

*State of Washington  
Department of Transportation  
Notice to Consultants  
2024 WSDOT Consultant Prequalification*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be prequalified to provide professional services for WSDOT. Firms that complete the prequalification process will be eligible to compete for select WSDOT projects for the period from July 1, 2024 to June 30, 2025.

WSDOT reserves the right to amend terms of this advertisement, to circulate various addenda, or to withdraw the advertisement at any time, regardless of how much time and effort consultants have spent on their responses.

*Advertisement Description*

The purpose of this advertisement is to obtain professional engineering and other services for select transportation projects or services throughout the State. Consultants may be prequalified for the following categories:

- Construction Management and Inspection Services
- Construction Materials Testing Services
- Cost Risk Assessment and Cost Estimate Validation Process Workshop Services
- Environmental Services
- Facilities Architectural Services
- Facilities Civil Engineering Services
- Facilities Mechanical and Electrical Engineering Services
- Facilities Structural Engineering Services
- Fish Passage Barrier Correction
- Geophysical
- Geotechnical
- Naval Architecture Marine Engineering Services
- Other Subconsultant Work
- Rail, Freight, and Ports - Engineering, Operations, and Planning Services
- Special Structures Engineering Services
- Structural Engineering Services
- Subject Matter Expert (SME) Services
- Subsurface Utilities Engineering (SUE) Services
- Surveying Services
- Traffic Engineering Services

- Transportation Design Plans Specs and Estimate Services
- Transportation Planning and Studies Services
- Unstable Slopes
- Value Engineering Services
- WSF Terminal Construction Inspection and Management Services
- WSF Terminal Design Engineering, Architectural and Surveying Services

See “Category Descriptions” on the main page of the advertisement webpage for detailed work descriptions.

Consistent with WSDOT Policy, a “second tier” competitive process may be employed to select a consultant from the prequalified categories. After selection, a project-specific agreement shall be negotiated and executed.

**All firms, including sub-consultants, must be prequalified to be awarded or work on an agreement under the prequalification program.**

**Agreements awarded from the prequalified categories are limited to \$2,000,000.00, including all amendments, addendums, and/or supplements unless otherwise noted on Category Descriptions.**

**WSDOT A&E agreements require Federal Acquisition Regulation compliance.**

*DBE or MSVWBE Participation*

Projects may be evaluated for mandatory DBE or voluntary MSVWBE goals. For projects that are assessed a goal, the consultant may be required to submit a plan or other documentation prior to the commencement of work.

For more information about DBE /MSVWBE Goals:

[Equal opportunity in contracting | WSDOT \(wa.gov\)](#)

WSDOT encourages disadvantaged, small, minority, veteran, and women-owned consultant firms to respond to this advertisement.

*Application*

Complete the “WSDOT Consultant Prequalification” form on the main page of the advertisement webpage. Consultants are invited to submit their prequalification application at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The application must be submitted as an Adobe Reader-compatible (pdf) file.

Submittal email address: [CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov) (faxed applications will not be accepted).

Any questions regarding this advertisement should be directed to WSDOT's Headquarters Contract Services Office (CSO) at [CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov).

Prequalification applications are accepted continuously, until further notice, with renewals required annually for the next cycle (July 1 through June 30). It will benefit consultants to apply early because WSDOT may start advertising projects to prequalified consultants in July.

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.

WSDOT file size limitation is 20mb per email.

WSDOT CSO will notify you when your firm's prequalification application has been accepted. Following acceptance of the application, your firm will be required to provide financial documentation and execute a Master Pricing Agreement (MPA) before your firm will be added to the prequalification roster. Required documentation includes:

- Indirect Cost Rate (ICR) documentation
- Crosswalk of Firm's employee labor classifications to WSDOT's standard labor classification listing
- Wage Theft Prevention Contractor Certification
- Master Pricing Agreement

A Statement of Qualifications (SOQ) is not required with the initial prequalification documentation. WSDOT may advertise projects to firms listed on the prequalified rosters through a second-tier Request for Additional Information (RFAI) process. At that time, WSDOT may request and evaluate project-specific SOQs.

#### Protest Procedures

##### A. Form and Substance

All protests regarding any contents or portion of this advertisement must be submitted to WSDOT Headquarters Contract 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: [CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov)

#### 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 any third-party Contracts exceeding \$25,000.00.

- B. Prior to the 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 [sam.gov/portal/public/SAM/](https://sam.gov/portal/public/SAM/).

#### Public Records

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 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.

#### Non Discrimination

The Consultant, regarding 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).

