



## WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

### FAA 2024 Statewide Disparity Study Packet B

**Prepared for:**

Washington State Department of  
Transportation  
310 Maple Park Avenue SE  
P.O. Box 47300  
Olympia WA 98504-7300

December 14, 2023

**Prepared by:**

**David J. Keen, Principal**  
**Keen Independent Research LLC**  
701 N 1st Street  
Phoenix AZ 85004  
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[www.keenindependent.com](http://www.keenindependent.com)

**KEEN  
INDEPENDENT  
RESEARCH**



- Research
- Analysis
- Strategy
- Implementation

701 N. 1st St.  
Phoenix AZ 85004  
■  
(303) 385-8515

100 Fillmore St., 5th Fl.  
Denver CO 80206  
■  
keenindependent.com

December 14, 2023

Washington State Department of Transportation  
310 Maple Park Avenue SE  
P.O. Box 47300  
Olympia WA 98504-7300

Re: Washington State Department of Transportation FAA 2024 Statewide Disparity Study

Keen Independent Research LLC (Keen Independent) is pleased to submit our proposal in response to Washington State Department of Transportation's RFQ for the FAA 2024 Disparity Study.

## Introduction

Keen Independent is an economic consulting and policy analysis firm with a primary focus on disparity studies and design of MWDBE programs for government entities. The firm numbers 23 people, which makes us the largest dedicated disparity study consulting team in the country. Our diverse staff are located across the country and combine strong quantitative and qualitative research expertise. To date, Keen Independent study team members have participated in over 200 disparity studies and related studies, some of which were performed in as little as six months. Keen Independent regularly manages disparity studies exceeding \$1 million, many simultaneously. The firm is currently performing disparity studies for the City of Tacoma and the City of Vancouver and a workforce equity study for the University of Washington.

The proposed study team, including all subconsultants, worked together to conduct the 2022 Oregon Department of Aviation (ODA) Disparity Study, collecting and analyzing prime contract and subcontract data and conducting availability and disparity analyses for 48 NPIAS airports in Oregon. Keen Independent's report and additional information supported operation of the Federal DBE Program for each airport as they set their overall annual DBE goals and determined whether (and how) to set DBE contract goals. Keen Independent has directed availability and disparity studies for most state DOTs within the Ninth Circuit Court of Appeals, including Oregon, Arizona (including Aviation), Hawaii (including all airports in the state), Montana and Nevada. David Keen, Principal, also directed or participated in availability and disparity studies for state DOTs in California, Colorado, Delaware, Idaho, Missouri, Minnesota, Georgia, Indiana, New Mexico, Oklahoma and WSDOT.

David Keen, Principal, will direct this disparity study. He has been one of the nation's leading disparity study consultants since 1989. He has pioneered disparity study methodology that has been reviewed and approved by the Ninth Circuit Court of Appeals, U.S. Department of Transportation and U.S. Department of Justice. David Keen has also served as an expert witness in the successful defense of programs, including the favorable Ninth Court decision in *AGC, San Diego v. Caltrans*. David Keen was the lead author of the 2007 Caltrans Disparity Study that the

Ninth Circuit favorably reviewed and contrasted to the evidence provided by WSDOT when it ruled against the agency's operation of the DBE Program in *Western States Paving*. No program based in part on one of David Keen's studies has ever been successfully challenged in court.

We take pride in providing our clients with comprehensive results and recommendations as well as ongoing support for the implementation of MWDBE programs. The firm is known for:

- Resources for on-time, on-budget study completion;
- Collective qualifications and experience of key personnel and other staff;
- Superior study methodology that is court-tested and approved;
- Experience serving as an expert witness successfully defending programs; and
- Financial strength and stability.

## Study Team

Keen Independent will serve as prime consultant for this assignment and are joined by a team of local and national subconsultants each with many years of experience conducting disparity studies with Keen Independent for state DOTs and other governments agencies, including ODA.

