

**Scoring Criteria 1: Qualifications/Expertise of Firm**

Min pts 0 : Max pts 25

- A. Include the following items:
- List the type(s) of expertise that your firm can provide;
  - How long has your firm provided these types of expertise; and
  - Provide organization chart of your firm and include the respective roles that each individual provides.
- B. Include the following items:  
Provide a listing of your firm'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:  
A list of up to three (3) projects that 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 40

- A. Include the following items:  
Provide up to three (3) examples for the proposed Project Manager that demonstrates his/her prior experience in applying and managing FTA Grants 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 federal regulations and/or procedures.
- C. Include the following items:  
Provide listing of accreditations for the proposed Project Manager; include the year that each accreditation was received.

**Scoring Criteria 3: Key Team Members Qualifications**

Min pts 0 : Max pts 40

- 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 federal funding laws, regulations, processes and best practices.

**Scoring Criteria 4: References/Past Performances (Prime Consultant Only)**

Min pts 0 : Max pts 0

**A. Include the following items:**

Provide a minimum of two (2) with a maximum of four (4) 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 5: Cost Factors (Prime Consultant Only)**

Min pts 0 : Max pts 10

Include one of the following items: (If your firm has an established "Indirect Cost Rate" (ICR) follow item "A" instructions, otherwise follow item "B" instructions. Please note that providing ICR or Proposed Billing Rates is for the purpose for review for this solicitation only and that an updated/current ICR/"Actuals Not To Exceed" (ANTE) table or "Billing Rates" table containing all the firm(s) labor classifications must be approved before execution of a WSDOT awarded Agreement.

**A. ICR and Direct Labor Costs:**

- ICR: Please state your firm's overhead rate. Please include supporting audited/unaudited overhead schedule for your firm's most current fiscal year.
- Direct (raw) labor costs: Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager, and the associated direct (raw) labor costs for each labor classification.

**B. Billing Rates: If your firm does not have an ICR:**

- Please fill out the linked form "Proposed Billing Rates" on the first web page of this RFQ. The form can be found under the heading "Submit Required Forms."