



June 15, 2023

Washington State Department of Transportation – Packet B

Submittal email address: [CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov)

Dear Review Team,

Western Washington University's Center for Economic and Business Research (CEBR) respectfully submits the following response to your Request for Qualifications (RFQ) regarding Ferry Ridership and Revenue Forecasting

Please see the attached documentation for Packet B including scoring criteria 6-9.

We would greatly appreciate the opportunity to discuss this project in more detail with you.

Sincerely,

A handwritten signature in black ink, appearing to read "James McCafferty".

James McCafferty  
Director  
Center for Economic and Business Research

A handwritten signature in black ink, appearing to read "Hart Hodges".

Hart Hodges, Ph.D.  
Director  
Professor, Dept. of Economics

# Consultant Information Form

Firm Name: <b>Center for Economic and Business Research - Western Washington University</b>		FYE Date: <b>End of June</b>	Number of Employees: <b>2490</b>
Address: <b>516 High Street</b>			
City: <b>Bellingham</b>	State: <b>Washington</b>	Zip Code: <b>98225</b>	County: <b>USA</b>
Phone: <b>360-650-3909</b>	Fax:	Company Web Site: <b>https://cbe.wwu.edu/cebr</b>	
Remit to Address:			
City:	State:	Zip Code:	County:
Phone:	Fax:		
Statewide Vendor Number (SWV) for Remit to Address: <b>SWV0004535</b>		Federal Tax ID Number or Social Security Number: <b>91-6000562</b>	
Unified Business Identifier Number (UBI): <b>371-010-319</b>		Date Universal Numbering System (DUNS) Number: <b>079253134</b>	
Year Firm Established: <b>1893</b>	UDBE/SBE/MSVWBE Certification Number::	NAICS Code & Code Name: <b>611310 – Colleges, Universities, and Professional Schools</b>	
Proposed Project Manager: <b>James McCafferty</b>		Email: <b>mccaffj@wwu.edu</b>	
Financial Contact: <b>James McCafferty</b>		Email: <b>mccaffj@wwu.edu</b>	

Firm Type: **Western Washington University is a state agency**

Sole Proprietor  
  Partnership  
  C – Corp.  
  Limited Partnership  
  Subchapter S Corp.  
  Limited Liability Company

Annual Gross Receipt:

\$0 to \$1 Million  
  \$1 Million to \$5 Million  
  \$5 Million to \$10 Million  
  \$10 Million to \$15 Million  
  Over \$15 Million

**Note:**

**Firm Name:** Please *do not* use: dba's – doing business as; combination names when two firms are working together, unless the combination name is the formation of a legally registered new company such as a joint venture; derivatives of your legal name; acronyms; etc. The firm name shown must be your firm's legal name.

**Federal Tax ID Number:** Your Federal Tax ID number must be that number registered to your legal firm name. If you do not have a Federal Tax ID number, please use your social security number.

**Unified Business Identifier (UBI) Number:** Your firm will be **REQUIRED** to acquire a UBI Number prior to execution of an agreement and/or being approved as a Sub-consultant to an existing agreement. This is a Washington State Business license and can be acquired by contacting the Washington State Department of Revenue web site at [www.dor.wa.gov](http://www.dor.wa.gov).

**Statewide Vendor (SWV) Number:** The Statewide Vendor (SWV) Number is **REQUIRED** for vendors to receive payments. If your firm doesn't already have an SWV number, your firm will be required to acquire a SWV number prior to execution of an agreement. Please contact WSDOT TRAINS Help Desk at 360-705-7514 for assistance.

**FYE Date:** Your firm's fiscal year end date.

**UDBE/SBE/MSVWBE Certification:** If your firm is certified as a UDBE/SBE/MSVWBE enter your firm's certification number. Federal Certifications: Underutilized Disadvantaged Business Enterprise (UDBE), Small Business Enterprise (SBE). State Certifications: Minority, Small, Veteran, Women Business Enterprise. For additional information go to the Washington State Office of Minority & Women's Business Enterprises web site at [www.omwbe.wa.gov](http://www.omwbe.wa.gov).

