



# Washington State Department of Transportation (WSDOT) | 2024 Community-Centered Transportation Leadership to Curb Carbon

PACKET B

**Milepost Consulting, SPC**

**FEBRUARY 16, 2024**



February 16, 2024

State of Washington, Department of Transportation, Consultant Services Offices  
RE: Community Centered Transportation Leadership to Curb Carbon

Dear Selection Committee Members,

**Milepost, SPC** is pleased to present the following qualifications for the Washington State Department of Transportation (WSDOT) 2024 Community-Centered Transportation Leadership to Curb Carbon (CCTLCC) initiative.

**Milepost** employs a diverse mix of professionals, including technical experts, savvy strategic thinkers, grant writers, behavior change experts, and creative professionals who specifically serve the energy utility and government sectors. Our experiences have given us tremendous insight into many burgeoning areas of the energy sector, including electrification of the transportation sector, electric grid resilience and modernization, distributed energy resources, integrated resource planning, fuel switching, energy efficiency best practices, and even federal mandates like the Justice40 Initiative.

By working with **Milepost**, WSDOT will leverage a team with decades of combined experience in energy, transportation, and federal and state government administration. This includes a dedicated government team with state and federal grant writing and program design expertise, including experience in designing, developing, and delivering grant programs for utilities and other state government entities.

We support our clients wherever needed, from writing proposals, managing teams, and engaging stakeholders all the way to designing programs, implementing initiatives, and reporting results. We are uniquely positioned to execute on the various phases of this work, from stakeholder engagement and program design to implementation support and reporting – without the need for subcontract or partner support.

Included in this scope is a description of our hourly rates and assumed level of effort for each of our highly qualified and experienced team members identified to support WSDOT in meeting its program goals. All **Milepost** work is billed on a time and materials basis—we never bill for any hours that are not used.

I am confident in our ability to position WSDOT and your stakeholders for success in developing and executing CCTLCC. We look forward to discussing how we can build a lasting and powerful working relationship. We will be happy to answer any additional questions you may have and appreciate your consideration of this proposal.

A handwritten signature in black ink that reads "S Hart".

Samantha Hart  
Chief Executive Officer  
Milepost, SPC

# Consultant Information Form

|   |  |   |                                   |
|---|--|---|-----------------------------------|
| Firm Name:<br><b>Milepost Consulting, SPC</b>                 |  | FYE Date:<br><b>12/31/24</b>  | Number of Employees:<br><b>27</b> |
| Address:<br><b>2105 Beverly Beach Drive</b>                   |  |   |                                   |
| City:<br><b>Olympia</b>                                       | State:<br><b>WA</b>                    | Zip Code:<br><b>98502</b>   | County:<br><b>Thurston</b>        |
| Phone:<br><b>(612) 703-7743</b>                               | Fax:                                   | Company Web Site:<br><b>engagemilepost.com</b>                        |                                   |
| Remit to Address:<br><b>2105 Beverly Beach Drive</b>          |  |   |                                   |
| City:<br><b>Olympia</b>                                       | State:<br><b>WA</b>                    | Zip Code:<br><b>98502</b>   | County:<br><b>Thurston</b>        |
| Phone:<br><b>(612) 703-7743</b>                               |  | Fax:  |                                   |
| Statewide Vendor Number (SWV) for Remit to Address:           |  | Federal Tax ID Number or Social Security Number:<br><b>26-2092969</b> |                                   |
| Unified Business Identifier Number (UBI):<br><b>602584355</b> |  | Date Universal Numbering System (DUNS) Number:<br><b>03-233-4090</b>  |                                   |
| Year Firm Established:<br><b>2006</b>                         | UDBE/SBE/MSVWBE Certification Number:: | NAICS Code & Code Name:   |                                   |
| Proposed Project Manager:<br><b>Shauna Basques</b>            |  | Email:<br><b>shaunab@engagemilepost.com</b>                           |                                   |
| Financial Contact:<br><b>Nicole Praner</b>                    |  | Email:<br><b>nicolep@engagemilepost.com</b>                           |                                   |

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](http://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](http://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: Milepost Consulting, SPC  
Name of Contractor/Bidder – Print full legal entity name of firm

