

**Scoring Criteria 1: Qualifications/Expertise of The Team**

Min pts 0 : Max pts 10

- A. Include the following items:  
Provide list of previous experience, including partnerships, conducting outreach targeting diverse populations.
- B. Include the following items:  
Provide a list of up to three (3) projects that each firm on your project team has completed within the last three (3) years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s), demographic of participants, number of job placements and the approximate amount received for each project.

**Scoring Criteria 2: Qualifications of Proposed Project Manager**

Min pts 0 : Max pts 10

- A. Include the following items:  
Provide up to three (3) examples for the proposed Project Manager that demonstrates his/her prior experience as a Project Manager on WSDOT or similar projects.
- B. Include the following items:  
Provide up to three (3) examples of the proposed Project Manager's ability to manage all of the following within a project;
- Project schedule;
  - Scope of work/scope creep;
  - Budget issues; and
  - Changes that arise throughout the life of the project.

**Scoring Criteria 3: Project Delivery Approach and Workplan**

Min pts 0 : Max pts 11

- A. Include the following items:
- How does your firm develop a work plan for this project;
  - Who is involved with the decision-making process for the development of the work plan;
  - Describe each of the elements of the proposed work plan for this project, including each step a trainee will take to become places in a construction job; and
  - Describe how your work plan addresses contingencies that may arise during the project.
- B. Include the following items:  
Describe your approaches to resolve issue(s) within the project team; client(s) and stakeholders.
- C. Include the following items:  
Identify any key issues and critical milestones for the project.

**Scoring Criteria 4: Cost Factors (Prime Consultant & Sub-Consultants)**

Min pts 0 : Max pts 20

Include the following items:

Proposed Billing Rates Form -

- Complete the form titled “Proposed Billing Rates” linked on the advertisement webpage. The form can be found under the heading “Submit Required Forms.” Submit a separate form for each firm.
- List all proposed personnel for the project with corresponding labor classifications and rates. Rates should be “all inclusive” or “fully burdened” hourly rates.
- Clearly identify the proposed Project Manager.

Cost Model Form -

- Complete the form titled “Cost Model Form” linked on the advertisement webpage. The form can be found under the heading “Submit Required Forms.” The Cost Model Form must show proposed cost (labor classifications, hours, rates, and expenses) for each work element shown in the RFQ. Submit a separate form for each firm.

**Scoring Criteria 5: Client References/Past Performances (Prime Consultant Only)**

Min pts 0 : Max pts 0

A. Include the following items:

Provide three (3) non-vendor owned customer references for whom the vendor has provided similar services during the past thirty-six (36) months preceding the bid due date.

Those providing references will be responsible for submitting them directly to the RFQQ Coordinator before the closing date of this RFQQ and will not be reviewed or submitted by the Vendor.

**Note – This project is currently funded up to \$ \$130,000. Submittals including cost models in excess of this amount may be considered non-responsive.**

The Proposed Billing Rates and Cost Model Form are for the purpose of review for this solicitation only and an “Actuals Not To Exceed” (ANTE) table and budget must be approved before execution of a WSDOT Agreement.

**Scoring Criteria 6: Contractor Certification – Workers’ Rights (Prime and Sub-Consultants)**

Min pts 0 : Max pts 10

Include the following items:

Contractor Certification - Workers' Rights.

- Please fill out the form titled “Contractor Certification - Workers' Rights” linked on the advertisement webpage. The form can be found under the heading “Submit Required Forms.”