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&A**

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.