

*State of Washington  
Department of Transportation  
Notice to Consultants*

*On-Call OYO Suspension Logging, Downhole Optical and Acoustic Imaging,  
Pressuremeter Testing and Interpretation Services*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide On-Call OYO Suspension Logging, Downhole Optical and Acoustic Imaging, Pressuremeter Testing and Interpretation Services. Three (3) or more on-call agreement(s) may be awarded. The agreement will be for approximately three (3) plus years in duration with the option for WSDOT to extend it for additional time and money if necessary. The Agreement amounts will be approximately \$350,000.00 each.

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*

The Geotechnical Division of the WSDOT intends to set up On-Call agreements for Statewide On-Call OYO Suspension Logging, Downhole Optical and Acoustic Imaging, Pressuremeter Testing and Interpretation Services with companies that provide these services on a negotiated task-by-task basis in both terrestrial and marine environments. Firms specializing in only OYO Suspension Logging, Downhole Optical and Acoustic Imaging or Pressuremeter Testing are eligible along with firms that provide all of these services. Firms providing all of these services are preferred.

Selected firms shall perform field testing in borings completed by WSDOT drill crews, or consultant drill crews. Drilling services will be provided by the State, and are not part of this solicitation. For marine work, the selected firm(s) shall work from State supplied barges and vessels. The selected firm(s) is expected to furnish all other non-drilling related, necessary field equipment, including but not limited to data acquisition and processing units, software, survey equipment, generators, Personal Protective Equipment and Type III floatation devices, and other supporting equipment and consumables.

After field testing is complete, the selected firm(s) shall reduce, correct, and interpret the data collected. The selected firm(s) shall summarize the testing performed, the methods used, the analysis performed, any assumptions, and the results of their interpretation in a sealed Engineering Report to the State. WSDOT engineers will use the prepared report obtained from the OYO Suspension Logging, Downhole Optical and Acoustic Imaging, and/or Pressuremeter Testing and Interpretation in their designs. Professional design services are not part of this solicitation.

The professional capabilities of consultants, directly involved with OYO Suspension Logging, Downhole Optical and Acoustic Imaging, and Pressuremeter Testing and Interpretation work must have a demonstrable expertise in the specialized areas necessary to accomplish the services required.

Firms selected will receive an On-Call Task Order Master Agreement. Consistent with WSDOT Policy, a “second tier” competitive process may be employed prior to execution of a Task Order. Individual tasks will be negotiated as stand-alone assignments terminating when the task budget is exhausted or the task time frame has expired.

*D/SBE, M/WBE and Veteran owned business Participation*

WSDOT reserves the right to set DBE, M/WBE, SBE and Veteran owned business participation goals on all Task Orders.

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

*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(s);
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm’s Project Management System (Prime Consultant Only); and
5. 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. 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 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 4; 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 5 (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 Tuesday, January 12, 2016.

Submittal email address: [CSOSubmittals@wsdot.wa.gov](mailto: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 10mb 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.)

#### 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  
Phone: 360-705-7106  
Fax: 360-705-6838

**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 (2<sup>nd</sup>) 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. A copy of the SAM search page evidencing such search will be retained in the Contract file.
- 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*

No information contained in the response shall be marked as proprietary or confidential. Marking any of the submission as proprietary or confidential may be rejected as non-responsive. All submittal material will be posted to the CSO website following the conclusion of the Post-Debrief Protest time period. Prior to posting, WSDOT will redact the submittal information pursuant to 42.56.270(2) RCW (Financial, commercial, and proprietary information) and will also redact the proposers FID number.

Any questions regarding this RFQ should be directed to WSDOT's Headquarters Consultant Services Office at 360-705-7104.

*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](mailto: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: Tuesday, December 1, 2015 and Tuesday, December 15, 2015.

Submittal Due Date and Time: 4:00 p.m. PST on Tuesday, January 12, 2016.