cost estimating);
- Develop Program Environmental Vision and Permitting Strategy (NEPA/SEPA program documentation);
- Develop Program Management and Financial Management Plans (resource https://www.fhwa.dot.gov/majorprojects/); and
- Coordinate with other programs.

Preliminary Design Priorities
- Develop overall program scope, schedule, and budget
- Coordinate with other programs as needed

While the above tasks are initial tasks and have a somewhat limited budget allocation, they are an important effort to prepare to deliver the overall program. These initial tasks will develop and lay out the entire program delivery plan, structure, and organization. It is critical to overall program success to get this work underway and wisely invest the limited initial funds to lay the foundation for successful delivery when more funding becomes available. Collaborative input from the consultant on what needs to be done to prepare to deliver this complex program will be considered by the ODOT/WSDOT Program Team in the assignment of tasks to be done.

Office Space and Co-location
The Program Team will be co-located for the work on this program, and will include sufficient space to house all team members associated with the Interstate Bridge Replacement Program.
The co-located facility will either be acquired by the ODOT/WSDOT Program Team or the Consultant, to be determined during the development of the scope of services. Co-location will allow the IBR Program team to work collaboratively, and it allows for efficient decision-making. Team members who should co-locate – including staff from both states, consultants, resource agency staff, and other potential staff – will be decided by the Program Team. It is anticipated that the office space will be located in Vancouver, Washington, but other locations can be considered if they make sense to the program needs.

**Disadvantaged Business Enterprise Participation**

The resulting Master Agreement (Agreement) will be subject to a **15** percent Disadvantaged Business Enterprise (DBE) Goal. The ODOT/WSDOT Program Team seeks a Consultant that will meet the 15 percent DBE Goal on the consultant agreement. For purposes of this project only, DBE is defined as Under-Utilized DBEs certified by the Washington State Office of Minority & Women’s Business Enterprises and all DBEs certified by the Oregon Certification Office for Business Inclusion and Diversity. The DBE goal is applied to the entire agreement. Goal attainment for the Agreement is calculated as the dollar total of all payments made under the agreement multiplied by the DBE percentage goal. DBE prime and/or sub consultants working on Task Orders count toward the goal attainment. The Consultant is not required to meet the DBE goal on each Task Order, however, the Consultant is required to meet the goal for the Agreement as calculated above. If the Consultant fails to meet the DBE goal attainment for the Agreement, Good Faith Effort (GFE) documentation complying with the requirements of 26.53 and Appendix A of 49 CFR 26 shall be submitted to WSDOT for approval in lieu of meeting the goal. The selected consultant will be required to submit DBE Commitment Forms for approval prior to commencement of work.

ODOT/WSDOT sees value in a Consultant who utilizes a proactive and collaborative approach on a regular basis to solicit interest and bids from DBE subconsultants on work opportunities arising from this agreement. The project shall only be awarded to firms who will meet the goal as demonstrated through their Inclusion Plan.

The Inclusion Plan shall reflect DBE commitments/methods to be used by the Consultant to obtain DBE participation, in order to achieve the agreement’s DBE Goal. The Inclusion Plan must contain, at a minimum, the following elements:

1) Identification of a Diversity Lead, whose responsibilities shall include, at a minimum, implementing the DBE Inclusion Strategy on a day-to-day basis, providing technical assistance to DBEs, disseminating information to DBEs on available business opportunities, and more.

2) Resume of Diversity Lead relative to experience with implementing DBE program requirements.

3) A policy statement signed by Consultant’s authorized representative, expressing the Consultant’s commitment to utilize DBEs, outlines the various levels of responsibility and describes the objectives of the DBE Inclusion Strategy.
4) A description of proposed actions/strategies that will be used by the Consultant throughout the duration of the Contract to solicit interest from DBE Subconsultants on work opportunities arising from this agreement. The Consultant shall include the use of minority/women community organizations; minority/women contractors' groups; local, State, Federal minority/women business assistance offices and other organizations.

5) The Consultant’s effective continuous outreach approach which will lend itself to utilizing numerous DBEs in diverse scopes of work.

6) A list of projected DBE opportunities and any DBE commitments to date.

7) A description of proposed efforts to identify agreement Work items normally completed by the Consultant to help facilitate DBE participation.

8) A description of efforts by the Consultant to provide DBEs with information about the project, agreement, and requirements.

