Q - Is WSDOT looking for a team of firms that can provide all of the services requested in the RFP, or will WSDOT prefer to award multiple contracts to firms specializing in each area?
A – Firms are not required to be able to perform all service. Projects will vary widely and may require any types of services outlined in the RFQ. To meet that need, vendors may use subconsultants.

Q - Will WSDOT accept our project manager’s previous experience in a role while employed at WSDOT as WSDOT project management experience?
A – Any relatable project experience is acceptable to include experience gained while at WSDOT.

Q - Can ODOT projects be used as an example in lieu of WSDOT projects?
A – Yes, ODOT and other relatable experience may be used.

Q - Page 3 of the SOQ states proposals must be "Submitted as ADA accessible. ADA and documents for the web can be found: https://wsdot.wa.gov/communications/web-toolkit/standards/accessibility. All documents need to be tagged, have the correct document properties, correct reading order and all figures, images, graphics need to have alternative text added." Please confirm that the forms provided by WSDOT, including the evaluation forms, do not need to meet these standards.
A – The Consultant Services office is working with the web team to ensure that our documentation meets these standards in the future.

Q - Page 1 of the Criteria Definitions for: Statewide On-Call Communications, Public Involvement and Digital Services, Scoring Criteria 1.C states "Provide table identifying current availability of key staff and resources for each firm on the proposed project team. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available." Please confirm that a general % of time available for contracts is acceptable, since there is not a task order or specific scope of work, schedule, and budget for these projects yet.
A – A general percentage of time available for contracts is acceptable.
Q - Our market research subconsultant does not have an hourly billing rate system - they bill solely with a project rate structure. Should we include this market research vendor as a subconsultant and simply note that they do not have hourly rates and their project rate will be billed as a direct expense, if their services are needed for a project? Or should we remove them from the RFQ team and simply mention that we may use a vendor to provide support market research services such as polling?
A – The agreement is a task order negotiated rate agreement. If they cannot submit hourly billing rates, consider not submitting the firm as a sub-consultant. At the time a task order is being negotiated a determination can be made if the services can be completed by the vendor or requires a sub-consultant.

Q - We use an out-of-house accounting team to manage all accounts receivable and payable and invoicing for our government projects and generally bill their time the same as if we had an in-house employee conducting that work. The staff from our accounting firm track time through our project management software to each project. Should the accounting firm be included in our list of subconsultants for the RFQ?
A – This is vendor services and does not require the firm to be a sub-consultant.

Q - On the Billing Rate form, it asks for an all-inclusive billing rate. Is this a flat/loaded rate per labor classification or is the rate meant to be based on an indirect rate formulation with an estimate for each labor classification's hourly wage?
A – It is a flat/loaded rate per labor classification.

Q - On the RFQ's advertisement page, there is a form listed that is not included (from what I can find) in the RFQ requirements. It is listed as Wage Theft Prevention Contractor Certification - Professional Services (pdf 67 kb) but when opened, it is titled "CONTRACTOR CERTIFICATION EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS WASHINGTON STATE GOODS & SERVICES CONTRACTS," which appears to be the same form as the one listed in the hyperlink just above this link hyperlink. Would you be able to clarify if the Wage Theft Prevention form is one that needs to be filled out and if so, are you able to post it on the advertisement page?
A – The form posted is the form that needs to be submitted for all firms on the proposed team.

Q - Can we select the categories we want to include as part of our proposal, or do we need to include all that are listed?
A – Firms are not required to be able to perform all service. Projects will vary widely and may require any types of services outlined in the RFQ. To meet that need, vendors may use subconsultants.

Q - Can we submit to the SOQ as a Prime and still Sub to other firms submitting proposals?
A – Yes

Q - To qualify as an economically disadvantaged women owned business, will you accept the federal certification from the SBA for EDWOSB?
A – The firm needs to be certified by the Office if Minority and Business Enterprise (OMWBE).
Q - Do you have any requirements for the minimum number of years that a company has been in existence?
A – No. However, there are experience requirements.

Q - Are there any requirements for on-site work-- as opposed to remote work - assuming it is safe to travel?
A – There are no requirements for on-site work and most of this work has been done in the past off-site with meetings as needed which can be done virtually.
Q - The consultant website shows two different due dates for when the Financial Planning & Analysis Services submittal is due. The deadline listed in the RFQ lists 4PM, 2/26. Please confirm the submittal due date and time.
A - The Submittal Due Date and Time is 4:00pm, PST on 2/26/2021. The website has been corrected.

Q - Criteria Definitions — This document, for which the file name is “2021 Financial Planning and Analysis Criteria Definitions.pdf,” appears to have a mis-labeled page header that references “Statewide Traffic and Revenue Analysis Services” and includes text that appears to be specific to that other procurement. Is this duplication intentional?
A - The inadvertent duplication has been corrected. An updated version is posted.