- **Holland & Knight (H&K)**, an international law firm that was established in 1968 and has provided legal counsel for more than 50 years. The firm has offices around the world and has 1,400+ practicing attorneys. Keen Independent retains H&K to develop the legal analysis and framework on disparity studies and consult on legal issues. Keith Wiener, Partner of Holland & Knight, has worked with David Keen on disparity studies and defense of MWDBE programs for nearly 30 years. He has experience examining legal issues in Washington state as part of a past disparity study for WSDOT.
- **Donaldson Consulting, LLC**, a Native American-owned and Washington -certified DBE, MBE and WBE. Based in Vancouver, Washington, Donaldson Consulting has 20 years of expertise in qualitative research and specializes in community engagement and diversity consulting. Suzanne Donaldson has worked with Keen Independent on many disparity studies for state DOTs and other clients, including in Washington.
- **Customer Research International (CRI)**, a minority-owned and Washington-certified DBE telephone survey firm. Sanjay Vrudhula, President, has worked with David Keen since the early 2000s. With a staff of more than 200 employees, CRI has provided telephone survey research in support for more than 65 of David Keen's past availability and disparity studies. The firm performed availability surveys in a previous disparity study for WSDOT.

We look forward to the opportunity to discuss this proposal with you.

Sincerely,



David J. Keen, Principal  
dkeen@keenindependent.com  
303-522-7298 (mobile)



Annette Humm Keen, Principal  
[hummkeen@keenindependent.com](mailto:hummkeen@keenindependent.com)  
303-522-7269 (mobile)

## FORMS. List of Provided Forms

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In compliance with the Request for Qualifications, Keen Independent has included the requested forms following this page. The attached forms include:

- Reference forms (Keen Independent only);
- Billing Rates forms (Keen Independent, Holland & Knight, CRI and Donaldson Consulting);
- Consultant Information forms (Keen Independent, Holland & Knight, CRI and Donaldson Consulting);
- Contractor Certification forms (Keen Independent, Holland & Knight, CRI and Donaldson Consulting); and
- Wage Theft Prevention forms (Keen Independent, Holland & Knight, CRI and Donaldson Consulting).

**Washington State  
Department of Transportation**

**Performance Evaluation  
Completed by Reference**

Consultant Name: <b>Keen Independent Research</b>
Consultant's Project Manager: <b>Annette Humm Keen and David Keen</b>
Project Name to be Evaluated on: (Work must have been completed within the last 3 years or is currently being performed.) <b>Oregon Department of Aviation Oregon Statewide Disparity Study</b>

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 checked="" type="checkbox"/>	Prime	Start Date <b>09/02/19</b>	End Date <b>03/03/21</b>	Dollar Amount of Services <b>1,000,000.00</b>
<input type="checkbox"/>	Sub			

Performance Evaluation	
Rating Criteria <small>Please rate each criteria on a scale of 1 to 10. 1 being low and 10 being high.</small>	Score <small>1 - Low to 10 - High</small>
1. Was the firm cooperative and responsive during any negotiations whether they were budget related or work element related?	<b>10.00</b>
2. Did the firm complete the project within the total budgeted amount?	<b>10.00</b>
3. Did the firm complete the project within the contract schedule(s)?	<b>10.00</b>
4. Did the firm meet all of your technical standards and quality expectations?	<b>10.00</b>
5. Was the firm's communication, both oral and written, clear and concise?	<b>10.00</b>
6. Was the firm's project management system effective?	<b>10.00</b>
<b>Total Score</b> (Total the score by adding the scores for criterias 1 through 6.)	<b>60.00</b>
<b>Average Score</b> (Average the score by dividing the total score by the total number of criteria that was rated.)	<b>10.00</b>

Evaluator Information:		
Firm/Company Name: <b>ODA (former employer) Oregon Travel Information Council (current employer)</b>		
Evaluator's Name: <b>Heather Peck</b>	Evaluator's Title: <b>Program Administrator</b>	
Firm/Company Address: <b>1500 Liberty St. SE Suite 150, Salem OR 97302 (current employer)</b>		
Phone: <b>(503) 930-0139</b>	Fax:	Date:

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

**Washington State  
Department of Transportation**

**Performance Evaluation  
Completed by Reference**

Consultant Name: <b>Keen Independent Research</b>
Consultant's Project Manager: <b>Dave Keen</b>
Project Name to be Evaluated on: (Work must have been completed within the last 3 years or is currently being performed.) <b>ADOT 2020 Disparity Study</b>

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.)

