

*State of Washington  
Department of Transportation  
Notice to Consultants  
On-the-Job Training and Supportive Services Program*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide On-the-Job Training and Supportive Services. One (1) agreement may be awarded. The approximate period of performance for this project is January 1, 2021 and the work tasks are estimated to continue through July 30, 2021. The agreement amount will be an amount not to exceed one-hundred thirty thousand dollars (\$130,000) for the performance of all activities necessary for or incidental to the performance of work as set forth in the Statement of Work (SOW) with the option for WSDOT to supplement it for additional time and money. This will be a Negotiated Hourly Rate Agreement.

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*

This solicitation will meet FHWA On-the-Job Training /Supportive Service Statement of Work requirements by providing a Consultant who shall provide pre-apprenticeship training with direct entry into a highway construction related, industry recognized apprenticeship. The training will assist up to thirty (30) individuals and focus statewide on recruiting women, minorities, and other disadvantaged individuals to help them to gain entry into the highway construction workforce. The Consultant shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work.

The On-the-Job Training and Supportive Services Program (OJT/SS) Description of Work:

Outreach, Assessment and Pre-Employment Preparation, Support Services (Pre and Post Training), Direct Entry Pre-Apprenticeship Training, and Apprenticeship Placement, Reporting.

**Outreach:**

Consultant shall conduct statewide outreach focused primarily toward women, minority, and other disadvantaged individuals utilizing partnerships/relationships with Community based organizations and businesses.

Ongoing outreach will be part of the Program approach.

**Assessment and Pre-Employment Preparation:**

Consultant shall assess targeted individuals’ readiness for highway construction direct entry pre-apprenticeship training and address any specific barrier. Pre-employment preparation assistance can

include but is not limited to the following: pre-employment highway construction trades counseling, resume and interviewing skill building, and other barrier removal.

Participants will be assessed upon acceptance into pre-apprenticeship training,

**Support Services** (Pre and Post Direct Entry Apprenticeship Training):

Consultant shall assess each individual's need for services and delegate such support services as necessary. Including assisting participants with the application process for Washington Connections and providing allowable support services as stated in exhibit as needed during and after the pre-apprenticeship. Support services will begin once a participant has been accepted for and has attended at least one training session of the pre-apprenticeship program.

~~Consultant shall provide an amount for support services that is appropriate to these goals. See OJT/SS Program 20-21 Allowable Activities.~~

**Direct Entry Pre-Apprenticeship Training:**

Consultant shall provide an in-depth multi-week pre-apprenticeship training to provide basic knowledge and entry level construction trade skills for trainees begins their career as a trades worker.

All participants that have passed drug screening and successfully completed the multi-week pre-apprenticeship will be offered direct entry into a recognized construction trades apprenticeship.

Pre-apprentices will receive direct entry following the successful completion of the pre-apprenticeship as soon as there is a dispatch available. In the case that dispatches are not available, pre-apprentices will be dispatched in the order of highest grade to lowest class grade received in the pre-apprenticeship.

**Apprenticeship Placement:**

Consultant shall assist graduates in securing a highway construction career on WSDOT projects by utilizing existing relationships with WSDOT's prime highway construction contractor community, and other partners, to enhance the successful placement of graduates. Contractors will be directly encouraged to hire pre-apprentices with invitations to observe pre-apprenticeship trainings and to attend the pre-apprenticeship graduation.

The Consultant shall track the long-term outcomes of each graduate using internal systems as well as WSDOT provided forms.

**Reporting**

Consultant is required to submit monthly a WSDOT OJT/SS 20-21 Monthly Program Tracking & Reporting Form to WSDOT.

Consultant is required to submit a completed WSDOT OJT/SS 20-21 (F) Program Intake Form(s), for each individual receiving assistance prior to any reimbursement for invoiced services.

WSDOT reserves the right to amend this reporting list and format at any time during the contracting cycle to ensure that the objectives and deliverables of this Proposal are being met.

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

#### 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 the Team;
2. Qualifications of Proposed Project Manager(s);
3. Project Delivery Approach and Workplan;
4. References/Past Performances (Prime Consultant Only), and
5. Cost Factors (Prime Consultant Only.)
6. Contractor Certification – Workers’ Rights (Prime and Sub-Consultants);

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 submittals received as a result of this RFQ. If a secondary process is deemed necessary, final selection from short listed firms shall be made based upon:

- Interview/additional qualifying information scoring only.
- Combined results of the submittal and the interview/additional qualifying information scoring.

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.

#### 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 3; 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 4, 5, and 6 (Performance Evaluations must be included in this packet);
- Your Consultant Information forms for both the Prime Consultant and all proposed Sub-Consultants;
- Your completed “Contractor Certification - Workers' Rights” forms for both the Prime Consultant and all proposed Sub-Consultants;
- Your completed “Wage Theft Prevention Contractor Certification - Professional Services” 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.

#### Debriefing Procedures

##### A. Debrief Conferences

CSO offers, if requested, a debrief to all proposers. The request must be submitted in writing, within three (3) business days of official notification selection. The request shall be sent to [WSDOTCSO@wsdot.wa.gov](mailto:WSDOTCSO@wsdot.wa.gov) .

##### B. Debrief Protests

All debrief protests must be submitted in writing, within five (5) business days of the debrief conference. The request shall be sent to [WSDOTCSO@wsdot.wa.gov](mailto:WSDOTCSO@wsdot.wa.gov) .

#### 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). Protests must be received by CSO between the submittal due date, as shown on the last page of this RFQ, and no later than 3:00 PM PST, two (2) business days following the submittal due date. 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)

**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.
- 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

Submittals received as a result of this RFQ and the resulting score sheets may be posted to CSOs web page.

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.

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.

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.)

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Faxed submittals will not be accepted. Submittals must arrive at the following email address no later than 4:00 p.m. PST on **November 30, 2020**.

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 20mb per email.

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

Questions will be accepted through 4:00pm PST on **November 18, 2020**. Questions and answers will be posted in the form of a Q&A document on the advertisement webpage. Questions are posted on the webpage anonymously.

Dates of publication in the Seattle Daily Journal of Commerce: **November 13, 2020**.

Dates of publication in WEBS **November 13, 2020**:

Submittal Due Date and Time: 4:00 p.m. PST on **November 30, 2020**.