Criteria Definitions for Statewide Traffic and Revenue Analysis Services

Scoring Criteria 1: Qualifications/Expertise of Firm
Min pts 0 : Max pts 25

A. Include the following items:

- The Proposer must be able to discuss and demonstrate its experience with different types of traffic and revenue studies, including, but not limited to, the different phases of T&R feasibility studies, T&R estimates for Official Statements, certificates prepared in accordance with Trust Agreements, due diligence studies, T&R studies for new tolled and for existing tolled facilities, High Occupancy Tolled/Express Toll Lanes using dynamic pricing etc.

- The Proposer must also be able to discuss and demonstrate that it has successfully conducted investment grade traffic and revenue studies within the past 7 years for major toll projects and/or toll systems that have gone to the bond market and successfully sold toll revenue bonds with the Proposer’s T&R Study. Support information for each type of study discussed herein by the Consultant should include the name of the agency (client) and contact information in order to demonstrate the Consultant’s experience.

Scoring Criteria 2: Recent Investment Grade Traffic and Revenue Studies Experience
Min pts 0 : Max pts 30

A. Include the following items:

- The Proposer shall demonstrate it has prepared at least 3 (three) investment-grade traffic and revenue studies for bond issuances within the past 7 (seven) years for major toll projects and/or toll systems that have successfully gone to the bond market. Support information should include the name of the agency (client), contact information, and the dollar amount of the bond issuance.

- The Proposer shall provide an electronic copy of the 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.

- The Proposer shall demonstrate the accuracy of its investment-grade traffic and revenue forecasts/estimates by providing 3 (three) successfully-financed project examples completed within the past 7 (seven) years, and comparing the forecasted/estimated T&R against actual T&R. Please calculate percentage
differences as appropriate. Support information should include the name of the agency (client), and contact information. Each forecast-actual comparison should include at least 3 (three) years of data, where possible.

### Scoring Criteria 3: Qualifications and Experience of Proposed Personnel

Min pts 0: Max pts 20

A. **Include the following items:**

- The Proposer shall demonstrate qualifications and experience of all its proposed key personnel including those of their Sub consultant(s) that will be responsible for delivering the Services. The key personnel, including the Project Manager, shall be evaluated on their qualifications and similar experience on comparable types of contracts. Support information should include the name of the agency (client) and contact information for the Project Manager’s (and Deputy Manager’s, if applicable) traffic and revenue experience.

### Scoring Criteria 4: Staffing Plan, Availability and Quality Control

Min pts 0: Max pts 10

A. **Include the following items:**

- The Proposer shall include a staffing plan that clearly illustrates all elements of the organizational structure proposed to accomplish the scope of services. The staffing plan shall demonstrate the personnel availability (percentage of time) to their proposed role in order to meet the requirements of the scope of work, and the availability to manage various assignments simultaneously. As a part of the staffing plan, the Proposer shall include a list of key personnel that clearly indicate each key person’s role, location and experience. The information shall also be provided for key personnel from any anticipated sub-consultant. Experience highlights should include but not be limited to experience with new tolled facilities, tolling existing facilities and High Occupancy Toll/Express Toll Lane facilities. It is desirable but not a requirement that the successful Proposer will have a strong local knowledge of the Seattle metropolitan area.

- Proposers being considered for this Contract may have more than one office location. The office assigned responsibility for the Work shall be identified. If
different elements of the Work will be performed at different locations, those locations shall be listed. The proposer shall describe how the work performed at other locations shall be managed and coordinated, as well, together with the work to be performed at that location.

- The Proposer shall describe in detail its Quality Control /Quality Assurance (QC/QA) Plan for the contract, including the plan for any of its Sub consultants, namely policies and procedures used to assure complete and accurate documents in the management of the Traffic and Revenue assignments.

### Scoring Criteria 5: In-depth Local and Understanding of Toll Industry

Min pts 0 : Max pts 15

A. Include the following items:

- The Proposer shall demonstrate its knowledge and understanding of the Toll Industry by providing examples of their specific project experience within the last 2-4 years. The Consultant shall highlight differences, if any, between a private toll agency, a public toll authority, and a transportation and/or governmental tolling agency. The Consultant shall also discuss the differences, if any, in traffic and revenue forecasting/estimating for a private client versus a public client. Additionally, the Consultant shall discuss and demonstrate its knowledge and experience with traffic and revenue forecasting/estimating for Managed Lanes (or Express Lanes, or Value Priced Lanes, or however they are so named). These criteria will be evaluated based on the depth of the Proposer’s knowledge and understanding of the Toll Industry and the Consultant’s ability to clearly illustrate the challenges facing this industry.

### Scoring Criteria 6: Cost Factors

Min pts 0 : Max pts 10

A. Include the following items

Statement of Billing Rates:
- Statement that the rates listed are the lowest/best rates given to any client;
- The beginning and ending dates that the quoted hourly rates are valid;
- Listing of all proposed key personnel/labor classifications, clearly identifying the proposed project manager; and
- The hourly billing rates for each labor classification.
Scoring Criteria 7: 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.”