





Re: Response to WSDOT Request for Qualifications

COMMUNITY CENTERED TRANSPORTATION LEADERSHIP TO CURB POLLUTION

PACKET B

 1501 East Madison Street, Suite 250, Seattle, WA 98122

 206-487-4303

 info@frontandcentered.org

 EIN number 84-3336800

 frontandcentered.org





February 16, 2024

Re: **Letter of Transmittal - Response to WSDOT Request for Qualifications (RFQ)**
COMMUNITY CENTERED TRANSPORTATION LEADERSHIP TO CURB POLLUTION

VIA EMAIL: CSOSubmittals@wsdot.wa.gov

Dear WSDOT Consulting Services:

Front and Centered is pleased to submit our Statement of Qualifications in response to the Washington State Department of Transportation posting of January 18th for the “grant program development and award” project in support of COMMUNITY CENTERED TRANSPORTATION LEADERSHIP TO CURB CARBON. Pursuant to the RFQ instructions, we attach Packets A and B for your review.

Thank you for your consideration.

We look forward to the possibilities of our work together with WSDOT,

Aurora Martin
Co-Executive Director, Capacity Building

Deric Gruen
Co-Executive Director, Policy & Programs

📍 1501 East Madison Street, Suite 250, Seattle, WA 98122

☎ 206-487-4303

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- Letter of transmittal
- Response to scoring criteria 5-8

Certifications

Worker Rights - attached

Wage Theft - attached


References for Prime Consultant

- HEAL Community! Fund (2023-24)
Rowena Pineda, Department of Health (rowena.pineda@doh.wa.gov)
- WA State Climate Planning - Climate Justice (2022-23)
Sarah Fox, Department of Commerce (sarah.fox@commerce.wa.gov)
- Toward a Just and Equitable Future (2021- Present)
Lori Pfingst, Department of Social and Health Services (pfingL@dshs.wa.gov)
- “Ensuring Environmental Justice, Human Wellbeing, and Ecosystem Recovery in Puget Sound” - U.S. Environmental Protection Agency (2024 - 26)
Mindy Roberts, Puget Sound Program Director, Washington Conservation Action (mindy@waconservationaction.org)
- MultiYear General Operating Grant (2020- Present)
Rosa Peralta, Sr. Program Officer Satterberg Foundation (rosap@satterberg.org)
- MultiYear Climate Justice Grant (2018 - Present)
Sally Gillis, Sr. Program Officer Seattle Foundation (s.gillis@seattlefoundation.org)

Menu of Consulting Rates*

As a nonprofit organization providing a range of capacity building, project and tool development, and policy services, Front and Centered prides itself on the ability to share its expertise on a sliding and discretionary level with other mission and vision-aligned nonprofit and community groups, especially those who are part of our coalition. When extending our expertise to the governmental and private sectors, Front and Centered has developed a menu of consulting rates based on the experience levels of our core team of experts. Given the multidimensional approach of our work, the intersectional nature of climate and environmental

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Date: _____

Company Name: _____

Address: _____

City / State / Zip: _____

Subject: Proposed Labor Classifications and Hourly Billing Rates for _____

Attention: Manager, Contract Services Office

Below are the highest anticipated hourly billing rates for the identified labor classifications.

Labor Classification	All Inclusive Billing Rate

Note: Proposed Billing Rates, as submitted, shall be reviewed, accepted, and incorporated as an exhibit to the agreement. The Proposed Billing Rates shall be effective throughout the life of the agreement in accordance with the agreement payment provision.

Respectfully,

Signature *Aurora Martin*

Title _____

Consultant Information Form

Firm Name:		FYE Date:	Number of Employees:
Address:			
City:	State:	Zip Code:	County:
Phone:	Fax:	Company Web Site:	
Remit to Address:			
City:	State:	Zip Code:	County:
Phone:		Fax:	
Statewide Vendor Number (SWV) for Remit to Address:		Federal Tax ID Number or Social Security Number:	
Unified Business Identifier Number (UBI):		Date Universal Numbering System (DUNS) Number:	
Year Firm Established:	UDBE/SBE/MSVWBE Certification Number::	NAICS Code & Code Name:	
Proposed Project Manager:		Email:	
Financial Contact:		Email:	

Firm Type:

- Sole Proprietor
 Partnership
 C – Corp.
 Limited Partnership
 Subchapter S Corp.
 Limited Liability Company

Annual Gross Receipt:

- \$0 to \$1 Million
 \$1 Million to \$5 Million
 \$5 Million to \$10 Million
 \$10 Million to \$15 Million
 Over \$15 Million

Note:

Firm Name: Please *do not* use: dba’s – doing business as; combination names when two firms are working together, unless the combination name is the formation of a legally registered new company such as a joint venture; derivatives of your legal name; acronyms; etc. The firm name shown must be your firm’s legal name.