9) A description of efforts by the Consultant to help remove barriers to DBE participation.

10) Commitment by the Consultant to submit monthly reports on DBE participation to date.

11) The Consultant needs to describe how they will negotiate in good faith with interested DBEs. It is the Consultant’s responsibility to make portions of the work available to DBEs and to select those portions of the work to be consistent with the DBE availability. Provide a description of your DBE selection process and include how you would determine, if necessary, if a firm is not qualified.

12) A list of recent examples demonstrating successful DBE participation on past agreements. Include agreement name, agreement amount, required goal percentage, achieved percentage, and owner representative name and contact information (email address and phone number).

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

Pre-Submittal Meeting (voluntary attendance)

A voluntary pre-submittal meeting will be held on May 28, 2020, from 9:00 AM – 10:00 AM PST. The pre-submittal meeting will be a virtual meeting.

Use the following link to join the meeting: https://global.gotomeeting.com/join/786000973

For quality audio, please call-in from your phone:
- Dial (646)-749-3112
- Enter access code: 786-000-973
- If you are using your phone for audio, you will then have the option to enter an audio PIN. After clicking on the webinar link above, click the Settings icon and select the Phone tab to view your audio PIN, then dial your audio PIN followed by # to link your webinar screen name to your phone line in the list of webinar participants.
The pre-submittal meeting will allow the ODOT/WSDOT Program Team to introduce the Program and to present specific program details, answer questions about the Program, and address questions related to the request for qualifications. Minutes from the meeting, including responses to questions, will be posted on the consultant services website at www.wsdot.wa.gov/Business/Consulting/Default.htm

**Selection Process**

Pursuant to state and federal regulations, a two-phase qualifications-based selection process will be used to select a consultant for this program. The first phase will be submittal review and the second phase will be interviews. Firms invited to interview will be short-listed from the submittal review phase. Following the interviews, the scores from the submittal review and the interview will be combined, and the consultant with the highest combined score will be selected. When determining the final combined score, the submittal score and the interview score will be weighted equally.

**Submittal**

The following information and criteria will be used to evaluate and rank the submittal:

1. Qualifications/Expertise of Firm(s) on Team;
2. Program Delivery Approach and Technical Experience;
3. Inclusion Plan;
4. Qualifications of Key Personnel;
5. Firm’s Program Management System;
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.

**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 as well as a point value assigned to each criterion.

**Interview**

After the submittal review, firms will be short-listed and invited to interview. The interview score will be based on the team’s ability to demonstrate their combined experience, capabilities, and approach to deliver the program. The Program Manager must lead the presentation before the interview panel. The consultant shall make available its Key Personnel for questions and submittal package clarification. The interviews will be scheduled following the submittal scoring.

**Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. ODOT/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 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 5.
• “Packet A” is limited to a maximum of thirty (30) pages, single sided only, not including the front cover, back cover, and section title/transition tabs.

Your Statement of Qualifications “Packet B” must consist of:
• Your letter of transmittal;
• Your response to scoring criteria 6; and
• Your Submittal Information Packet forms for you as the prime and all of your proposed sub-consultants.
• “Packet B” has no page number limitations

You may only include required material in “Packet B,” any other material will be removed and discarded.

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:
• Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets “A” and “B”, and the letter of transmittal;
• Statement of Qualifications 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.

Materials submitted in response to this competitive procurement shall become the property of ODOT/WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultant sign the agreement resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

The professional capabilities of Consultants must include Professional Registration in the States of Washington and Oregon and a demonstrable expertise in one or more of the disciplines necessary to accomplish the services. In addition, the Consultant must be registered as a company licensed to perform “engineering services” in the States of Washington and Oregon.

Faxed submittals will not be accepted. Submittals must arrive at the following email address no later than 4:00 p.m. PST on June 18, 2020.
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 proposers. The request must be submitted in writing, within 3 business days of official notification of selection. 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). Protests must be received by CSO between the submittal due date, as shown on the last page of this RFQ, and no later than 3:00 PM PST, two (2) business days following the submittal due date. 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: CSOSubmittals@wsdot.wa.gov

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
Submittals received as a result of this RFQ and the resulting score sheets may be posted to CSOs web page.

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 or 360-704-6397.
**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.


Dates of publication in WEBS: May 21, 2020 through May 28, 2020

Submittal Due Date and Time: 4:00 p.m. PST on June 18, 2020.