Criteria Definitions for Hood River Bridge Traffic & Revenue Study

Evaluation Criteria 1: Qualifications/Expertise of Firms on Team
Min pts 0 : Max pts 30

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:
   Has the prime consultant worked with proposed sub-consultants 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.

C. Include the following items:
   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.

D. 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.

Evaluation Criteria 2: Qualifications of Proposed Project Manager
Min pts 0 : Max pts 30

The number of proposed Project Managers is limited to one.

A. Include the following items:
   Provide up to three (3) examples that demonstrates his/her prior experience as a Project Manager on Commission, Washington State Department of Transportation, 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 the Project Manager(s) familiarity with relevant state and federal regulations and/or procedures.
C. Include the following items:
Provide up to three (3) examples of the 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.
- Stakeholder coordination

D. Include the following items:
Provide listing of professional licenses/accreditations for each 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.

<table>
<thead>
<tr>
<th>Evaluation Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min pts 0 : Max pts 25</td>
</tr>
</tbody>
</table>

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 his/her understanding of WSTC and/or public agency regulations/procedures.

<table>
<thead>
<tr>
<th>Evaluation Criteria 4: Firm’s Project Management System (Prime Consultant Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min pts 0: Max pts 15</td>
</tr>
</tbody>
</table>

A. Include the following items:
- Describe your firm’s Quality Assurance/Quality Control processes;
- Describe your firm’s tracking system(s) to monitor the project’s budget and/or scope;
- Describe your firm’s process for interacting with your internal project team; and
- Describe your firm’s ability to provide interaction with your client and/or stakeholders.

<table>
<thead>
<tr>
<th>Evaluation Criteria 5: References/Past Performances (Prime Consultant Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min pts 0 : Max pts 0</td>
</tr>
</tbody>
</table>

A. Include the following items:
Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either Transportation Commission projects, Non-Transportation Commission 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 Transportation Commission projects:**
If you wish to have a Performance Evaluation completed on a TRANSPORTATION COMMISSION project, please contact the TRANSPORTATION COMMISSION project manager and have them complete TRANSPORTATION COMMISSION’s internal Form 272-019 “Performance Evaluations – Consultant Services.”

**Performance Evaluations for Non-Transportation Commission projects:**
If your firm does not have performance evaluations with TRANSPORTATION COMMISSION, it is necessary to have an evaluation of past performance completed by a client. You are required to use the TRANSPORTATION COMMISSION provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The TRANSPORTATION COMMISSION 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.

### Evaluation Criteria 6: Cost Factors (Prime Consultant and Sub Consultants)
Min pts 0 : Max pts 0

Billing Rates:
- Please fill out the linked from “Proposed Billing Rates” on the first web page of this RFQ. The form can be found under the heading “Submit Required Forms.”

### Evaluation Criteria 7: Contractor Certification – Workers’ Rights
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.”

### Evaluation Criteria 8: Wage Theft Prevention Contractor Certification – Professional Services
Min pts 0 : Max pts 0
Include the following items:
Wage Theft Prevention Contractor Certification - Professional Services.

- Please fill out the form titled “Wage Theft Prevention Contractor Certification” linked on the advertisement webpage. The form can be found under the heading “Submit Required Forms.”