Federal Tax ID Number: Your Federal Tax ID number must be that number registered to your legal firm name. If you do not have a Federal Tax ID number, please use your social security number.

Unified Business Identifier (UBI) Number: Your firm will be **REQUIRED** to acquire a UBI Number prior to execution of an agreement and/or being approved as a Sub-consultant to an existing agreement. This is a Washington State Business license and can be acquired by contacting the Washington State Department of Revenue web site at www.dor.wa.gov

Statewide Vendor (SWV) Number: The Statewide Vendor (SWV) Number is **REQUIRED** for vendors to receive payments. If your firm doesn’t already have an SWV number, your firm will be required to acquire a SWV number prior to execution of an agreement. For additional information, please visit the Office of Financial Management (OFM) at <https://www.ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

FYE Date: Your firm’s fiscal year end date.

UDBE/SBE/MSVWBE Certification: If your firm is certified as a UDBE/SBE/MSVWBE enter your firm's certification number. Federal Certifications: Underutilized Disadvantaged Business Enterprise (UDBE), Small Business Enterprise (SBE). State Certifications: Minority, Small, Veteran, Women Business Enterprise. For additional information go to the Washington State Office of Minority & Women's Business Enterprises web site at www.omwbe.wa.gov

It is critical that your firm name is your legal firm name and that it is the same name assigned to your Federal Tax ID number and is the same name utilized for your SWV number.

CONTRACTOR CERTIFICATION
EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS
WASHINGTON STATE GOODS & SERVICES CONTRACTS

Pursuant to the Washington State Governor’s Executive Order 18-03 (dated June 12, 2018), the Washington State Department of Transportaion is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

Solicitation Title: Community Centered Transportation Leadership to Curb Carbon

I hereby certify, on behalf of the firm identified below, as follows (check one):

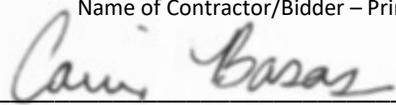
NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

FIRM NAME: Disabilty Rights Washington
Name of Contractor/Bidder – Print full legal entity name of firm

By: 
Signature of authorized person

Carrie Basas
Print Name of person making certifications for firm

Title: Executive Director
Title of person signing certificate

Place: Seattle, WA
Print city and state where signed

Date: 2.15.2024

**CONTRACTOR CERTIFICATION
WAGE LAW COMPLIANCE – RESPONSIBILITY CRITERIA
WASHINGTON STATE GOODS & SERVICES CONTRACTS**

Prior to awarding contracts, agencies are required to determine that bidder is 'responsible bidder.' See RCW 39.26.160(2) & (4). Pursuant to legislative enactment in 2017, the responsible bidder criteria include contractor certification that the contractor has not willfully violated Washington's wage laws. See Chapter 258, 2017 Laws (enacting SSB 5301).

Solicitation or Agreement Title: Community Centered Transportation Leadership to Curb Carbon
Solicitation Posting Date or Agreement Start Date: April 1, 2024

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the below certification is true and correct and that I am authorized to make the following certification on behalf of the firm listed herein.

CERTIFICATION:

This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-stated date.

FIRM NAME: Disability Rights Washington
Name of Consultant/Contractor – Print full legal entity name of firm

By:  Carrie Basas
Signature of authorized person Print Name of person making certifications for firm

Title: Executive Director Place: Seattle, WA
Title of person signing certificate Print city and state where signed

Date: 2.15.2024

Submittal Instructions:

- If submitting a proposal in response to a solicitation, a signed Certification Document for the Prime and all Subs must also be included in your proposal Packet B (see advertisement for additional requirements).
- If requesting to add a Sub to an existing agreement, submit the signed Certification Document to: ConsultantRates@wsdot.wa.gov.