	Start Date	End Date	Dollar Amount of Services
<input checked="" type="checkbox"/> Prime	03/01/19	07/31/20	587,819.00
<input type="checkbox"/> Sub			

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?	10
2. Did the firm complete the project within the total budgeted amount?	10
3. Did the firm complete the project within the contract schedule(s)?	10
4. Did the firm meet all of your technical standards and quality expectations?	10
5. Was the firm's communication, both oral and written, clear and concise?	10
6. Was the firm's project management system effective?	10
<b>Total Score</b>	<b>60</b>
(Total the score by adding the scores for criterias 1 through 6.)	
<b>Average Score</b>	<b>10</b>
(Average the score by dividing the total score by the total number of criteria that was rated.)	

Evaluator Information:		
Firm/Company Name: <b>Arizona Department of Transportation</b>		
Evaluator's Name: <b>Tina Samartinean</b>	Evaluator's Title: <b>Administrator Employment &amp; Business</b>	
Firm/Company Address: <b>1801 W. Jefferson Avenue, MD154A</b>		
Phone: <b>(480) 253-0472</b>	Fax:	Date: <b>12/7/2023</b>

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)

**Washington State  
Department of Transportation**

**Performance Evaluation  
Completed by Reference**

Consultant Name: <b>Keen Independent</b>
Consultant's Project Manager: <b>David Keen</b>
Project Name to be Evaluated on: (Work must have been completed within the last 3 years or is currently being performed.) <b>Disparity Study</b>

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.)

	Start Date	End Date	Dollar Amount of Services
<input type="checkbox"/> Prime		12/21/21	
<input type="checkbox"/> Sub			

**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?	10.00
2. Did the firm complete the project within the total budgeted amount?	10.00
3. Did the firm complete the project within the contract schedule(s)?	10.00
4. Did the firm meet all of your technical standards and quality expectations?	10.00
5. Was the firm's communication, both oral and written, clear and concise?	10.00
6. Was the firm's project management system effective?	10.00
<b>Total Score</b>	<b>60.00</b>
(Total the score by adding the scores for criterias 1 through 6.)	
<b>Average Score</b>	<b>10.00</b>
(Average the score by dividing the total score by the total number of criteria that was rated.)	

<b>Evaluator Information:</b>		
Firm/Company Name: <b>City of Atlanta</b>		
Evaluator's Name: <b>Martin Clarke</b>	Evaluator's Title: <b>Dep Division Chief</b>	
Firm/Company Address: <b>55 Trinity Ave Atlanta GA 30303</b>		
Phone: <b>(404) 379-4933</b>	Fax:	Date: <b>12/13/23</b>

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)



# 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)





Date: December 14, 2023

Company Name: Holland & Knight LLP

Address: 1180 West Peachtree Street, NW, Suite 1800

City / State / Zip: Atlanta, Georgia 30309

**Subject:** Proposed Labor Classifications and Hourly Billing Rates for FAA 2024 Statewide Disparity Study

**Attention:** Manager, Contract Services Office

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

Labor Classification	All Inclusive Billing Rate
Keith Wiener, Partner Holland & Knight	\$ 700.00

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 Keith Wiener, Partner, Holland & Knight



## Proposed Billing Rates

Date: December 14, 2023

Company Name: Customer Research International

Address: 135 S Guadalupe Street

City / State / Zip: San Marcos, TX 78666

**Subject:** Proposed Labor Classifications and Hourly Billing Rates for FAA 2024 Statewide Disparity Study

**Attention:** Manager, Contract Services Office

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

Labor Classification	All Inclusive Billing Rate
Sanjay Vrudhula, President	\$ 150.00
CRI Interviewers	\$ 30.00

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 Treasurer/Senior Vice President



