State of Washington  
Department of Transportation  
Notice to Consultants  
WSDOT Bridge & Structures Office Staff Augmentation

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide the services for engineering work, hereafter referred to as the CONSULTANT, for the purposes of staff augmentation. One (1) agreement may be awarded. The agreement will be approximately 2-years years in duration. The agreement amount will be approximately $2,000,000.00 with the option for WSDOT to supplement it for additional time and money if necessary.

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*

*Purpose*

The WSDOT Bridge & Structures Office (BSO) anticipates a large volume of work over the next few years that will likely exceed its design capacity. This Staff Augmentation Agreement will be used, on an as-needed basis, to help deliver projects that have a relatively small scopes and/or need to be delivered quickly. The BSO still intends to put larger project out to Consultants using the usual Pre-Qualified process. Assigned work will be limited to structural design/construction support tasks. Hydraulic, geotechnical, and other civil design tasks will be completed by WSDOT. The Consultant may be required to attend meetings at WSDOT facilities or visit project sites, but otherwise work will be performed at the Consultants own office using their own facilities, computers, software, supplies, etc. The selected Consultant will be required to have staff available to work on BSO tasks with relatively short notice.

Recognizing that staff availability will vary through the duration of this agreement, multiple people will be pre-approved for each team positions, except for the Project Manager who is to remain the same for the duration of the agreement. The pre-approved consultant team will consist of the following:

**Project Manager (1 Person)**

**Typical Duties**

- Primary point of contact for the Consultant Team.
- Coordinate with the BSO Project Manager.
- Prepare and negotiate fee and schedule for tasks.
- Manage the Consultant Team’s efforts on assigned tasks.
- Prepare monthly progress reports and invoices.

**Minimum Qualifications**

- Shall be a licensed Professional Engineer in the State of Washington.
- Shall have a minimum of 10-years of experience managing design efforts on transportation structural projects.
• Shall have excellent written and verbal communication skills.

**Senior Engineer (3 People)**

**Typical Duties**
- Provide leadership and direction to other members of the Consultant Team.
- Check calculations, plans, specifications, and estimates prepared by other members of the Consultant Team.
- Stamp work prepared by the Consultant Team (be the Engineer of Record).

**Minimum Qualifications**
- Shall be a licensed Structural Engineer in the State of Washington.
- Shall have a minimum of 10-years of experience designing bridges and transportation structures in accordance with the AASHTO LRFD Bridge Design Specification, the AASHTO Guide Specification for LRFD Seismic Bridge Design, and the WSDOT Bridge Design Manual.
- Shall have a minimum of 10-years of experience load rating bridges in accordance with Chapter 13 of the WSDOT Bridge Design Manual.

**Junior Engineer (3 People)**

**Typical Duties**
- Perform analysis and prepare calculations for structural designs and load ratings.
- Direct the preparation of plan sheets.
- Calculate quantities, prepare specifications, and create cost estimates.

**Minimum Qualifications**
- Shall be a licensed Professional Engineer in the State of Washington.
- Shall have a minimum of 4-years of experience designing bridges and transportation structures in accordance with the AASHTO LRFD Bridge Design Specification, the AASHTO Guide Specification for LRFD Seismic Bridge Design, and the WSDOT Bridge Design Manual.
- Shall have a minimum of 4-years of experience load rating bridges in accordance with Chapter 13 of the WSDOT Bridge Design Manual.

**Detailer (3 People)**

**Typical Duties**
- Prepare contract plans in accordance with the detailing standards set forth in Chapter 11 of the WSDOT Bridge Design Manual and the WSDOT Plans Preparation Manual.

**Minimum Qualifications**
- Must be proficient in the use of MicroStation
- Shall have a minimum of 4-years of experience preparing contract plans for WSDOT bridge projects.

**UDBE, SBE, or MSVWBE Participation**

This agreement will be subject to a 26% voluntary goal (10% Minority, 6% WBE, 5% VBE, 5% SBE). The selected consultant will be required to submit a plan for approval prior to commencement of work.
For more information and guidelines:

https://www.wsdot.wa.gov/EqualOpportunity/MSVWBE.htm

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 Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Senior Engineers, Junior Engineers, and Detailers);
4. Firm’s Project Management System (Prime Consultant Only);
5. Project Delivery Approach and specifically how you would develop your team and manage the work;
6. References/Past Performances (Prime Consultant Only)
7. 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.

After the submittal review, firms will be short-listed and invited to interview. The interview score will be based on the team’s ability to demonstrate their combined experience, capabilities, and approach to deliver the program. 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 5; and
• Packet “A” is limited to 20 pages, single sided only, not including the front and back cover.
• Submittal is NOT password protected.
• 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.

Your SOQ “Packet B” must consist of:

• Your letter of transmittal;
• Your response to scoring criteria 6 (Performance Evaluations must be included in this packet) and criteria 7;
• Your Consultant Information forms for both the Prime Consultant and all proposed Sub-Consultants;
• Contractor Certification - Workers' Rights 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.

Faxed submittals will not be accepted. Submittals must arrive at the following email address no later than 4:00 p.m. PST on Thursday, April 7, 2022.

Submittal email address: 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.

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.)

The CONSULTANT, agrees that it will comply with Governor’s Proclamations 20-05 as amended and 21-14 as amended, regarding COVID-19 Vaccination Requirements, and that it will require its workers, service providers, subconsultants, suppliers, and their workers to comply as well. Furthermore, prior to starting Work, the CONSULTANT shall provide a declaration utilizing the required form.

Debriefing Procedures

A. Debrief Conferences
   CSO offers, if requested, a debrief to all proposers. The request must be submitted in writing, with 3 business days of official notification of an unsuccessful proposal. The request shall be sent to WSDOTCSO@wsdot.wa.gov.

B. Debrief Protests
   All debrief protests must be submitted in writing, within 5 business days of the debrief conference. The request shall be sent to 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) as soon as possible after the Proposer/protestant becomes aware of the reason(s) for the protest. 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:

   Manager, Consultant Services Office
   Washington State Department of Transportation
   310 Maple Park Avenue SE
   PO Box 47323
   Olympia, WA  98504-7323
   Phone:  360-705-7106
   Fax:  360-705-6838

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 (2nd) 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/](https://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.

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).

**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.


Dates of publication in WEBS: Tuesday, March 22, 2022.

Submittal Due Date and Time: 4:00 p.m. PST on Thursday, April 7, 2022.