State of Washington
Department of Transportation
Notice to Consultants
Industrial Hygiene Consulting Services

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide Industrial Hygiene Consulting Services. One (1) agreement may be awarded. The agreement will be approximately two (2) years in duration. The agreement amount will be approximately $300,000.00 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 awarded consultant will deliver or arrange for qualified subconsultants to deliver industrial hygiene consulting services to the Washington State Department of Transportation (WSDOT). The consulting services are intended to assist WSDOT to maintain a safe and healthy workplace by meeting regulatory requirements established by the Washington State Department of Labor & Industries, Division of Occupational Safety and Health (DOSH).

Consulting services will primarily consist of quantitative occupational exposure assessments for WSDOT personnel who may be exposed to workplace health hazards regulated by DOSH. Those hazards and the associated DOSH standard in the Washington Administrative Code (WAC) include, but are not limited to:

- Respirable crystalline silica WAC 296-840
- Lead WAC 296-155-17609
- Hexavalent chromium WAC 296-62-0800
- Air contaminants WAC 296-841
- Noise WAC 296-817
- Nonionizing radiation WAC 296-32-195

The WSDOT Industrial Hygiene Program Manager will request consulting services on an as-needed basis. The WSDOT Industrial Hygiene Program Manager will contact the Consultant Project Manager (or their alternate or designee if they are unavailable) with a service request specifying the objective, potential hazards to evaluate in the exposure assessment, location, and the expected date and time of the work. Consultant will reply with the feasibility and cost estimates of performing the services at the desired location given the available resources. Consultant and WSDOT will strive to provide mutual timely communications in recognition that advance notice will increase the likelihood of accomplishing the work. If the consultant confirms they can deploy an industrial hygiene team for the service request,
the WSDOT Industrial Hygiene Program Manager will provide the contact information for the WSDOT representative and any internal WSDOT cost tracking numbers for the services. The agreement to verbal requests for consulting services will be promptly documented by email. All agreements will include an estimate of the approximate level of effort under the agreed time and materials rates.

The consultant will mobilize qualified industrial hygienist(s) to accomplish the quantitative exposure assessment, gathering all data necessary to document occupational exposures in accordance with DOSH standards and usual and customary practices of the profession of Industrial Hygiene in the State of Washington. Laboratories used for analysis will be properly accredited to provide defensible results.

Two types of reports are anticipated. Data reports will be the objective of most service requests. Evaluation reports may be requested as desired. Data reports will consist of: 1) An introductory paragraph defining the exposure concern and tasks; 2) a tabular summary of time-weighted average and/or short-term exposures (depending on the applicable standards and employee tasks); and 3) supporting field notes and laboratory reports. Evaluation reports will include the data report elements if measurements were obtained, along with interpretation and recommendations (if any) about the subject of the consulting service request.

The consultant will manage the performance of consulting services by internal staff and subconsultants in accordance with WSDOT contract requirements at the agreed rates, on a time and materials basis and not to exceed amount for each project and not to exceed a total of $300,000.00 for the contract. The consultant will provide quality assurance of draft reports and delivery of final reports within 30 days of performing consulting services. Data reports will be delivered to WSDOT as final reports. Evaluation reports will be delivered as draft reports and finalized within 10 business days of receiving written comments from WSDOT. The consultant will prepare monthly written progress summaries to the WSDOT Industrial Hygiene Program Manager along with an itemized invoice showing fees and incurred expenses in execution of the work, previously invoiced amounts, total remaining budget, and whether the project is ongoing (e.g. more work and invoicing is expected) or if work is completed (no additional work or invoices are anticipated).

Because WSDOT employee work may be subject to weather and other logistical considerations that may result in work cancellation or schedule change, The consultant assumes that WSDOT will provide accurate information in the service request and schedule updates when they occur. Where work is canceled by WSDOT or force majeure, the consultant will promptly notify the WSDOT Industrial Hygiene Program Manager of the deployment termination, and either reschedule or cancel the work. Any incurred costs for the terminated service request will be presented along with an explanation in the monthly progress summaries. The scope of work is expected to be delivered for the estimated cost, regardless of consultant equipment malfunction, or loss of samples for any reason (e.g. sampling train disconnection, unacceptable calibration results, sample overloads, shipping/delivery errors, etc.). If a sample is lost through a proven intentional act of a WSDOT employee, WSDOT will pay additional costs to re-sample to complete the scope of work. Where the consultant has done everything reasonably possible to successfully obtain results for the scope of work, but one or more samples were lost, WSDOT may pay up to 50% of costs to recollect samples, which will be decided on a case-by-case basis, solely at the discretion of the WSDOT industrial hygiene program manager.

- The consultant assumes that WSDOT will arrange for cooperation by WSDOT employees selected for exposure assessment, and the due care and return of equipment deployed on
WSDOT personnel. The consultant assumes that WSDOT will inform the consultant in advance of safety issues that affect the consultant or the subconsultant personnel which are unique to each service request. The consultant and subconsultants are independent contractors to WSDOT responsible for their own safety, and consultants and subconsultants have no authority or responsibility to direct or oversee the safety of WSDOT personnel or WSDOT subcontractors. The consultant assumes that WSDOT field locations will be accessible without unique access equipment. Specialized training requirements, such as work in areas subject to confined space entry, fall protection, or hyperbaric environments may require additional advance coordination to ensure appropriate personnel and equipment can be provided.

**DBE, SBE, or MSVWBE Participation**

This agreement will be subject to zero goals.

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 Firm
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications;
4. Cost Factors;
5. References/Past Performances; and
6. Contractor Certification – Workers’ Rights
7. Wage Theft Prevention Contractor Certification - Professional Services

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.