# Consultant Information Form

Firm Name:		FYE Date:	Number of Employees:
Address:			
City:	State:	Zip Code:	County:
Phone:	Fax:	Company Web Site:	
Remit to Address:			
City:	State:	Zip Code:	County:
Phone:		Fax:	
Statewide Vendor Number (SWV) for Remit to Address:		Federal Tax ID Number or Social Security Number:	
Unified Business Identifier Number (UBI):		Date Universal Numbering System (DUNS) Number:	
Year Firm Established:	UDBE/SBE/MSVWBE Certification Number::	NAICS Code & Code Name:	
Proposed Project Manager:		Email:	
Financial Contact:		Email:	

Firm Type:

- 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. For additional information, please visit the Office of Financial Management (OFM) at <https://www.ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

**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.**

# Consultant Information Form

Firm Name: <b>Holland &amp; Knight LLP</b>		FYE Date: <b>12/31</b>	Number of Employees: <b>3124</b>
Address: <b>1180 West Peachtree Street NE Suite 1800</b>			
City: <b>Atlanta</b>	State: <b>Georgia</b>	Zip Code: <b>30309</b>	County: <b>Fulton</b>
Phone: <b>404-817-8515</b>	Fax:	Company Web Site: <b>www.hklaw.com</b>	
Remit to Address: <b>1180 West Peachtree Street NE Suite 1800</b>			
City: <b>Atlanta</b>	State: <b>GA</b>	Zip Code: <b>30309</b>	County: <b>Fulton</b>
Phone: <b>404-817-8515</b>	Fax:		
Statewide Vendor Number (SWV) for Remit to Address: <b>SWV0275635</b>		Federal Tax ID Number or Social Security Number: <b>59-0663819</b>	
Unified Business Identifier Number (UBI): <b>602223822</b>		Date Universal Numbering System (DUNS) Number: <b>077583318</b>	
Year Firm Established: <b>1968</b>	UDBE/SBE/MSVWBE Certification Number: : <b>N/A</b>	NAICS Code & Code Name: <b>541110</b>	
Proposed Project Manager: <b>Keith Wiener</b>		Email: <b>Keith.Wiener@hklaw.com</b>	
Financial Contact:		Email:	

**Firm Type:**

- 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. For additional information, please visit the Office of Financial Management (OFM) at <https://www.ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

**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.**

# Consultant Information Form

Firm Name: <b>Customer Research International, Inc.</b>		FYE Date: <b>12/31</b>	Number of Employees: <b>700</b>
Address: <b>135 S Guadalupe Street</b>			
City: <b>San Marcos</b>	State: <b>TX</b>	Zip Code: <b>78666</b>	County: <b>Hays</b>
Phone: <b>512-757-8102</b>	Fax: <b>512-353-3696</b>	Company Web Site: <b>www.CRI-Research.com</b>	
Remit to Address: <b>135 S Guadalupe Street</b>			
City: <b>San Marcos</b>	State: <b>TX</b>	Zip Code: <b>78666</b>	County: <b>Hays</b>
Phone: <b>512-757-8102</b>	Fax: <b>512-353-3696</b>		
Statewide Vendor Number (SWV) for Remit to Address: <b>SWV0297449</b>		Federal Tax ID Number or Social Security Number: <b>742911623</b>	
Unified Business Identifier Number (UBI):		Date Universal Numbering System (DUNS) Number: <b>949437578</b>	
Year Firm Established: <b>1994</b>	UDBE/SBE/MSVWBE Certification Number: : <b>D4M0026938</b>	NAICS Code & Code Name: <b>541910</b>	
Proposed Project Manager: <b>Sanjay Vrudhula</b>		Email: <b>sanjay@cri-research.com</b>	
Financial Contact: <b>Michelle Vrudhula</b>		Email: <b>michelle@cri-research.com</b>	

**Firm Type:**

- 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. For additional information, please visit the Office of Financial Management (OFM) at <https://www.ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

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

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**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.**



