The Washington State Department of Transportation (WSDOT) solicits interest from a consultant who wish to be evaluated and considered to assist them in finding WSF retired MM&P members for WSF vessel operation work, hereafter referred to as the CONSULTANT, for the purposes of staff augmentation. One Task Order Negotiated Hourly Rate Agreement may be awarded. The Agreements will be approximately two years (2) years in duration. The Agreement amount will be approximately $1 million with the option for WSDOT to supplement it for additional time and money if necessary.

Additionally, this Agreement may be funded by the Federal Transit Administration (FTA) and as such, prospective Consultant is required to comply with FTA Provisions & Certifications and complete and submit FTA Certifications with their submittal. (please refer to pages 6 and 7 of this document). 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**

WSF is facing severe staff shortages that are unprecedented in its 70-year history. The effects of an international shortage of mariners, the COVID-19 pandemic, and the aging demographics of the Ferries workforce have combined to reduce staffing below levels necessary to fully operate the system. This has resulted in unplanned service reductions and a decrease in system reliability even as ferry ridership is now approaching, or exceeding on several routes, pre-pandemic levels.

WSF employs nearly 1,900 people on vessels, in terminals, at the Eagle Harbor maintenance facility, and at the headquarters facility in Seattle. The management, maintenance, and operation of the ferry system depend on several specialized positions responsible for transporting people and goods in a marine environment nearly 24 hours a day, 365 days a year. These specialized employees, such as deck officers and engineers, undergo years of training, certifications and sailing time before they are qualified to serve in these positions.

Because WSF is crewed at the minimum levels required by the U.S. Coast Guard, the loss of a single crewmember means a vessel cannot sail, and a trip or multiple trips must be cancelled. Cancellations are only made after WSF’s dispatchers make hundreds of calls to other staff trying to fill vacancies.

Therefore, WSF is seeking a Consultant to assist them in finding WSF retired MM&P members as per Rule 20.12 of the International Organization of the Masters, Mates & Pilots Collective Bargaining Agreement.
UBE, SBE, or MSVWBE Participation

This agreement will be subject to zero goal

WSDOT encourages disadvantaged, small, minority, veteran and women-owned businesses 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;
6. Contractor Certification – Workers’ Rights; and
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 qualification packets received as a result of this RFQ.

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), scoring criteria 6 (Contractor Certification - Workers' Rights), and criteria 7 (Wage Theft Prevention Contractor Certification - Professional Services);
- Your completed Consultant Information form
- Certification Regarding Lobbying – FTA requirement
- Certification of Contractor regarding Debarment and Suspension – FTA requirement
- Non-Collusion Declaration – FTA requirement, 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 May 31, 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/](http://www.sam.gov/portal/public/SAM/)

**Federal Transit Administration (FTA) Provisions & Certifications**

**Instructions for Federal Transit Administration Certifications (Lobbying, Debarment and Suspension)**

**A-1 Restriction on Lobbying**

1. The Lobbying Disclosure Act, 2 U.S.C., Section 1601 et seq. prohibits the use of federal funds to influence federal employees, Members of Congress, and Congressional staff regarding specific projects. Further, any person or entity who uses non-federal funds for lobbying on behalf of specific projects or proposals must submit disclosure documentation when these efforts are intended to influence the decisions of federal officials. The provisions apply to grants, contracts, and cooperative agreements involving $100,000.00 or more. Additional information is provided in the Contract Federal Aid Articles.

2. Accordingly, a form titled "Certification Regarding Lobbying" is provided under “required forms” on the first page of this advertisement web site. The Certification form must be completed if the amount of the primary contract or any subcontract equals or exceeds $100,000.00. The Contractor shall ensure that the Certification form is included in every such subcontract.

3. A proposer's completed Certification form must be submitted to the State no later than the closing time for receipt of proposals. A subcontractor's completed Certification form must be submitted by the Contractor to the State upon execution of each and every subcontract, and before any such subcontractor commences work on the project.

4. Please note that a proposer’s or a subcontractor's failure to furnish a completed Certification form may disqualify that person or firm from participating in the project.

5. The Certification form included in the RFQ package may be reproduced for compliance with the subcontractor provisions herein.

**A-2 Debarment and Suspension**

Unless otherwise permitted by law, any person or entity that is debarred, suspended or voluntarily excluded may not participate in this federally assisted project, either as a participant or as a principal, during the period of debarment, suspension, or voluntary exclusion.

1. Accordingly, a Contractor Certification titled “Certification of Contractor Regarding Debarment and Suspension” is provided under “required forms” on the first page of this advertisement web site.
2. For all subcontracts, regardless of contract value, a Subcontractor Certification titled "Certification of Subcontractor Regarding Debarment and Suspension" is also provided under “required forms” on the first page of this advertisement web site. The prospective Contractor shall ensure that the latter Certification form is included in every project subcontract that equals or exceeds $25,000.

3. The inability of a person to provide the required Certifications will not necessarily result in denial of participation in this project. However, a person that is unable to provide a positive Certification must attach a complete explanation, as so noted on the Certification.

4. The Certification of Subcontractors must be included by the Contractor in each and every subcontract, that equals or exceeds $25,000 and before any such subcontractor commences work on the project.

5. Please note that a proposer's or a subcontractor's failure to agree to provide a Certification (or an explanation) may disqualify that person or firm from participating in the project.

6. All contractors and subcontractors in covered transactions shall confirm whether a prospective participant in a lower tier covered transaction is debarred or suspended by checking exclusion records maintained by the U.S. General Service Administration in an on-line database at https://www.sam.gov/portal/public/SAM/.

A-3 Federal Transit Administration - Articles for Professional Services Contract.

This contract may be funded by the FTA, accordingly, the FTA Articles for Professional Services Contracts http://www.wsdot.wa.gov/publications/fulltext/design/ConsultantSrvs/FTA_Provisions.pdf will be incorporated into the Contract.

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.

**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 Título 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 Título 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 Título VI y/o información sobre nuestras obligaciones anti-discriminatorias, pueden contactar al coordinador del Título 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 WSDOT의 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

Theo Khoản VI Đạo luật Dân quyền 1964, Chính sách của Sở Giao thông Tiêu bang Washington (WSDOT) đảm bảo không ai bị loại bỏ, từ chối quyền lợi, hay nói cách khác bị phân biệt đối xử trong mọi hoạt động và chương trình do Liên bang tài trợ dựa trên chủng tộc, màu da, nguồn gốc quốc gia. Bất kỳ ai tin rằng mình không được đảm bảo quyền lợi theo Khoản VI có thể nộp khiếu nại lên Văn phòng Cơ hội Công bằng (Office of Equal Opportunity, OEO) của WSDOT. Để biết thêm thông tin liên quan
den các thủ tục khác nhau theo Khoản VI và/hoặc thông tin liên quan đến các nghĩa vụ không phân biệt đối xử của chúng tôi, vui lòng liên hệ Điều phối viên Khoản VI của OEO theo số (360) 705-7090.

Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)
Ban có thể yêu cầu cung cấp tài liệu này dưới định dạng khác bằng cách gửi email đến Văn phòng Công bão theo địa chỉ wsdotada@wsdot.wa.gov hoặc gọi đến số điện thoại miễn phí 855-362-4ADA(4232). Người bị ảnh hưởng khi có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiếng của Washington theo số 711.

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.

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 연락하시서 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: Friday May 13, 2022.

Submittal Due Date and Time: 4:00 p.m. PST on Friday June 10, 2022.