**It is critical that your firm name is your legal firm name and that it is the same name assigned to your Federal Tax ID number and is the same name utilized for your SWV number.**

**CONTRACTOR CERTIFICATION**  
**EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS**  
**WASHINGTON STATE GOODS & SERVICES CONTRACTS**

*Pursuant to the Washington State Governor’s Executive Order 18-03 (dated June 12, 2018), the Washington State Department of Transportaion is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.*

Solicitation Title: Washington State Ferries (WSF) –  
Econometric Ridership and Revenue  
Forecasting

I hereby certify, on behalf of the firm identified below, as follows (check one):

**NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

**MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

FIRM NAME: Center for Economic and Business Research - Western Washington University  
Name of Contractor/Bidder – Print full legal entity name of firm

By:  James McCafferty  
Signature of authorized person Print Name of person making certifications for firm

Title: Director Place: Bellingham, Washington  
Title of person signing certificate Print city and state where signed

Date: 6/15/2023

**CONTRACTOR CERTIFICATION**  
**WAGE LAW COMPLIANCE – RESPONSIBILITY CRITERIA**  
**WASHINGTON STATE GOODS & SERVICES CONTRACTS**

*Prior to awarding contracts, agencies are required to determine that bidder is 'responsible bidder.' See RCW 39.26.160(2) & (4). Pursuant to legislative enactment in 2017, the responsible bidder criteria include contractor certification that the contractor has not willfully violated Washington's wage laws. See Chapter 258, 2017 Laws (enacting SSB 5301).*

Solicitation or Agreement Title: Washington State Ferries (WSF) –  
Econometric Ridership and Revenue  
Forecasting

Solicitation Posting Date or Agreement Start Date: Wednesday, May 31, 2023

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the below certification is true and correct and that I am authorized to make the following certification on behalf of the firm listed herein.

**CERTIFICATION:**

This firm has **NOT** been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-stated date.

FIRM NAME: Center for Economic and Business Research - Western Washington University  
Name of Consultant/Contractor – Print full legal entity name of firm

By:  James McCafferty  
Signature of authorized person Print Name of person making certifications for firm

Title: Director Place: Bellingham, Washington  
Title of person signing certificate Print city and state where signed

Date: 6/15/2023

**Submittal Instructions:**

- If submitting a proposal in response to a solicitation, a signed Certification Document for the Prime and all Subs must also be included in your proposal Packet B (see advertisement for additional requirements).
- If requesting to add a Sub to an existing agreement, submit the signed Certification Document to: [ConsultantRates@wsdot.wa.gov](mailto:ConsultantRates@wsdot.wa.gov).

# Washington State Department of Transportation

# Performance Evaluation Completed by Reference

Consultant Name:
Consultant's Project Manager:
Project Name to be Evaluated on: (Work must have been completed within the last 3 years or is currently being performed.)

Type of Work:

- Roadway Design  
  Plans Specs & Estimates  
  Transportation Study  
  Right-of-Way  
  Other

Contract Information: (Work must have been completed within the last 3 years or is currently being performed.)

<input type="checkbox"/> Prime  <input type="checkbox"/> Sub	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Start Date</td></tr> <tr><td style="height: 30px;"></td></tr> </table>	Start Date		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">End Date</td></tr> <tr><td style="height: 30px;"></td></tr> </table>	End Date		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Dollar Amount of Services</td></tr> <tr><td style="height: 30px;"></td></tr> </table>	Dollar Amount of Services	
Start Date									
End Date									
Dollar Amount of Services									

Performance Evaluation	
Rating Criteria	Score
Please rate each criteria on a scale of 1 to 10. 1 being low and 10 being high.	1 - Low to 10 - High

1. Was the firm cooperative and responsive during any negotiations whether they were budget related or work element related?  
\_\_\_\_\_
2. Did the firm complete the project within the total budgeted amount?  
\_\_\_\_\_
3. Did the firm complete the project within the contract schedule(s)?  
\_\_\_\_\_
4. Did the firm meet all of your technical standards and quality expectations?  
\_\_\_\_\_
5. Was the firm's communication, both oral and written, clear and concise?  
\_\_\_\_\_
6. Was the firm's project management system effective?  
\_\_\_\_\_

**Total Score**

(Total the score by adding the scores for criterias 1 through 6.) \_\_\_\_\_

**Average Score**

(Average the score by dividing the total score by the total number of criteria that was rated.) \_\_\_\_\_

Evaluator Information:		
Firm/Company Name:		
Evaluator's Name:	Evaluator's Title:	
Firm/Company Address:		
Phone:	Fax:	Date:

- Distribution:  
  Original: Return to Consultant being evaluated; and  
 Copy: Fax to WSDOT at 360-705-6838 or email to [wsdotcso@wsdot.wa.gov](mailto:wsdotcso@wsdot.wa.gov)

## How

- Form should be reviewed and discussed with the Consultant prior to contract negotiations. Establish performance expectations.
- Performance evaluation ratings include a reflection of sub-consultants used by the prime consultant.
- Evaluation may include additional criteria, noted as 7. "Other Criteria (As Agreed)", as mutually agreed to by both parties in advance of performing contract work (e.g. public involvement or volume of work)
- Provide justification for performance ratings above or below "Meets Std." Include examples.
- The evaluator and the consultant should understand and discuss at the beginning of the work and during the evaluation process that a "Meets Standard" score should be interpreted as a positive score. It simply means that the product was delivered as expected and that it meets the requirement of the work. As a reference, a "Meets Standard" score would indicate that the product was similar to what WSDOT would expect from a typical design team from WSDOT.