By:   
Signature of authorized person

Samantha Hart  
Print Name of person making certifications for firm

Title: CEO  
Title of person signing certificate

Place: Olympia, WA  
Print city and state where signed

Date: 02/14/24

**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: 01/18/24

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: Milepost Consulting, SPC  
Name of Consultant/Contractor – Print full legal entity name of firm

By:  Samantha Hart  
Signature of authorized person Print Name of person making certifications for firm

Title: CEO Place: Olympia, WA  
Title of person signing certificate Print city and state where signed

Date: 02/14/24

**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](mailto:ConsultantRates@wsdot.wa.gov).

**Washington State  
Department of Transportation**

**Performance Evaluation  
Completed by Reference**

|   |
|---|
| Consultant Name: <b>Milepost</b>  |
| Consultant's Project Manager: <b>Susan Steffenhagen</b>   |
| Project Name to be Evaluated on: (Work must have been completed within the last 3 years or is currently being performed.)<br><b>TVA: Transportation Electrification</b> |

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.)

|   |            |          |                           |
|---|------------|----------|---------------------------|
|   | Start Date | End Date | Dollar Amount of Services |
| <input checked="" type="checkbox"/> Prime | 02/01/22   | 09/30/25 | 950,000.00                |
| <input type="checkbox"/> Sub              |            |          |                           |

| 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? | 9.00                 |
| 2. Did the firm complete the project within the total budgeted amount?   | 10.00                |
| 3. Did the firm complete the project within the contract schedule(s)?  | 10.00                |
| 4. Did the firm meet all of your technical standards and quality expectations?   | 9.00                 |
| 5. Was the firm's communication, both oral and written, clear and concise?   | 10.00                |
| 6. Was the firm's project management system effective?   | 10.00                |
| <b>Total Score</b>   | <b>58.00</b>         |
| (Total the score by adding the scores for criterias 1 through 6.)  |                      |
| <b>Average Score</b>   | <b>9.67</b>          |
| (Average the score by dividing the total score by the total number of criteria that was rated.)                              |                      |

| Evaluator Information:  |  |                       |
|---|--|-----------------------|
| Firm/Company Name: <b>Tennessee Valley Authority</b>                        |  |                       |
| Evaluator's Name: <b>Ryan Stanton</b>                                       | Evaluator's Title: <b>Sr. Project Manager - EV</b> |                       |
| Firm/Company Address: <b>400 W. Summit Hill Dr. SW, Knoxville, TN 37902</b> |  |                       |
| Phone: <b>(214) 563-4371</b>  | Fax:   | Date: <b>02/06/24</b> |

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

**Washington State  
Department of Transportation**

**Performance Evaluation  
Completed by Reference**

|  |
|--|
| Consultant Name: <b>Milepost</b>   |
| Consultant's Project Manager: <b>Holly Baird</b>   |
| Project Name to be Evaluated on: (Work must have been completed within the last 3 years or is currently being performed.)<br><b>School Uplift Grant Program Design</b> |

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.)

|                                |            |          |                           |
|--------------------------------|------------|----------|---------------------------|
|                                | Start Date | End Date | Dollar Amount of Services |
| <input type="checkbox"/> Prime | 01/11/21   | 01/11/21 | 100,000.00                |
| <input type="checkbox"/> Sub   |            |          |                           |

| 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? | 10.00 |
| 2. Did the firm complete the project within the total budgeted amount?   | 8.00  |
| 3. Did the firm complete the project within the contract schedule(s)?  | 10.00 |
| 4. Did the firm meet all of your technical standards and quality expectations?   | 10.00 |
| 5. Was the firm's communication, both oral and written, clear and concise?   | 9.00  |
| 6. Was the firm's project management system effective?   | 9.00  |
| <b>Total Score</b><br>(Total the score by adding the scores for criterias 1 through 6.)                                      | 56.00 |
| <b>Average Score</b><br>(Average the score by dividing the total score by the total number of criteria that was rated.)      | 9.33  |

|   |   |                       |
|---|---|-----------------------|
| <b>Evaluator Information:</b>                                       |   |                       |
| Firm/Company Name: <b>Tennessee Valley Authority</b>                |   |                       |
| Evaluator's Name: <b>Clay Hoover</b>                                | Evaluator's Title: <b>Sr. Program Manager</b> |                       |
| Firm/Company Address: <b>1222 Demonbreun St. Nashville TN 37203</b> |   |                       |
| Phone: <b>(615) 337-6372</b>  | Fax:  | Date: <b>02/15/24</b> |

