The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide Right of Way Services for multiple Connecting Washington, Fish Passage, and Other Projects throughout the state by entering into On-Call Agreements. Up to five agreements with different consultants may be awarded. The agreements will be approximately five years in duration and the maximum amounts payable will be approximately $5,000,000.00 each with the option for WSDOT to extend for up to two (2) years and up to $2,000,000.00 for each agreement.

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
It is the STATE’s intent to award up to five (5) Consultants with General Real Estate Services On-Call contracts to assist the Northwest Region with necessary Right of Way (R/W) services in the delivery of multiple projects throughout the state. The potential projects for which R/W services may be required vary in size and complexity. The scope of services to be provided by the Consultant on each assigned project will be derived from the R/W service categories listed in the Service Categories section of the "General Real Estate Services Contract Scope of Services For Delivery of Connecting Washington, Fish Passage, and Other Projects" document included in this solicitation. Services may not be needed from all categories on each project. Needed services for each project will be determined by the STATE.

Services provided under this contract shall be through individual Task Orders describing the project requirements, detailed scope of work, negotiated cost and the schedule for delivery. All work assigned through Task Orders shall be in accordance with, and as described in the then current WSDOT R/W Manual at time of Task Order execution.

The Term of these On-call contracts is five years from the date of execution, and the Not To Exceed Total Maximum Amount Payable for the initial term is $5,000,000.00. No Task Order will be authorized that causes the cumulative total of Task Order Authorizations to exceed this Total Maximum Amount Payable during this initial term.

The state will assign task orders to the multiple consultants on a task-by-task basis. In order to ensure a fair distribution of the work, once we have a roster of multiple firms, selection will be made on a rotating basis. Whenever firms have reached a total of $250,000 of authorized work, they will not be assigned additional work until all the firms in the roster have reached this amount. This will continue on an incremental basis of $250,000 such that each firm is provided ample opportunity to perform work. If a firm is not available or able to perform the services when called upon, the state will contract with the next
firm in line. The firm passed over will not lose its place in line and will be given priority for the next set of services required.

WSDOT may, at its discretion, provide "Drop-in" desks with access to necessary Right of Way resources to aid in coordination of services to be provided by this contract. These shall be provided for the convenience of the State.

Evaluation of qualifications shall be based on qualifications of the proposing firm, potential sub-consultants, individual personnel in key categories, and the firm's project management system.

Appraisal and Appraisal Review will NOT be included in this contract. However, the State may request property estimates under the Appraisal Waiver process allowed under Chapter 4 of the R/W manual when deemed necessary to the efficient delivery of each project. Submitters need to understand restrictions and the process associated with the waiver allowance therein and in CFR 24.102(n).

Firms selected will receive an On-Call Task Order Agreement. Individual tasks will be negotiated as Task Order assignments based on the needs and requirements of WSDOT.

**DBE, SBE, or MSVWBE Participation**
Because this is for Staff Augmentation, it has been determined that no goals will be set for DBE, SBE, or MSVWBE Participation. However, WSDOT does encourage disadvantaged, small, minority, veteran and women-owned consultant firms to respond to this RFQ.

**Evaluation Criteria**
Pursuant to state and Federal regulations, qualifications will be used in the selection of consultants for these agreements. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Right of Way Manager(s);
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm’s Project Management System (Prime Consultant Only);
5. References/Past Performances (Prime Consultant Only); and
6. Contractor Certification – Worker’s Rights (Prime Consultant 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.

WSDOT reserves the right to ask for additional qualifying information, conduct interviews and/or select the highest scoring consultants from the written qualification packets received as a result of this RFQ.

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.

**Submittals**
Consultants are invited to submit their Qualifications 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 Qualification must be broken into two (2) separate packets. Your Qualification “Packet A” must consist of:

- Your responses to scoring Criteria 1 through 4; and
- Packet “A” is limited to 50 pages, single sided only, not including the front and back cover.

Your Qualification “Packet B” must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 5 & 6 (Performance Evaluations must be included in this packet);
- Your Consultant Information forms for both the Prime Consultant and all proposed Sub-Consultants;
- Your completed “Workers’ Rights Certification” forms for both the Prime Consultant and all proposed Sub-Consultants; and
- Packet “B” has no page number limitations.

The Qualification 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;
- Qualification 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. PDT on September 1219, 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 35mb 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.)

Vaccine Mandate Statement:

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.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation is obtained through a combination race-neutral/race-conscious means as outlined in WSDOT’s “Disadvantaged Business Enterprise Program Plan”. DBE goals on federally assisted projects are set utilizing the criteria outlined in the plan and the “DBE Participation Calculation Methodology Worksheet for Consultant Services.” The department encourages disadvantaged, minority, and women-owned consultant firms to respond. Note: However, no DBE goals will be set for these agreements as they are for STAFF AUGMENTATION.

Debriefing Procedures

A. Debrief Conferences
   CSO offers, if requested, a debrief to all submitters. The request must be submitted in writing, within 3 business days of official notification of an unsuccessful qualification. 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 Contract Services Office (CSO) as soon as possible after the Submitter/protestant becomes aware of the reason(s) for the protest. All protests must be in writing and signed by the Submitter/protestant or an authorized agent. Such writing must state all facts and arguments on which the Submitter/protestant is relying as the basis for its action. Such Submitter/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 Submitter/protestant to the Submitter 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, Contract Services Office
Washington State Department of Transportation
7345 Linderson Way SW
Tumwater, WA 98501

B. Pre-Selection Protests
To allow sufficient response time, all pre-selection protests (i.e., prior to CSO’s official selection of the successful qualification(s)) must be received by CSO no later than 3:00 p.m. PST of the second business day after the Final Qualification Due Date. If the protest is mailed after the Final Qualification Due Date, and before the pre-selection protest deadline, the Submitter/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 Submitter/protestant and the Submitter(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 Qualification Due Date or the selection date, all Submitters shall be notified.

CSO’s decision shall be final and conclusive. Selection of the successful Submitter, if any, will be postponed until after CSO has issued its decision.

C. Post-Selection Protests
CSO shall notify all unsuccessful Submitters 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 Submitter/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 Submitter/protestant and the Submitter(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 Submitters 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 Submitter/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 Submitter/protestant and the Submitter(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 Qualification Due Date or the selection date, all Submitters shall be notified.

CSO's decision shall be final and conclusive. Selection of the successful Submitter, 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
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 Contract 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 discrimino 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).
Persons 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. 제7조에 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 biểu bang Washington (WSDOT) đảm bảo không ai bị loại bỏ, từ chủ 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 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 đến các thủ tục khiếu nại 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)
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 khiếm thị có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp ứng Tiếu biểu bang 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.

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 전화하거나 다음 이메일로 연락하시셔도 무방: 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: August 26, 2022

Submittal Due Date and Time: 4:00 p.m. PDT on September 12, 2022.