WSDOT reserves the right to ask for additional qualifying information, conduct interviews and/or select the highest scoring consultant(s) from the written qualifications.

**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 15 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), scoring criteria 6 (Contractor Certification - Workers' Rights), and scoring criteria 7 (Wage Theft Prevention Contractor Certification - Professional Services);
- Your Consultant Information form; 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 Wednesday, May 25, 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/.

Public Records
The SOQ’s received as a result of this RFQ and the resulting score sheets will be posted to CSO's web page following resolution of any Post-Debrief protests.

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

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, as provided by 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 programs and activities. Any person who believes their 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 Coordinator at (360) 705-7090.

**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, 855-362-4-ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

**Notificación de Titulo VI al Público**
Es la política del Departamento de Transportación del Estado de Washington (WSDOT, por sus siglas en inglés) asegurarse que ninguna persona, por razón de raza, color, u origen nacional, según provee el Titulo VI de la Ley de Derechos Civiles de 1964, pueda ser excluido de la participación, negado los beneficios de o ser discriminado de otra manera bajo cualquiera de sus programas y actividades. Cualquier persona que crea que su protección bajo el Titulo VI ha sido violada, puede presentar una queja o reclamación ante la Oficina de Igualdad de Oportunidades (OEO, por sus siglas en inglés) del Departamento de Transportación del Estado de Washington (WSDOT, por sus siglas en inglés). Para obtener información adicional sobre los procedimientos de quejas y/o reclamaciones bajo el Titulo VI y/o información sobre nuestras obligaciones anti-discriminatorias, pueden contactar al coordinador del Titulo VI en la EEOC 360-705-7090.

**Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)**
Este material está disponible en un formato alternativo, que puede ser solicitado al enviar un un correo electrónico a la Oficina de Igualdad de Oportunidades (OEO, por sus siglas en inglés)/wsdotada@wsdot.wa.gov o llamando gratis al siguiente número de teléfono: 855-362-4ADA (4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

한국어-Korean

**제 6 조 관련 공지사항**
1964년 민권법 제6조의 규정에 따라, 누구도 인종, 피부색, 출신 국가 이유로 프로그램 및 활동에 대해 참여 배제, 혜택 거부 또는 그 밖의 차별을 받지 않도록 하는 것이 워싱턴주 운수국(WSDOT)의 정책입니다. 제6조에 따른 보호를 위반했다고 판단될 경우 누구든지 운수국(WSDOT)의 평등 기회 사무국(OEO)에 불만을 제기할 수 있습니다. 제6조에 따른 불만 처리 절차 및/또는 차별금지 의무 내용에 관한 추가 정보는, (360) 705-7090을 통해 OEO의 제6조 조정관에게 문의하십시오.

미국 장애인법(ADA) 정보
해당 자료는 평등 기회 사무국 이메일 wsdotada@wsdot.wa.gov 또는 수신자부담전화 855-362-4ADA (4232)를 통해 요청하시면 대체 형식으로 받아보실 수 있습니다. 청각 장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

**русский-Russian**

**Раздел VI Общественное заявление**

Политика департамента транспорта штата Вашингтон (WSDOT) — в соответствии с разделом VI Закона о гражданских правах 1964 года, обеспечить всем лицам вне зависимости от расы, цвета кожи, национальности право пользоваться всеми муниципальными программами департамента, участвовать в муниципальных мероприятиях, проводимых департаментом, и не подвергаться дискриминации. Любое лицо, считающее, что по отношению к нему не соблюдается раздел VI, может подать жалобу в управление по обеспечению равных возможностей WSDOT (OEO). Для дополнительной информации о процедуре подачи жалобы по поводу несоблюдения раздела VI, а также об информации о наших обязательствах по борьбе с дискриминацией, пожалуйста, свяжитесь с координатором OEO по разделу VI по телефону (360) 705-7090.

Закон США о защите прав граждан с ограниченными возможностями (ADA)

Данный материал может быть предоставлен в другом формате. Отправьте электронное письмо в управление по обеспечению равных возможностей по адресу wsdotada@wsdot.wa.gov или позвоните на бесплатную горячую линию по номеру 855-362-4ADA (4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.

**tiếng Việt-Vietnamese**

Thông báo Khoản VI dành cho công chúng


Thông tin về Đạo luật Người Mất tật (Americans with Disabilities Act, ADA)

Bạn có thể yêu cầu cung cấp tài liệu này dưới định dạng khác bằng cách gửi email đến Văn phòng Cơ hội Công bằng theo địa chỉ wsdotada@wsdot.wa.gov hoặc gọi đến số điện thoại miễn phí 855-362-4ADA(4232). Người điếc hoặc khial thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiêu bang Washington theo số 711.

**العربية**

العنوان 6 إشعار للجمهور

- Arabic
Translation Services
If you have difficulty understanding English, you may, free of charge, request language assistance services for this Department information by calling (360) 705-7090, or email us at: TitleVI@WSDOT.WA.GOV.

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al (360) 705-7090, o envíe un mensaje de correo electrónico a: TitleVI@WSDOT.WA.GOV.

các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số (360) 705-7090 hoặc email cho chúng tôi tại: TitleVI@WSDOT.WA.GOV.

번역 서비스

영어로 소통하는 것이 불편하다면, (360) 705-7090으로 전화하시거나 다음 이메일로 연락하시면서 무료 언어 지원 서비스를 요청하실 수 있습니다: TitleVI@WSDOT.WA.GOV.

Услуги перевода
Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону (360) 705-7090 или написав нам на электронную почту: TitleVI@WSDOT.WA.GOV.

Dates of publication in WEBS: Tuesday, May 10, 2022.

Submittal Due Date and Time: 4:00 p.m. PST on Wednesday, May 25, 2022.