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Solicitation Title: Community Centered Transportation Leadership to CURB Carbon

I hereby certify, on behalf of the firm identified below, as follows (check one):


NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

FIRM NAME: PRPLBLUJ
Name of Contractor/Bidder – Print full legal entity name of firm

By: 
Signature of authorized person

Johnny Buck
Print Name of person making certifications for firm

Title: Owner
Title of person signing certificate

Place: Seattle, WA
Print city and state where signed

Date: 2/14/2024

**CONTRACTOR CERTIFICATION
WAGE LAW COMPLIANCE – RESPONSIBILITY CRITERIA
WASHINGTON STATE GOODS & SERVICES CONTRACTS**

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Solicitation or Agreement Title: Community Centered Transportation Leadership to CURB Carbon

Solicitation Posting Date or Agreement Start Date: 2/14/24

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the below certification is true and correct and that I am authorized to make the following certification on behalf of the firm listed herein.

CERTIFICATION:

This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-stated date.

FIRM NAME: PRPLBLUJ
Name of Consultant/Contractor – Print full legal entity name of firm

By:  Johnny Buck
Signature of authorized person Print Name of person making certifications for firm

Title: Owner Place: Seattle, WA
Title of person signing certificate Print city and state where signed

Date: 2/14/24

Submittal Instructions:

- If submitting a proposal in response to a solicitation, a signed Certification Document for the Prime and all Subs must also be included in your proposal Packet B (see advertisement for additional requirements).
- If requesting to add a Sub to an existing agreement, submit the signed Certification Document to: ConsultantRates@wsdot.wa.gov.

**CONTRACTOR CERTIFICATION
WAGE LAW COMPLIANCE – RESPONSIBILITY CRITERIA
WASHINGTON STATE GOODS & SERVICES CONTRACTS**

Prior to awarding contracts, agencies are required to determine that bidder is 'responsible bidder.' See RCW 39.26.160(2) & (4). Pursuant to legislative enactment in 2017, the responsible bidder criteria include contractor certification that the contractor has not willfully violated Washington's wage laws. See Chapter 258, 2017 Laws (enacting SSB 5301).

Solicitation or Agreement Title: Strategy & Outreach Consultant

Solicitation Posting Date or Agreement Start Date: December 2019

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the below certification is true and correct and that I am authorized to make the following certification on behalf of the firm listed herein.

CERTIFICATION:

This firm has **NOT** been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-stated date.

FIRM NAME: Love Resource Development Group
Name of Consultant/Contractor – Print full legal entity name of firm

By:  Ruby Love
Signature of authorized person Print Name of person making certifications for firm

Title: Principal & Founder Place: Tukwila, WA
Title of person signing certificate Print city and state where signed

Date: 2/15/2024

Submittal Instructions:

- If submitting a proposal in response to a solicitation, a signed Certification Document for the Prime and all Subs must also be included in your proposal Packet B (see advertisement for additional requirements).
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CONTRACTOR CERTIFICATION
EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS
WASHINGTON STATE GOODS & SERVICES CONTRACTS

Pursuant to the Washington State Governor’s Executive Order 18-03 (dated June 12, 2018), the Washington State Department of Transportaion is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

Solicitation Title: Organizational Strategy & Outreach Consultant

I hereby certify, on behalf of the firm identified below, as follows (check one):

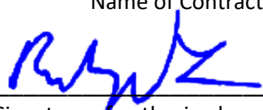
NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

FIRM NAME: Love Resource Development Group
Name of Contractor/Bidder – Print full legal entity name of firm

By: 
Signature of authorized person

Ruby Love
Print Name of person making certifications for firm

Title: Principal & Founder
Title of person signing certificate

Place: Tukwila, WA
Print city and state where signed

Date: 2/15/2024

Washington State Department of Transportation

Performance Evaluation Completed by Reference

Consultant Name:
Consultant's Project Manager:
Project Name to be Evaluated on: (Work must have been completed within the last 3 years or is currently being performed.)

Type of Work:

- Roadway Design
 Plans Specs & Estimates
 Transportation Study
 Right-of-Way
 Other

Contract Information: (Work must have been completed within the last 3 years or is currently being performed.)

<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Start Date</td></tr> <tr><td style="height: 30px;"> </td></tr> </table>	Start Date		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">End Date</td></tr> <tr><td style="height: 30px;"> </td></tr> </table>	End Date		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Dollar Amount of Services</td></tr> <tr><td style="height: 30px;"> </td></tr> </table>	Dollar Amount of Services	
Start Date									
End Date									
Dollar Amount of Services									

Performance Evaluation	
Rating Criteria	Score
Please rate each criteria on a scale of 1 to 10. 1 being low and 10 being high.	1 - Low to 10 - High

1. Was the firm cooperative and responsive during any negotiations whether they were budget related or work element related?

