

***State of Washington
Department of Transportation
Notice to Consultants
Econometric Ridership & Revenue Forecasting for WSF***

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide Econometric Ridership & Revenue Forecasting services for Washington State Ferries (WSF). WSDOT may award one (1) agreement for an approximate dollar value of \$530,000.00, and approximately three (3) years in duration.

Project Description

This work is critical to meet the Office of Financial Management (OFM) and legislative requirements for the WSDOT to update its quarterly ridership and fare revenue forecasts. Fare revenues fund close to 70% of WSF's operating program and generate over \$300 million in a two (2) year biennium.

The work entailed is specific econometric modeling skill applied in an intensive four week cycle four (4) times a year. Due to the technical aspects of the work and the sporadic nature of it lends to hiring outside expertise on an as needed basis in lieu of developing specialized in house staff.

The nature of this work, on a quarterly basis, lends itself to a mechanism where Ferries can staff up quickly with resources to be responsive to a very dynamic economic environment and the need for a quick turnaround. In addition to the quarterly forecasts, additional fare scenarios also have to be run on a quick notice, short turnaround basis in response to legislative requests.

Note: Most of the above types of services must be directly related to an engineering project, if not, they must be procured following the personal services procurement requirements Revised Code of Washington (RCW) 39.29.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. 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 Managers;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only);
5. Project Delivery Approach (Prime Consultant Only);
6. References/Past Performances (Prime Consultant Only); and
7. 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.

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. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

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 SOQ should be submitted as separate Adobe Reader compatible (pdf) files and formatted as follows: submitted only on single sided typed 8.5" x 11" paper and with font size no smaller than 12 point. If charts and/or graphs are utilized text must be no smaller than 8 point.

Your SOQ must be broken into two (2) separate pdf documents – “Packet A” & “Packet B.”

Packet “A” must consist of:

- Your responses to scoring Criteria 1 through 5.
- Limited to 30 sheets, not including the front and back cover.

Packet “B” (no page limitation) must consist of the following information only:

- Your letter of transmittal;
- Your response to scoring criteria 6 & 7, and
- Your Consultant Information form(s) for the Prime and all proposed sub-consultants.

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 two (2) separate pdf documents, “Packet A” and “Packet B” as indicated above;
- Responses to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline.

Faxed SOQ’s will not be accepted. Your SOQ must arrive at the following email address no later than 4:00 pm PST on Thursday, June 13, 2013.

CSOSubmittals@wsdot.wa.gov

NOTE: submitters may want to consider setting your email to automatically receive a “Delivery/Read Receipt” for confirmation purposes.

Multiple emails are acceptable due to file size limitations of 10 MB per email.

Any questions regarding the submittal process should be directed to the Consultant Services office at 360-705-7104.

Public Records

Any information contained in the response that is proprietary or confidential must be clearly designated. Marking of the entire submission as proprietary or confidential may be rejected as non-responsive.

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 the Consultant of the request and of the date that the records will be released to the requester unless the Consultant obtains a court order enjoining that disclosure. If the 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 the Consultant of any request(s) for disclosure for so long as WSDOT retains the 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 the Consultant of any claim that such materials are exempt from disclosure.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscious means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan". The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Friday, May 3, 2013 and Friday, May 10, 2013.

Submittal Due Date: 4:00 pm PST on Thursday, June 13, 2013.