Washington State Department of Transportation

Scoring Criteria 1: Qualifications/Expertise of Firms on Team
Min pts 0 : Max pts 20

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:
Provide listing of each team member's offices within the state of Washington (including the Greater Portland Metropolitan Area), include the total number of employees within each location and the types of expertise that is available at each location.

C. Include the following items:
Has the prime consultant worked with proposed sub-consultant(s) 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.

D. 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.

E. 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.

Scoring Criteria 2: Qualifications of Proposed Project Manager
Min pts 0 : Max pts 20

A. Include the following items:
Provide up to three (3) examples for the proposed Project Manager that demonstrates his/her prior experience as a Project Manager on WSDOT 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 proposed 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.

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

Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)
Min pts 0 : Max pts 20

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 WSDOT and/or public agency regulations/procedures.

Scoring Criteria 4: Firm's Project Management System (Prime Consultant Only)
Min pts 0 : Max pts 20

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;
- List your firm's scheduling program/process. Identify the type of software or process and list up to three (3) projects where the proposed Project Manager(s) have utilized this software/process;
- 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.

Scoring Criteria 5: Project Delivery Approach (specifically how you would develop your team and manage the work)
Min pts 0 : Max pts 20

A. Include the following items:
- How does your firm develop a work plan for this project;
- Who is involved with the decision making process for the development of the work plan;
- Describe each of the elements of the proposed work plan for this project; and
- Describe how your work plan addresses contingencies that may arise during the project.

B. Include the following items:
Describe your approaches to resolve issue(s) within the project team; client(s) and stakeholders.

C. Include the following items:
Provide assumptions for work breakdown structure, e.g. WSDOT vs. consultant deliverables.

D. Include the following items:
Identify any key issues and critical milestones for the project.

Scoring Criteria 6: References/Past Performances (Prime Consultant Only)
Min pts 0 : Max pts 0

A. Include the following items:
Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT 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 WSDOT projects:
If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services."

Performance Evaluations for Non-WSDOT projects:
If your firm does not have performance evaluations with WSDOT, it is necessary to have an evaluation of past performance completed by a client. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on themain web page for this advertisement.

Scoring Criteria 7: Contractor Certification – Workers' Rights (Prime and Sub-Consultants)
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.”