

**Scoring Criteria 1: Consultant firm’s experience, ability, and capacity specific to tolling activities including working with legislators, local and state agencies, and civic leaders; knowledge and experience in bill analysis, drafting legislative reports, and internal and external coordination**

Min pts 0: Max pts 20

A. Include the following items:

- Provide a listing of all firms on your proposed team.
- List the type(s) of expertise that each firm on your team can provide.
- How long has each firm on your team provided these type(s) of expertise; and
- Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team.

B. Include the following items:

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

C. Include the following items:

Provide a list of amendment language drafted at request of WSDOT Legislative Affairs staff, reviews coordinated on behalf of projects, OFM, Assistant Attorney General and Office of the Governor.

D. Include the following items:

Provide table identifying current availability of key staff and resources for each firm on the proposed project team. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available.

E. Include the following items:

Provide a list of up to three (3) projects that each firm on your project team has completed within the last three (3) years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and the approximate amount received for each project.

**Scoring Criteria 2: Qualifications of Proposed Project Manager**

Min pts 0: Max pts 10

A. Include the following items:

Provide up to three (3) examples for the proposed Project Manager that demonstrates his/her prior experience as a Project Manager on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager’s responsibilities and tasks on each project.

B. Include the following items:

Demonstrate the Project Manager's familiarity with relevant state and federal regulations and/or procedures. Include an assessment of Project Manager's knowledge of:

- Toll legislation and/or toll authority legislation
- Experience providing bill or legislation analysis and written summaries

C. Include the following items:

Provide up to three (3) examples of the proposed Project Manager's ability to manage all the following within a project.

- Legislative schedule.
- Scope of work/scope creep.
- Budget issues.
- Ability to quickly respond under a tight deadline to communication and coordination needs between partners, legislators and their staff, and other agencies; and
- Changes that arise throughout the life of the work.

**Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)**

Min pts 0: Max pts 15

A. Include the following items:

- List each key team member's role/responsibilities on your proposed team.
- For each proposed key team member, provide up to three (3) examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
- For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures.

**Scoring Criteria 4: Responsiveness to schedule during legislative session**

Min pts 0: Max pts 20

A. Include the following items:

- Describe your firm's tracking system(s) to monitor the project's budget and/or scope.
- Describe your firm's ability to provide interaction with your client and/or stakeholders.
- Describe your firm's ability to coordinate multiple agencies and offices to compile responses to legislation
- Describe your firm's ability to respond to constituent requests, legislators, and legislative staff (including committee and caucus staff)
- Describe your firm's ability to schedule briefing and tours; and
- Describe your firm's ability to draft correspondence to legislators on behalf of Office of WSDOT Secretary and WSDOT Legislative Affairs.

**Scoring Criteria 5: Project Delivery Approach**

Min pts 0: Max pts 15

A. Include the following items:

- How does your firm track multiple correspondence and coordination events between stakeholders, agencies, constituents and WSDOT offices.
- Who is involved with the decision-making process for the development of a workplan, internal written procedures and guidelines for process and workflow, and review of work to outside entities.
- Describe each of the elements of the proposed work plan for this work effort; and
- Describe how your workplan addresses contingencies that may arise during the work effort.

B. Include the following items:

Describe your approaches to resolve issue(s) within the project team; client(s) and stakeholders.

C. Include the following items:

Identify any key issues and critical milestones for the work.

**Scoring Criteria 6: Contractor Certification – Workers’ Rights (Prime and Sub-Consultants)**

Min pts 0: Max pts 10

Include the following items:

Contractor Certification - Workers' Rights.

- Please fill out the form titled “Contractor Certification - Workers' Rights” linked on the advertisement webpage. The form can be found under the heading “Submit Required Forms.”

**Scoring Criteria 7: References/Past Performances (Prime Consultant Only)**

Min pts 0: Max pts 0

A. Include the following items:

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years. These must be included in your Packet B.

***Performance Evaluations on WSDOT projects:***

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT’s internal Filemaker Pro form 272-019 “Performance Evaluations – Consultant Services.”

***Performance Evaluations for Non-WSDOT projects:***

If your firm does not have performance evaluations with WSDOT, it is necessary to have an

evaluation of past performance completed by a client. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link “Performance Evaluation Completed by Reference” which can be found on the main web page for this advertisement.

**Scoring Criteria 8: Cost Factors (Prime Consultant & Sub-Consultants)**

Min pts 0: Max pts 15

Include the following items:

Proposed Billing Rates.

- Please fill out the form titled “Proposed Billing Rates” linked on the advertisement webpage. The form can be found under the heading “Submit Required Forms.” Submit a separate form for each firm.
- List all proposed personnel for the project with corresponding labor classifications and rates. Rates should be “all inclusive” or “fully burdened” hourly rates.
- Clearly identify the proposed Project Manager.

Please note that providing Proposed Billing Rates is for the purpose of review for this solicitation only and an “Actuals Not To Exceed” (ANTE) table must be approved before execution of a WSDOT Agreement.