State of Washington  
Department of Transportation  
Notice to Consultants  
WSDOT Fish Passage Delivery Plan Scoping Team  

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide the services for WSDOT Fish Passage Delivery Plan Scoping Team. One (1) Task Order Negotiated Hourly Rate agreement may be awarded. The agreement will be approximately three (3) years in duration. The agreement amount will be approximately $5,000,000 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**  
The CONSULTANT shall perform technical support to the fish passage program. Responsibilities of CONSULTANT shall be to perform technical analysis and documentation activities necessary for the development of a Scoping Report related to 80-100 fish passage barrier corrections. The intent of the Scoping Report is to identify project risks and delivery strategies as directed by the Fish Passage Delivery Manager.  

Fish Barrier Assessment - The consultant will complete a barrier assessment based on the Washington State Department of Fish and Wildlife (WDFW) Fish Passage inventory, Assessment, and Prioritization manual. Sites requiring assessment will be defined as needed by WSDOT.  

Determination of critical design and construction elements: Identify existing conditions:  
1. Right of Way Plans  
2. As-built data from past projects  
3. Existing utility locations and agreement type (franchise/permit v. easement)  
4. LIDAR data, including a search of WSDOT previous surveys  
5. Traffic volume and collisions data  
6. Project Site research  

Hydraulics  
1. Make an initial bankfull width determination. Independently measure bank full width at a minimum of 3 locations. Document field observations related to the system and the location of bank full width measurements  
   a. Using the [Culverts And Climate Change (wdfw-fish.us)] web app determine the projected mean percent change in BFW for 2080, document accordingly.
2. Make an initial determination of project complexity using WSDOT/WDFW Complexity Consideration document titled “Fish Passage Project Site Visit – Determining Project Complexity Field Form”
3. Determine conceptual structure free zone based on measured bankfull width, projected bankfull width, field observations, and gathered data.

Bridge & Structures
1. Make conceptual determination on level of complexity of the structure – standard plan, multi-span, etc.

Geotechnical
1. Existing geotechnical information will be made available from WSDOT for sites where it is available.
2. Develop conceptual Geotech scoping document outlining relative site complexities. This document will:
   a. Identify any challenging geotechnical conditions such as: liquefiable soils, thick soft/organic soils, natural hazards, landslides that may affect design or construction, presence of boulders and cobbles that may affect excavations and shoring.
   b. Provide any available geotechnical data pertinent to the site
   c. Anticipate subsurface conditions based on geologic mapping and any available geotechnical records.
   d. Provide first cut at foundation type (deep or shallow).

Maintenance of Traffic
1. Identify likely Maintenance of Traffic (MOT) strategies and level of complexity
2. Provide very conceptual structure staging options needed to meet MOT strategy (shoring walls, temp structures, etc)

Environmental Permitting and Documentation
1. Identify initial level of environmental permitting (local, state and federal) and environmental documentation complexity.

Provide opportunities for innovation
1. The consultant will identify general design and construction innovative ideas in order to deliver projects as efficiently as possible.

Identifying project delivery plans
1. The consultant will make recommendations on delivery strategies for the 80-100 fish barriers including bundling opportunities and delivery method selection (Design Build, Design-Bid-Build, and Progressive Design Build)

General Coordination Other general coordination effort to support the scoping effort includes:
1. Limited coordination with WSDOT specialty groups (Bridge, Geotech, Hydraulics, etc.) and external partners, as directed by WSDOT.
2. Lead regular coordination meetings with WSDOT.
3. No contact will be made with external project partners, stakeholder, or interested parties.

Develop Scoping Report
The Consultant shall develop a Scoping Report for each fish barrier in question. The report shall provide critical design elements found during the scoping work, as well as any past documentation or correspondence on the subject. The report shall also provide conceptual bundling opportunities proper documentation and justification to be provided. The report shall also provide guidance on preferred project delivery method for a crossing, as well as including any potential innovative design practices the cross should take into account.
This report shall be sent to the WSDOT representative, where the information will be uploaded to the state’s Fish Passage Database for the use of the design team that will take on the project.

Roles of the STATE for all Tasks
The STATE will provide the list of 80 – 100 fish barriers and access to any readily available information. The STATE will provide any available existing or scoping information for the sites.

Assumptions for all Tasks
Travel required for project site review, meetings with project offices and/or data collection will be reimbursed by the STATE. All office meetings shall be assumed to be virtual settings.
STATE will be engineer of record for all work. CONSULTANT will be serving as an extension of the HQ Fish Passage Delivery Team and thus work will be directed and overseen by Fish Passage Barrier Correction Program Director.

Progress Reporting for all Tasks
The CONSULTANT shall complete monthly progress reporting and invoicing in compliance with the Master A&E Agreement under which this Task Order is agreed. The CONSULTANT shall attend weekly check-in meetings with HQ Fish Passage on project progress.

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
1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Project Delivery Approach;
5. References/Past Performances (Prime Consultant Only.); and
6. 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.

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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 4; and
• Packet “A” is limited to 30 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 5 (Performance Evaluations must be included in this packet);
• Your Consultant Information forms for both the Prime Consultant and all proposed Sub-Consultants;
• Contractor Certification – Workers’ Rights (Prime and Sub-Consultants); and
• Packet “B” has no page number limitations.

The SOQ shall meet the following requirements or will be deemed non-responsive and will 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;
• 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, May 5, 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.)

In light of the COVID-19 pandemic, Washington State Governor Jay Inslee has issued a Proclamation directing mandatory vaccination for all cabinet agency state employees, which includes WSDOT. This requirement extends to contractors who may be physically present on WSDOT owned, leased, or controlled property and right-of-way in the conduct of their work. Contractors will need to acknowledge, in writing, their acceptance of these terms as a condition of the contract. Please note that WSDOT has elected to implement the “Path Two” option within the Governor’s Vaccination Proclamation requirements. Under Path Two, contractors are required to assume responsibility for the vaccination verification and accommodation requirements set forth in the Proclamation. Therefore, WSDOT contractors must certify that all employees of the contractor, and employees of any subcontractors, working “on site” comply with the terms and requirements of the Vaccine Mandate Proclamation. The mandate only applies to contract employees who are physically present on WSDOT property and does not apply to contractors working from locations which are not considered “on site.” The Governor’s Office has created a resource website that contains FAQ’s and information for complying with Proclamation 21-14.1.

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/](http://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.

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 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.


Submittal Due Date and Time: 4:00 p.m. PST on Thursday, May 5, 2022.