# Consultant Information Form

Firm Name: <b>Donaldson Consulting, LLC</b>		FYE Date: <b>12-31</b>	Number of Employees: <b>2</b>
Address: <b>13023 NE Hwy 99, STE 7, PMB 176</b>			
City: <b>Vancouver</b>	State: <b>WA</b>	Zip Code: <b>98686</b>	County: <b>Clark</b>
Phone: <b>360-280-2321</b>	Fax: <b>n/a</b>	Company Web Site: <b>donaldsonconsultingllc.com</b>	
Remit to Address: <b>3005 NW 114th St</b>			
City: <b>Vancouver</b>	State: <b>WA</b>	Zip Code: <b>98685</b>	County: <b>Clark</b>
Phone: <b>360-280-2321</b>	Fax: <b>n/a</b>		
Statewide Vendor Number (SWV) for Remit to Address:		Federal Tax ID Number or Social Security Number: <b>84-3286599</b>	
Unified Business Identifier Number (UBI): <b>604-526-256</b>		Date Universal Numbering System (DUNS) Number:	
Year Firm Established: <b>2002</b>	UDBE/SBE/MSVWBE Certification Number:. <b>D1F0020353</b>	NAICS Code & Code Name: <b>541611</b>	
Proposed Project Manager: <b>Suzanne Donaldson</b>		Email: <b>suzanne@donaldsonconsultingllc.com</b>	
Financial Contact: <b>Suzanne Donaldson</b>		Email: <b>suzanne@donaldsonconsultingllc.com</b>	

Firm Type:

- 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. For additional information, please visit the Office of Financial Management (OFM) at <https://www.ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

**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: FAA 2024 Statewide Disparity Study

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

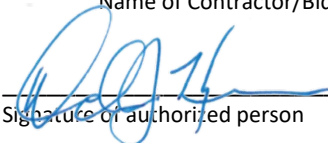
**NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

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: Keen Independent Research LLC  
Name of Contractor/Bidder – Print full legal entity name of firm

By:   
Signature of authorized person

David Keen  
Print Name of person making certifications for firm

Title: Principal  
Title of person signing certificate

Place: Phoenix, AZ  
Print city and state where signed

Date: 12/13/2023

**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: FAA 2024 Statewide Disparity Study

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: Holland & Knight LLP  
Name of Contractor/Bidder – Print full legal entity name of firm

By:   
Signature of authorized person

Keith Wiener  
Print Name of person making certifications for firm

Title: Partner  
Title of person signing certificate

Place: Atlanta, Georgia  
Print city and state where signed

Date: 12/11/2023

**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 Transportation 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: FAA 2024 Statewide Disparity Study

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

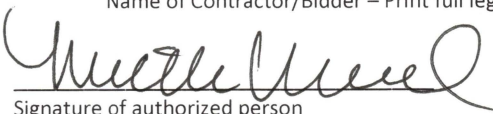
**NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

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: Customer Research International, Inc.  
Name of Contractor/Bidder – Print full legal entity name of firm

By:  Michelle Vrudhula  
Signature of authorized person Print Name of person making certifications for firm

Title: Treasurer/Senior VP Place: Austin, Texas  
Title of person signing certificate Print city and state where signed

Date: 12/8/2023

**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 Transportation 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: FAA 2024 Statewide Disparity Study

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: Donaldson Consulting, LLC  
Name of Contractor/Bidder – Print full legal entity name of firm

By: [Signature]  
Signature of authorized person

Suzanne Donaldson  
Print Name of person making certifications for firm

Title: CEO  
Title of person signing certificate

Place: Vancouver, WA  
Print city and state where signed

Date: 12-8-2023



**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: FAA 2024 Statewide Disparity Study


Solicitation Posting Date or Agreement Start Date: Posting date: 11/15/23

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: Holland & Knight LLP  
Name of Consultant/Contractor – Print full legal entity name of firm

By:   
Signature of authorized person

Keith Wiener  
Print Name of person making certifications for firm

Title: Partner  
Title of person signing certificate

Place: Atlanta, Georgia  
Print city and state where signed

Date: 12/11/2023

**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).





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

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

Solicitation or Agreement Title: FAA 2024 Statewide Disparity Study

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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: Donaldson Consulting, LLC  
Name of Consultant/Contractor – Print full legal entity name of firm

By: [Signature]  
Signature of authorized person

Suzanne Donaldson  
Print Name of person making certifications for firm

Title: CEO  
Title of person signing certificate

Place: Vancouver, WA  
Print city and state where signed

Date: 12-8-2023

**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).