## When

### Final Evaluation

- Complete and distribute a performance evaluation at the point of termination of the agreement. Distribute the form as specified at bottom of form.

### Interim Evaluation

- Interim evaluations should be performed as follows:
  1. At phase transitions
  2. When project management changes occur
  3. Provide consultant with constructive feedback in order to correct poor performance
  4. Annually if none of the other conditions occur Distribute as specified at the bottom of the form.
- Distribute as specified at the bottom of the form.

### Subconsultant Evaluation

- For sub-consultants with significant project participation (more than \$100,000) an evaluation is recommended. Ensure coordination and review with the prime consultant prior to distribution.
- Performance evaluation ratings include a reflection of sub-consultants used by the prime consultant.
- Distribute as specified at the bottom of the form, including prime consultant and sub-consultant.

## Why

- Meaningful evaluations provide consultants with constructive feedback to improve performance and meet WSDOT expectations. Scores from these evaluations factor into "Past Performance" ratings, which are used to help determine selection of future consultants. In addition, poor ratings may lead to being disqualified to perform WSDOT work and elimination from pre-qualification status.

Consultant Name		Evaluation Type Interim      Subconsultant      Final		
Consultant Address		Project Title		
		Agreement Number		
Type of Work Study      Design      R/W      PS&E      Other (Specify Below):		Type of Agreement Lump Sum Hourly Rate Cost Plus Fixed Fee Other		
Complexity of Work Difficult      Routine	Date Agreement Approved			
Amount of Original Agreement \$	Total Amount Modifications \$		Total Amount Agreement \$	
Completion Date Including Extensions	Actual Completion Date		Actual Total Paid \$	
Type and Extent of Subcontracting				

Performance Rating Scale (From Average Score Below)

<u>        </u> S Superior	<u>        </u> AR Above Std.	<u>        </u> MR Meets Std.	<u>        </u> BR Below Std.	<u>        </u> P Poor
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Standard Criteria	Comments (Justify Above & Below Ratings)	Rating
1. Negotiations Cooperative and responsive Adhered to WSDOT guidelines on fee. Met negotiation schedule. Open and honest communications. Willingness to negotiate in good faith		
2. Cost / Budget Finished within agreed budget, including all supplements Appropriate level of effort (Cost commensurate with work) Reasonable direct, non-salary expenses (Approx. xx% -yy%)		
3. Schedule Complete within agreement schedule including supplements. Achieved schedule (Including all supplements). Prompt response to review comments Adapted to changes by WSDOT Notified WSDOT early regarding schedule issues		
4. Technical Quality Work products meet WSDOT design policy & standards Performed appropriate quality control and assurance Responds to review comments in subsequent submission Pursued innovative design solutions Delivered "compatible" electronic files Implemented principles of practical design		

<p>5. Communications  Clear and concise communication (Oral, written, drawings).  Demonstrates an understanding of oral and written instructions  Communicated at intervals appropriate for continual progress</p>		
<p>6. Management  Provided creative cost control measures  Submitted appropriate, periodic, accurate progress reports  Accurate and timely invoicing  Conducted meetings efficiently  Limited the number of consultant-initiated contract modifications / supplements  Collaborated effectively with WSDOT  Responsive  Managed subconsultants effectively</p>		
<p>7. Other Criteria (As agreed)</p>		
<p><b>Overall Rating</b></p>		

<p>Rated By (Project Manager Name and Title)</p>	<p>Project Manager Signature  </p>	<p>Date</p>
<p>Rated By (Area Consultant Liaison Name and Title)</p>	<p>Area Consultant Liaison Signature</p>	<p>Date</p>
<p>Executive Review (Name and Title)</p>	<p>Executive Signature</p>	<p>Date</p>

Date: 6/15/2023

Company Name: Center for Economic and Business Research - Western Washington University

Address: Parks Hall 326, 516 High Street

City / State / Zip: Bellingham, Washington 98225

**Subject:** Proposed Labor Classifications and Hourly Billing Rates for \_\_\_\_\_

**Attention:** Manager, Contract Services Office

Washington State Ferries - Econometric  
 Ridership and Revenue Forecasting

Below are the highest anticipated hourly billing rates for the identified labor classifications.

Labor Classification	All Inclusive Billing Rate
Senior Staff/PhD:	\$155.25 per hour
Professional Research Staff	\$109.25 per hour
Student Research Staff	\$99.00 per hour

Note: Proposed Billing Rates, as submitted, shall be reviewed, accepted, and incorporated as an exhibit to the agreement. The Proposed Billing Rates shall be effective throughout the life of the agreement in accordance with the agreement payment provision.

Respectfully,

Signature 

Title Director

