

Scoring Criteria 1: Qualifications/Expertise of Firms on Team

Min pts 0 : Max pts 10

- 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.
- C. Include the following items:
Has the prime consultant worked with proposed sub-consultant(s) on similar projects in the last three years? If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm.
- D. 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:
Provide up to three (3) examples of the proposed Project Manager's ability to manage all of the following within a project;
- Project schedule;
 - Scope of work/scope creep;
 - Budget issues; and
 - Changes that arise throughout the life of the project.

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

Min pts 0 : Max pts 10

- 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

Scoring Criteria 4: Firm's Project Management System (Prime Consultant Only)

Min pts 0 : Max pts 10

A. Include the following items:

- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- List your firm's scheduling program.
- Describe your firm's process for interacting with your internal project team; and
- Describe your firm's ability to provide interaction with your client and/or stakeholders.

Scoring Criteria 5: Project Delivery Approach

Min pts 0 : Max pts 30

A. Include the following items:

- How does your firm develop a work plan for this project;
- Who is involved with the decision-making process for the development of the work plan;
- Describe each of the elements of the proposed work plan for this project; and
- Describe how your work plan addresses contingencies that may arise during the project.
- Describe your experience and demonstrated capacity for researching property, assessment and parcel data, and revenue streams.
- Describe your experience and demonstrated capacity to normalize tax values per-acre basis, correcting Tax Assessor valuation anomalies and synthesizing tax parcel data for City departments.
- Describe your experience and demonstrated ability to conduct sales tax analysis on precise urban areas using retail performance data in areas with geographically generated sales tax.
- Describe your experience and demonstrated ability to utilize ArchScene or compatible software to provide three-dimensional data.
- Describe your experience and demonstrated ability to use software to create visual representations of land value, tax value, market variability, tax valuations, and value per acre efficiency.
- Describe your experience and demonstrated ability to create electronic storyboards illustrating the long-term impacts of various development types.
- Describe your experience and demonstrated ability to provide 2D and 3D visualization and analysis of a region's relative, historical, and future development, including land use patterns, tax systems, commercial and residential economic potency, and trends related to highway investments, both on location and regionally.
- Describe your experience and demonstrated ability to provide economic projections and policy recommendations with an executive-level narrative.

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 project.

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

Min pts 0 : Max pts 5

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: Wage Theft Prevention Contractor Certification – Professional Services (Prime and Sub-Consultants)

Min pts 0 : Max pts 5

Include the following items:

Wage Theft Prevention Contractor Certification - Professional Services.

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

Scoring Criteria 8: References/Past Performances (Prime Consultant Only)

Min pts 0 : Max pts 10

A. Include the following items:

Provide a minimum of two (2) 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 9: Cost Factors (Prime Consultant Only)

Min pts 0 : Max pts 10

Include the following items:

Proposed Billing Rates Form -

- Complete 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.

Cost Model Form -

- Complete the form titled “Cost Model Form” linked on the advertisement webpage. The form can be found under the heading “Submit Required Forms.” The Cost Model Form must show proposed cost (labor classifications, hours, rates, and expenses) for each work element shown in the RFQQ. Submit a separate form for each firm.

The Proposed Billing Rates and Cost Model Forms are required for the purpose of submittal review. If awarded an agreement, the consultant’s 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 provisions. The Cost Model shall be the basis for establishing the Not to Exceed (NTE) budget for the agreement.