

**State of Washington  
Department of Transportation  
Notice to Consultants  
2012 Disputes Review Board Third Party Members**

The Washington State Department of Transportation (WSDOT) solicits interest from Consultants who wish to be evaluated and considered for On-Call Disputes Review Board (DRB) Members representing independent Third Party Members for Transportation related construction projects.

The On-Call Task Order agreements will be for five (5) years initially. WSDOT intends to award On-Call agreements to all Consultants that are deemed qualified. No minimum amount of work is guaranteed under these agreements. Each agreement will be for \$300,000.00, and may be extended in time and/or increased in funds. This request for services will be advertised continuously giving a window of opportunity for consultants who did not pass the ability to resubmit; giving new consultants the ability to submit; and giving those consultants who were awarded an agreement that is about to expire the ability to submit a Statement of Qualifications and be considered for inclusion on the most current list of approved board members.

If a firm is proposing more than one individual, then a separate submittal must be submitted for each proposed individual.

Individuals may be on the State Member DRB approved list as well as the Third Party Member DRB approved list, but they must submit separate Statements of Qualifications in response to the separate advertisements.

**Project Description**

WSDOT's DRB Member and the Contractor's DRB Member will base selection of the Third Party DRB member on relevant expertise and experience and concurrence. Submittal information from Criteria 1 and 2 will be used for Third Party Member selections. Areas of expertise and experience required will be related to but not limited to transportation type construction in the following areas:

Highway Construction: Acting as a DRB Member and/or DRB Chair for major highway construction projects with experience in, but not limited to, the following types of work: precast and cast-in-place structures, widening for HOV lanes, highway surveillance, tunnel construction including fire protection and life safety, communications, traffic control systems, removal of existing roadway and structures, construction of retaining and noise walls, paving with both cement concrete and asphalt concrete; drainage and stormwater detention systems, and installation of electrical systems. In addition, working over water and difficult soil conditions may be factors. Construction may include Design Bid Build or Design Build projects.

**Environmental Construction:** Acting as a DRB Member and/or DRB Chair with experience in, but not limited to, major construction projects in the environmental field, especially in the areas of stream relocation and wetland enhancement, fields for stream habitat, stream morphology, soil mechanics, river mechanics, erosion control, wetland mitigation and restoration, and planting technology and procedures.

**Terminal Construction for WSF and Ferries Construction for WSF:** Acting as a DRB Member and/or DRB Chair with experience in, but not limited to, major multi-modal facility design and/or construction projects for the WSF with expertise/experience in overhead loading facilities, terminal facilities, passenger-only ferry terminals, removal of existing structures, construction of offshore structures including dolphins, wing-walls, and trestles with both concrete and steel construction, upland development, and installation of electrical systems and mechanical systems including PLC's and hydraulics. Acting as a DRB Member with experience in the various construction aspects of the sailing vessels (ferries) for WSF.

**Tolling Facilities Construction:** Acting as a DRB Member and/or DRB Chair with experience in, but not limited to, installation, design, operations and maintenance of toll collection facilities, tolled HOT lanes, and other related facilities.

WSDOT intends to award agreements to all consultants that score at least 75% of the maximum points possible.

### **Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select On-Call Third Party DRB Members for projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Proposed DRB Member – 75 points;
2. Firm's Project Management System – 25 points; and
3. References/Past Performances – 0 points.

The link to the definitions 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 selection criteria. We have included requirements and/or limitations for the information that is being requested.

**NOTE:** There will be no sub-consultants allowed.

### **Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The proposal should be submitted as separate Adobe Reader compatible (PDF) files and formatted as follows:

Submittals, if printed out, must print out as single sided typed 8.5" x 11" pages with font size no smaller than 12 point. If charts or graphs are utilized, text must be no smaller than 8 point, and print as single sided 8.5" x 11" pages.

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 and 2.
- Packet "A" is limited to eight (8) sheets, not including the front and back cover.

Your Statement of Qualifications "Packet B" must consist of the following information only:

- Your letter of transmittal;
- Your response to scoring Criterion 3; and
- Your Submittal Information Packet forms.
- Packet "B" has no page limitation.

The Statement of Qualifications shall meet the following requirements or may be deemed non-responsive and may not be eligible for consideration of this work:

- Title of the Request for Qualifications, your firm (if any), and the name of the proposed DRB Third Party Member clearly identified in the file name(s) used, on the cover of the submittal Packets "A" and "B", and in the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responses to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submission deadline date(s)

Faxed submittals will not be accepted. Submittals must arrive at the following **email address beginning no earlier than September 13, 2012**. This advertisement will ~~remain open until further notice thereafter~~ **close at 4:00 pm (PST) on June 30, 2013**.

SUBMITTAL EMAIL ADDRESS:

[CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov)

Note: Submitters may want to consider setting your email(s) to automatically receive a "Delivery/Read Receipt" for confirmation purposes.

***MULTIPLE EMAILS ARE ACCEPTABLE DUE TO FILE SIZE LIMITATIONS OF 10MB PER EMAIL.***

Any questions regarding the submittal process should be directed to the Consultant Services Office at (360) 705-7104. All questions regarding the technical aspects of this request should be in writing and sent via email to Ms. Meg Blau at [blaum@wsdot.wa.gov](mailto:blaum@wsdot.wa.gov).

## Public Records

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

Any information contained in the response that is proprietary or confidential must be clearly designated. Marking 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 the Consultant's information marked confidential or proprietary. If a request is made to view the Consultant's proprietary information, WSDOT will notify the Consultant of the request and of the date that the records will be released to the requestor 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.

The Department, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience 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.

Frist dates of publication in the Seattle Daily Journal of Commerce: Friday, July 27, 2012 and Friday, August 3, 2012.

Second dates of publication in the Seattle Daily Journal of Commerce: Tuesday, April 16, 2013 and Tuesday, April 23, 2013.

**Submittal Due Date: No later than June 30, 2013, 4:00 pm (PST)**