

*State of Washington  
Department of Transportation  
Notice to Consultants  
2020 WSDOT Consultant Prequalification Advertisement*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be prequalified to provide professional services for WSDOT. Firms that complete the prequalification process will be eligible to compete for select WSDOT projects for the period from July 1, 2020 to June 30, 2021.

WSDOT reserves the right to amend terms of this advertisement, to circulate various addenda, or to withdraw the advertisement at any time, regardless of how much time and effort consultants have spent on their responses.

*Advertisement Description*

The purpose of this advertisement is to obtain professional engineering and other services for select transportation projects or services throughout the State. Consultants may be prequalified the following categories:

- Construction Management and Inspection Services
- Construction Materials Testing Services
- Cost Risk Assessment and Risk Analysis Services
- Facilities Architectural Services
- Facilities Civil Engineering Services
- Facilities Mechanical and Electrical Engineering Services
- Facilities Structural Engineering Services
- Fish Passage Barrier Correction
- General Environmental Services
- Geophysical
- Geotechnical
- Naval Architecture & Marine Engineering Services
- Other Subconsultant Work
- OYO Suspension Logging
- Rail, Freight, and Ports - Engineering, Operations, and Planning Services (updated)
- Special Structures Engineering Services
- Structural Engineering Services
- Subject Matter Expert (SME) Services
- Subsurface Utilities Engineering (SUE) Services
- Surveying Services
- Traffic Engineering Services
- Transportation Design Plans Specs and Estimate Services
- Transportation Studies Services
- Unstable Slopes
- Value Engineering Services

See “Category Descriptions” on the main page of the advertisement webpage for detailed work descriptions.

Consistent with WSDOT Policy, a “second tier” competitive process may be employed to select a consultant from the prequalified categories. After selection, a project specific agreement shall be negotiated and executed.

**All firms, including subconsultants, must be prequalified in order to be awarded or work on an agreement under the prequalification program.**

**Agreements awarded from the prequalified categories are limited to \$2,000,000.00, including all amendments, addendums, and/or supplements unless otherwise noted on Category Descriptions.**

**WSDOT A&E agreements require FAR compliant hourly rates.**

*UDBE, SBE, or MSVWBE Participation*

Projects may be evaluated for voluntary and/or mandatory UDBE, SBE, and/or MSVWBE goals. For projects that are assessed a goal, the consultant may be required to submit a plan or other documentation prior to commencement of work.

For more information about UDBE/SBE/MSVWBE Goals:

[wsdot.wa.gov/EqualOpportunity/default.htm](http://wsdot.wa.gov/EqualOpportunity/default.htm)

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

*Protest Procedures*

A. Form and Substance

All protests regarding any contents or portion of this advertisement 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: [CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov)

*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.

C. To learn more about the federal SAM, go to [sam.gov/portal/public/SAM/](https://sam.gov/portal/public/SAM/).

#### Public Records

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 Consultant of the request and of the date that the records will be released to the requester unless Consultant obtains a court order enjoining that disclosure. If 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 Consultant of any request(s) for disclosure for so long as WSDOT retains 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 Consultant of any claim that such materials are exempt from disclosure. WSDOT reserves the right, if it deems action to be in the best interest of WSDOT, to reject any and all submittals or to waive any irregularities or informalities therein. Any incomplete, false or misleading information provided by or through the Consultant shall be grounds for non-consideration. If submittals are rejected, WSDOT further reserves the right to investigate and negotiate with the next ranked Consultant in order of ranking or to reject all Consultants and re-solicit for additional firms.

#### Non Discrimination

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).

#### 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.

Application

Complete the “WSDOT Consultant Prequalification” form on the main page of the advertisement webpage. Consultants are invited to submit their prequalification application at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The application must be submitted as an Adobe Reader compatible (pdf) file.

Submittal email address: [CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov) (faxed applications will not be accepted).

Any questions regarding this advertisement should be directed to WSDOT’s Headquarters Consultant Services Office (CSO) at [CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov).

Prequalification applications are accepted continuously, until further notice, with renewals required annually for the next cycle (July 1 through June 30). It will benefit consultants to apply early because WSDOT may start advertising projects to prequalified consultants in July.

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.

WSDOT file size limitation is 20mb per email.

WSDOT CSO will notify you when your firm’s prequalification application has been accepted. Following acceptance of the application, your firm will be required to provide financial documentation and execute a Master Pricing Agreement (MPA) before your firm will be eligible to work. Required documentation includes:

- Master Pricing Agreement document
- Indirect Cost Rate (ICR) documentation
- Crosswalk of Firm’s employee labor classifications to WSDOT’s standard labor classification listing
- Wage Theft Prevention Contractor Certification

A Statement of Qualifications (SOQ) is not required with the initial prequalification documentation. WSDOT may advertise projects to firms listed on the prequalified rosters through a second tier Request for Additional Information (RFAI) process. At that time, WSDOT may request and evaluate project specific SOQs.

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