

Scoring Criteria 1: Qualifications/Expertise of Team

Min pts 0 : Max pts 25

A. Include the following items:

- List the type(s) of expertise that your team can provide;
- How long has your team provided these type(s) of expertise;
- For your firm 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:

Provide table identifying current availability of key staff and resources for your 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.

C. Include the following items:

Provide a list of up to three (3) staffing support 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 25

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 staffing support project for WSDOT or others. . 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.

C. 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.



*Criteria Definitions for
Washington State Ferries
(WSF) Vessel Operating Staff*

D. Include the following items:

Provide listing of professional licenses/accreditations for the 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 25

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: Cost Factors

Min pts 0 : Max pts 25

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.

Billing Rates: If your firm does not have an ICR:

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

Scoring Criteria 5: References/Past Performances

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.”



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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 6: Contractor Certification – Workers’ Rights

Min pts 0 : Max pts 0

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

Min pts 0 : Max pts 0

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.”