

*State of Washington
Department of Transportation
Notice to Consultants
Olympic Region General Engineering Consultant Services*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide general engineering services for the WSDOT Olympic Region (OR). The Consultant selected will work with WSDOT OR on various projects throughout the region; work will consist of providing support services in the development of design-bid-build and design-build projects both during project development and construction administration. Work will also include supporting WSDOT project offices during active design-build contracts.

WSDOT Olympic Region intends to utilize consultant resources to assist in the delivery of funded fish passage projects, and if necessary, for preservation and safety improvement projects. The need for these services will vary and may include requests for consultant staff to be co-located with STATE staff in various capacities, potentially including full consultant design teams. WSDOT OR will also have the need for GEC and support staff to augment, or become a temporary team member on, various WSDOT teams. The Consultants providing support services under this Contract may be prohibited from being on future teams for design-build delivery; please reference the WSDOT Organizational Conflict of Interest (OCOI) manual, <https://wsdot.wa.gov/Publications/Manuals/M3043.htm>.

One (1) agreement may be awarded. The agreement will be approximately \$20,500,000 and two (2) years in duration. At WSDOT's option the agreement may be supplemented for additional time and/or money.

The general scope outline of the overall agreement is below under Project Description. It is noted that the various services authorized shall 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.

NOTE: The Olympic Region of the WSDOT is holding a voluntary informational meeting for State staff to be available to discuss the agreement and answer questions. The date of this meeting is April 29, 2021 from 3:00PM to 4:30PM. The meeting will be held virtually using Microsoft TEAMS; please contact Molly Webster at webstem@wsdot.wa.gov by close of business 4/23 to both register for the event and to submit questions to be discussed at the event.

Project Description

The General Engineering Consultant will provide the resources needed to assist OR staff in delivering projects at various stages of development and construction. This will include providing an Engineering Resource Manager (ERM), in addition to resources that may be requested in other disciplines as described below.

The major areas of support are divided into Project Development Support and Construction Administration Support. Key team members will be considered for supporting the following major areas:

Project Development Support

1. Fish Passage and Stream Design
2. Environmental Documentation and Permitting
3. Stormwater Design and Hydraulics Reports
4. General Transportation Engineering and Contract Development Support

Construction Administration Support

5. Design-Bid-Build Construction Administration, Inspection and Testing
6. Design-Build Submittal reviews, Environmental Documentation and Permitting Support, and Quality Verification Inspection and Testing

Other minor areas of support for both Project Development and Construction Administration support will be: utility design and coordination, geotechnical investigation and design, structure design, landscape architecture, right of way plans and appraisals, right of entry support, public information office support, surveying, maintenance of traffic, constructability reviews, scheduling services, procurement documents for design-build projects, contract documents for design-bid-build projects, and other services as needed by the STATE.

Project development staff provided by the Consultant may be co-located in various project offices within the Olympic Region including but not limited to OR Headquarters in Lacey, WA (assignments will depend on WSDOT need), or may work out of the consultant's home offices, as approved by OR management and depending on the particular needs of the projects. The contract administration and associated staffing needs are expected to be in outlying project offices across the region including Port Angeles, Aberdeen, and Port Orchard. The contract administration support may include independently administering small construction projects or providing staff augmentation on larger WSDOT projects. Need for consultant resources may vary; some projects may need significant support, while other projects may need minor consultant support.

UDBE, SBE, or MSVWBE Participation

This agreement will be subject to a 26% voluntary goal (10% Minority, 6% WBE, 5% VBE, 5% SBE). The selected consultant will be required to submit a plan for approval prior to commencement of work. For more information and guidelines:

<https://www.wsdot.wa.gov/EqualOpportunity/MSVWBE.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 Engineering Resource Manager (ERM);
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants); and
4. 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.

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. Final selection from short listed firms shall be made based upon:

Interview/additional qualifying information scoring only.

Combined results of the submittal and the interview/additional qualifying information scoring. 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 3; and
- Packet "A" is limited to 30 pages, single sided only, not including the front and back cover.
- Submittal is NOT password protected.
- Submitted as ADA accessible. ADA and documents for the web can be found: <https://wsdot.wa.gov/communications/web-toolkit/standards/accessibility>. All documents need to be tagged, have the correct document properties, correct reading order and all figures, images, graphics need to have alternative text added.

Your SOQ "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 4 (Performance Evaluations must be included in this packet);
- Your Consultant Information forms for both the Prime Consultant and all proposed Sub-Consultants;

- Wage Theft Prevention Contractor Certification; 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 May 18, 2021.

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.

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 the Seattle Daily Journal of Commerce: April 20, 2021 and April 27, 2021.

Dates of publication in WEBS: April 20, 2021 through May 18, 2021.

Submittal Due Date and Time: 4:00 p.m. PST on May 18, 2021.