Distribution:  Original: Return to Consultant being evaluated; and  
 Copy: Fax to WSDOT at 360-705-6838 or email to [wsdotco@wsdot.wa.gov](mailto:wsdotco@wsdot.wa.gov)

**Washington State  
Department of Transportation**

**Performance Evaluation  
Completed by Reference**

|   |
|---|
| Consultant Name: <b>Milepost</b>  |
| Consultant's Project Manager: <b>Shauna Basques</b>   |
| Project Name to be Evaluated on: (Work must have been completed within the last 3 years or is currently being performed.)<br><b>Charging and Fueling Infrastructure (CFI) Program - Grant Application</b> |

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 checked="" type="checkbox"/> | Prime | Start Date<br><b>04/15/23</b> | End Date<br><b>06/15/23</b> | Dollar Amount of Services<br><b>65,000.00</b> |
| <input type="checkbox"/>            | Sub   |                               |                             |   |

| Performance Evaluation   |  |
|--|--|
| Rating Criteria<br><small>Please rate each criteria on a scale of 1 to 10. 1 being low and 10 being high.</small>                      | Score<br><small>1 - Low to 10 - High</small> |
| 1. Was the firm cooperative and responsive during any negotiations whether they were budget related or work element related?           | <b>8.00</b>                                  |
| 2. Did the firm complete the project within the total budgeted amount?   | <b>10.00</b>                                 |
| 3. Did the firm complete the project within the contract schedule(s)?  | <b>8.00</b>                                  |
| 4. Did the firm meet all of your technical standards and quality expectations?   | <b>7.00</b>                                  |
| 5. Was the firm's communication, both oral and written, clear and concise?   | <b>7.00</b>                                  |
| 6. Was the firm's project management system effective?   | <b>7.00</b>                                  |
| <b>Total Score</b><br><small>(Total the score by adding the scores for criterias 1 through 6.)</small>                                 | <b>47.00</b>                                 |
| <b>Average Score</b><br><small>(Average the score by dividing the total score by the total number of criteria that was rated.)</small> | <b>7.83</b>                                  |

|   |   |                       |
|---|---|-----------------------|
| Evaluator Information:  |   |                       |
| Firm/Company Name: <b>Milepost Consulting</b>                                       |   |                       |
| Evaluator's Name: <b>Alexa Voytek</b>   | Evaluator's Title: <b>Deputy Director, Office of Energy Pro</b> |                       |
| Firm/Company Address: <b>Tennessee Department of Environment &amp; Conservation</b> |   |                       |
| Phone: <b>(615) 613-1096</b>  | Fax:  | Date: <b>02/16/24</b> |

Distribution:  Original: Return to Consultant being evaluated; and  
 Copy: Fax to WSDOT at 360-705-6838 or email to [wsdotco@wsdot.wa.gov](mailto:wsdotco@wsdot.wa.gov)



Date: February 16, 2024

Company Name: Milepost Consulting, SPC

Address: 2105 Beverly Beach Dr. NW

City / State / Zip: Olympia, WA 98502

**Subject:** Proposed Labor Classifications and Hourly Billing Rates for Community Centered Transportation Leadership to Curb Carb

**Attention:** Manager, Contract Services Office

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

| Labor Classification  | All Inclusive Billing Rate |
|---|----------------------------|
| Lead Project Manager - Shauna Basques                       | \$ 200.00                  |
| Lead Account Manager - Susan Steffenhagen                   | \$ 200.00                  |
| Project Coordinator - Devon Rood                            | \$ 200.00                  |
| Subject Matter Expert - Luke Gebhard                        | \$ 200.00                  |
| Subject Matter Expert - Brian Blackmon                      | \$ 200.00                  |
| Consultant - Jason Pazirandeh                               | \$ 200.00                  |
| Consultant - Briauna Perryman                               | \$ 200.00                  |
| Admin Support - Nicole Praner                               | \$ 200.00                  |
| Content Writer - Dale Mills                                 | \$ 200.00                  |
| Creative Services - Rebecca Nelson / Graphic Designer (all) | \$ 200.00                  |
|   |                            |
|   |                            |
|   |                            |
|   |                            |
|   |                            |
|   |                            |
|   |                            |

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 

Title Director of Sustainability & Operations