2. Did the firm complete the project within the total budgeted amount?

3. Did the firm complete the project within the contract schedule(s)?

4. Did the firm meet all of your technical standards and quality expectations?

5. Was the firm's communication, both oral and written, clear and concise?

6. Was the firm's project management system effective?

Total Score

(Total the score by adding the scores for criterias 1 through 6.) _____

Average Score

(Average the score by dividing the total score by the total number of criteria that was rated.) _____

Evaluator Information:		
Firm/Company Name:		
Evaluator's Name:	Evaluator's Title:	
Firm/Company Address:		
Phone:	Fax:	Date:

- Distribution:
 Original: Return to Consultant being evaluated; and
 Copy: Fax to WSDOT at 360-705-6838 or email to wsdotcso@wsdot.wa.gov

Washington State Department of Transportation

Performance Evaluation Completed by Reference

Consultant Name:
Consultant's Project Manager:
Project Name to be Evaluated on: (Work must have been completed within the last 3 years or is currently being performed.)

Type of Work:

- Roadway Design
 Plans Specs & Estimates
 Transportation Study
 Right-of-Way
 Other

Contract Information: (Work must have been completed within the last 3 years or is currently being performed.)

<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Start Date</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> </table>	Start Date		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">End Date</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> </table>	End Date		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Dollar Amount of Services</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> </table>	Dollar Amount of Services	
Start Date									
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Evaluator Information:		
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Evaluator's Name:	Evaluator's Title:	
Firm/Company Address:		
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- Distribution:
 Original: Return to Consultant being evaluated; and
 Copy: Fax to WSDOT at 360-705-6838 or email to wsdotcso@wsdot.wa.gov

**CONTRACTOR CERTIFICATION
WAGE LAW COMPLIANCE – RESPONSIBILITY CRITERIA
WASHINGTON STATE GOODS & SERVICES CONTRACTS**

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Solicitation or Agreement Title: Community Centered Transportation Leadership to CURB carbon

Solicitation Posting Date or Agreement Start Date: April 2024

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the below certification is true and correct and that I am authorized to make the following certification on behalf of the firm listed herein.

CERTIFICATION:

This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the date of the above-stated date.

FIRM NAME: Sharon Hsiang Chen
Name of Consultant/Contractor – Print full legal entity name of firm

By: Sharon Hsiang Chen
Signature of authorized person

Sharon Hsiang Chen
Print Name of person making certifications for firm

Title: self
Title of person signing certificate

Place: Seattle, WA
Print city and state where signed

Date: February 15, 2024

Submittal Instructions:

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FIRM NAME: Sharon Hsiang Chen
Name of Consultant/Contractor – Print full legal entity name of firm

By: Sharon Hsiang Chen
Signature of authorized person

Sharon Hsiang Chen
Print Name of person making certifications for firm

Title: self
Title of person signing certificate

Place: Seattle, WA
Print city and state where signed

Date: February 15, 2024

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NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

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FIRM NAME: Front and Centered
Name of Contractor/Bidder – Print full legal entity name of firm

By: Aurora Martin Aurora Martin
Signature of authorized person Print Name of person making certifications for firm

Title: CoExecutive Director, Capacity Building Seattle, WA
Title of person signing certificate Print city and state where signed

Date: Feb 16, 2024

**CONTRACTOR CERTIFICATION
WAGE LAW COMPLIANCE – RESPONSIBILITY CRITERIA
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Solicitation or Agreement Title: COMMUNITY CENTERED TRANSPORTATION LEADERSHIP TO CURB POLLUTION
Solicitation Posting Date or Agreement Start Date: Jan 18, 2024

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the below certification is true and correct and that I am authorized to make the following certification on behalf of the firm listed herein.

CERTIFICATION:

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FIRM NAME: Front and Centered
Name of Consultant/Contractor – Print full legal entity name of firm

By: Aurora Martin Aurora Martin
Signature of authorized person Print Name of person making certifications for firm

Title: CoExecutive Director, Capacity Building Seattle, WA
Title of person signing certificate Print city and state where signed

Date: Feb 16, 2024

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