

Scoring Criteria 1: Qualifications/Expertise of Firms on Team

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;
 - For each firm on your proposed team, provide the number of employees within the state of Washington (including the Greater Portland Metropolitan Area.) Also, provide the number of employees that each firm on your proposed team has nationwide; 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:
Has the prime consultant worked with proposed sub-consultants on similar projects in the last three (3) 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.
- C. Include the following items:
Provide a 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.
- D. Include the following items:
Provide number and details of similar projects performed for WA and OR government agencies. Provide two references, including contact information, for each of the above projects. For the above projects, provide typical relocation costs for residential, personal property only, retail, office, commercial and home business property types.
- E: Include the following items:
Demonstrate working familiarity with part 24-Uniform Act and standards as defined in chapter 12 of the WSDOT Right of Way Manual as revised.

Scoring Criteria 2: Qualifications of Proposed Project Manager(s)

Min pts 0 : Max pts 20

The number of proposed Project Managers is limited to a maximum of three.

- A. Include the following items:
Provide a resume for each proposed Project Manager. Provide up to three (3) examples for each 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 each Project Manager(s) familiarity with relevant state and federal regulations and/or procedures.
- C. Include the following items:
Provide up to three (3) examples of each 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.
- D. Include the following items:
Provide listing of professional licenses/accreditations for each proposed Project Manager; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only.

Scoring Criteria 3: Key Team Members Qualifications

Min pts 0 : Max pts 20

- A. Include the following items:
- Provide a resume for each key team member.
 - List each key team member's role/responsibilities on your proposed team;
 - For each proposed key team member, provide up to three 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: Firm's Project Management System

Min pts 0: Max pts 20

- A. Include the following items:
- Describe your firm's Quality Assurance/Quality Control processes;
 - Describe your firm's tracking system(s) to monitor the project's budget and/or scope;

- List your firm's scheduling program. Identify the type of software and list up to three projects where the proposed Project Manager(s) have utilized this software;
- 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: Experience with multiple parcel projects

Min pts 0 : Max pts 20

Include the following items:

- A. Provide a listing of and outline your experience with multiple parcel projects. Provide a minimum of three (3) examples.
- B. Provide a listing of and outline your experience with residential, personal property only, retail, office, commercial and home business property types.

Scoring Criteria 6: Cost Factors

Min pts 0: Max pts 20

Include the following items

- A. Statement of Billing Rates:
 - statement that the rates listed are the lowest/best rates given to any client;
 - The beginning and ending dates that the quoted hourly rates are valid;
 - Listing of all proposed key personnel/labor classifications, clearly identifying the proposed project manager; and
 - The hourly billing rates for each labor classification.
- B. Listing of proposed Direct Non Salary (DNS) costs for this agreement.
- C. A cost estimate for services (Fee Proposal) to be provided under the proposed agreement on a per parcel / relocation type basis.

Scoring Criteria 7: References/Past Performances

Min pts 0: Max pts 0

C. 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.

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.