Criteria Definitions for WSDOT
Bridge & Structures Office
Staff Augmentation

Scoring Criteria 1: Qualifications/Expertise of Firms on Team
Min pts 0 : Max pts 20

A. Include the following items:
   • Provide a listing of all firms on your proposed team;
   • List the type(s) of expertise that each firm on your team can provide;
   • How long has each firm on your team provided these type(s) of expertise;
   • For each firm on your proposed team, provide the number of employees within the state of
     Washington (including the Greater Portland Metropolitan Area). Also, provide the number
     of employees that each firm on your proposed team has nationwide; and
   • Provide organization chart of your proposed team and include the respective roles that each
     firm will provide for the team.

B. Include the following items:
   Provide listing of each firms offices within the state of Washington (including the Greater
   Portland Metropolitan Area), include the total number of employees within each location and
   the types of expertise that is available at each location.

C. Include the following items:
   Has the prime consultant worked with proposed sub-consultant(s) on similar projects in the last
   three (3) years? If yes, provide name of the project, each firm’s role on the project and the dates
   the services were performed. Limit examples to one (1) project for each sub-consultant firm.

D. Include the following items:
   Provide table identifying current availability of key staff (Project Manager, Senior Engineers,
   Junior Engineers, and Detailers) 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.

E. 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) and the approximate amount received
   for each project.

Scoring Criteria 2: Qualifications of Proposed Project Manager
Min pts 0 : Max pts 20

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. Include the date(s) of each
   project; the name of the client/organization for each project; list the project manager’s
   responsibilities and tasks on each project.
B. Include the following items:
Demonstrate that the Project Manager meets the minimum qualifications specified in the RFQ.

C. 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.

D. Include the following items:
Provide listing of professional licenses/accreditations for the proposed Project Manager; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only. Please provide the Project Manager’s WA Professional Engineer license number.

| Scoring Criteria 3: Key Team Members Qualifications (Senior Engineers, Junior Engineers, and Detailers) | Min pts 0 : Max pts 30 |
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A. Include the following items:
List each key team member’s role/responsibilities on your proposed team.
- For each proposed key team member, provide up to three (3) examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
- For each key team member on your proposed team, demonstrate that they meet the minimum qualifications specified in the RFQ.

B. Include the following items:
Please provide each Key Team Member’s WA Professional Engineer license number (as appropriate).

| Scoring Criteria 4: Firm’s Project Management System (Prime Consultant Only) | Min pts 0 : Max pts 15 |
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A. Include the following items:
- Describe your firm’s Quality Assurance/Quality Control processes. Explain how this process will minimize the time WSDOT has to spend reviewing the work.
- Describe your firm’s tracking system(s) to monitor the project’s budget and/or scope;
- List your firm’s scheduling program/process. Identify the type of software or process and list up to three (3) projects where the proposed Project Manager(s) have utilized this software/process;
- Describe how your team will prepare monthly progress reports and invoices for each
individual task assigned under this agreement. Please provide details of the information that will be included in the progress reports.

**Scoring Criteria 5: Project Delivery Approach (specifically how you would develop your team and manage the work)**

Min pts 0 : Max pts 15

A. Include the following items:
   How will your firm ensure that approved staff are available to work on tasks of this agreement when needed.

B. Include the following items:
   Describe your approaches to resolve issue(s) within the project team; client(s) and stakeholders.

**Scoring Criteria 6: References/Past Performances (Prime Consultant Only)**

Min pts 0 : Max pts 0

A. Include the following items:
   Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years. These must be included in your Packet B.

   **Performance Evaluations on WSDOT projects:**
   If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT’s internal Filemaker Pro form 272-019 “Performance Evaluations – Consultant Services.”

   **Performance Evaluations for Non-WSDOT projects:**
   If your firm does not have performance evaluations with WSDOT, it is necessary to have an evaluation of past performance completed by a client. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link “Performance Evaluation Completed by Reference” which can be found on the main web page for this advertisement.

**Scoring Criteria 7: Contractor Certification – Workers’ Rights (Prime and Sub-Consultants)**

Min pts 0 : Max pts 0

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.”