#### **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 his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR'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 Office of Equity and Civil Rights at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

### **Notificación de Título VI al Público**

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

### **Información del Acta de estadounidenses con Discapacidades**

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a [WSDOTada@WSDOT.wa.gov](mailto:WSDOTada@WSDOT.wa.gov) o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

### **제6조 관련 공지사항**

워싱턴 주 교통부(WSDOT)는 1964년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, (360) 705-7090으로 OECR의 타이틀 VI 담당자에게 연락해주시요.

### **미국 장애인법(ADA) 정보**

본 자료는 또한 평등 및 민권 사무국에 이메일 [WSDOTada@WSDOT.wa.gov](mailto:WSDOTada@WSDOT.wa.gov)을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각 장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

### **Раздел VI Общественное заявление**

Политика Департамента транспорта штата Вашингтон (WSDOT) заключается в том, чтобы исключить любые случаи дискриминации по признаку расы, цвета кожи или

национального происхождения, как это предусмотрено Разделом VI Закона о гражданских правах 1964 года, а также случаи недопущения участия, лишения льгот или другие формы дискриминации в рамках любой из своих программ и мероприятий. Любое лицо, которое считает, что его средства защиты в рамках раздела VI были нарушены, может подать жалобу в Ведомство по вопросам равенства и гражданских прав WSDOT (OECR). Для дополнительной информации о процедуре подачи жалобы на несоблюдение требований раздела VI, а также получения информации о наших обязательствах по борьбе с дискриминацией, пожалуйста, свяжитесь с координатором OECR по разделу VI по телефону (360) 705-7090.

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

Эту информацию можно получить в альтернативном формате, отправив электронное письмо в Ведомство по вопросам равенства и гражданских прав по адресу [WSDOTada@WSDOT.wa.gov](mailto:WSDOTada@WSDOT.wa.gov) или позвонив по бесплатному телефону 855-362-4ADA(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.

### Thông báo Khoản VI dành cho công chúng

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ khước quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phó Trí Viên Mục VI của OECR số (360) 705-7090.

### Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng [WSDOTada@WSDOT.wa.gov](mailto:WSDOTada@WSDOT.wa.gov) hoặc gọi điện thoại miễn phí số, 855-362-4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

### العنوان 6 إشعار للجمهور

تتمثل سياسة إدارة النقل بولاية واشنطن (WSDOT) (في ضمان عدم استبعاد أي شخص على أساس العرق أو اللون أو الأصل القومي أو الجنس، وفق ما يُنص عليه في العنوان 6 من قانون الحقوق المدنية لعام 1964، من المشاركة في، أو الحرمان من فوائد، أو التعرض للتمييز في أي من برامجها وأنشطتها. ويمكن ألي شخص يعتقد بأنه قد تم انتهاك حمايته التي يضمنها له العنوان 6 من القانون سالف الذكر، تقديم شكوى إلى مكتب المساواة والحقوق المدنية) OECR (التابع لإدارة النقل بولاية واشنطن) WSDOT. للحصول على معلومات إضافية بشأن إجراءات الشكاوى المتعلقة بالعنوان 6 من القانون سالف الذكر و/أو الحصول على المعلومات المتعلقة بالتزاماتنا ذات الصلة بعدم التمييز، يُرجى الاتصال بالمنسق المعني بشؤون العنوان 6 من القانون سالف الذكر في مكتب تكافؤ الفرص على الرقم (360) 705-7090.

### (ADA) معلومات قانون الأمريكيين ذوي الإعاقة

يمكن طلب توفير هذه المواد في تنسيق بديل عن طريق إرسال بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على عنوان البريد الإلكتروني [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) أو عن طريق الاتصال على الرقم

المجاني (4232) 855-362-4ADA. يمكن لأشخاص الصم أو ضعاف السمع تقديم طلب عن طريق  
التصال بخدمة Washington State Relay على الرقم 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) 705-7230 , or email us at: [hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@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: [hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@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) 705-7230 hoặc email cho chúng tôi tại: [hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@wsdot.wa.gov).

번역 서비스

영어로 소통하는 것이 불편하시다면, (360) 705-7230으로 전화하시거나 다음 이메일로 연락하셔서 무료 언어 지원 서비스를 요청하실 수 있습니다: [hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@wsdot.wa.gov).

Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону (360) 705-7230 или написав нам на электронную почту: [hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@wsdot.wa.gov).

العربية - Arabic  
خدمات الترجمة

إذا كنت تجد صعوبة في فهم اللغة الإنجليزية، فيمكنك مجاناً طلب خدمات المساعدة اللغوية عن طريق الاتصال بالرقم (360) 705-7230، أو مراسلتنا عبر البريد الإلكتروني: [hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@wsdot.wa.gov).

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