Q - Criteria Definitions, Scoring Criteria 1: Qualifications/Expertise of the Firm — This section appears to limit proposers to those that have “investment grade traffic and revenue studies qualifications/expertise demonstrated within the past 7 years.”
   a. Is this item intended for the separate “Statewide Traffic and Revenue Analysis Services” procurement?
   Answer: The inadvertent duplication has been corrected. An updated version is posted. See response to question 2.
   b. Is there an omitted criteria item concerning “Financial Planning and Analysis Services”?
   Answer: The inadvertent duplication has been corrected. An updated version is posted. See response to question 2.
   c. Would proposals showing only toll-related financial planning and analysis services expertise, or expertise in non-investment grade T&R studies be deemed non-responsive?
   A - Proposals should relate to the Project Description stated in the advertisement. An updated version of the RFQ is posted.

Q - Criteria Definitions, Scoring Criteria 2: Recent Investment Grade Traffic and Revenue Studies Experience — This section appears to limit proposers’ experience to 3 or more “investment grade traffic and revenue studies for bond issuances within the past 7 years.”
   a. Is this item intended for the separate “Statewide Traffic and Revenue Analysis Services” procurement?
   A - The inadvertent duplication has been corrected. An updated version is posted. See response to question 2.
Q&A

b. Is there an omitted criteria item concerning “Financial Planning and Analysis Services”?
   A - The inadvertent duplication has been corrected. An updated version is posted. See response to question 2.

c. Would proposals showing only financial planning and analysis experience be deemed non-responsive?
   A - The inadvertent duplication has been corrected. An updated version is posted. See response to question 2.

d. Would proposals showing investment grade traffic and revenue studies that did not involve bond issuances, or that involved other types of debt such as private financing or a TIFIA loan be deemed non-responsive?
   A - Proposals should relate to the Project Description stated in the advertisement. An updated version of the RFQ is posted.

Q - Criteria Definitions, Scoring Criteria 5: In-depth Local and Understanding of Toll Industry — This states that the “the Consultant shall discuss and demonstrate its knowledge and experience with traffic and revenue forecasting/estimating for Managed Lanes….” As there is no request for the consultant to demonstrate its knowledge and experience in toll industry financial planning and analysis, would the provision of such information be viewed as non-responsive?
   A - The inadvertent duplication has been corrected. An updated version is posted. See response to question 2.

Q - Criteria Definitions, Scoring Criteria 6: Cost Factors — this section requires a “Statement of Billing Rates” using the Proposed Billing Rates Form, for which the following questions apply:

The following questions are HQ determined but the agreement needs to be a task order agreement.

a. Is the Proposed Billing Rates Form intended to include cost information for subcontractors, or just the prime consultant?
   A – The completed form is required for both prime and all sub consultant firms.

b. Will the agreement be a Billing Rate contract by Labor Classification? Or will the agreement billing rates be calculated by individual on the basis of direct salary rate plus overhead plus fee, subject to an ANTE table?
   A – For the Labor Classification list the name of employee and their classification.

c. If the agreement will be a Billing Rate contract, can those rates be established by individuals, or will they need to be aggregated to labor classifications? (The Criteria Definitions document requests key personnel names whereas the Proposed Billing Rates Form only provides spaces for “Labor Classifications”.)
   A – Individuals and their classification should be entered under Labor Classification column.

d. The Proposed Billing Rates Form states that the “Proposed Billing Rates shall be effective throughout the life of the agreement….” Is it WSDOT’s expectation that the proposer’s billing rates would not change over the six-year agreement period? If not, please indicate how the proposer should provide rates, i.e., current rates.
   A - Proposed Billing Rates shall be effective throughout the life of the agreement.

e. The Proposed Billing Rates Form requests the “highest anticipated hourly billing rates for the identified labor classifications.” This seems to be in conflict with the Criteria Definitions that
require “the lowest/best rates given to any client” when considered across multiple individuals within a labor classification that have different direct salary rates.

A – Individual employees are listed under the Labor Classification.

Q - RFQ Page 1, Project Description — The project description has no reference to financial planning and analysis services requested. Under which criterion or proposal section would WSDOT prefer to see toll financial planning and analysis experience?

A - The Project Description has been updated

Q - RFQ Page 1, Evaluation Criteria #2 — This cites the need for “recent investment grade traffic and revenue studies experience;” is this intended for the “Statewide Traffic and Revenue Analysis Services” RFQ, especially given the “investment grade” label?

A - The inadvertent duplication has been corrected. An updated version is posted. See response to question 2.

Q - If there are substantive revisions made to the subject RFQ or Criteria Definitions, will WSDOT consider extending the submittal due date?

A - No, the Ad submittal date is Friday, February 26, 2021, at 4:00pm, PST.

Q - The Wage Theft Prevention Contractor Certification Form and Contractor Certification - Workers’ Rights Forms appear to be identical on WSDOT’s open advertisements site for this pursuit. Kindly post the Wage Theft Prevention Contractor Certification Form or advise as to where this might be found on the website.

A - The inadvertent duplication has been corrected. An updated version is posted.

Q - Recent Investment Grade Traffic and Revenue Experience requests a copy of applicant’s most recent investment-grade traffic and revenue study that it has completed that has been used for the successful selling of the toll revenue bond. May we include this, or any related financial planning and analysis report examples applicable to this RFQ, in an appendix to Package A, so as to not to be counted toward the 30-page limit? Any such example documents would exceed the 30-page limit.

A - The inadvertent duplication has been corrected. An updated version is posted. See response to question 2.