

*State of Washington  
Department of Transportation  
Notice to Consultants  
ER Transportation Management Center Relocation*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide deliverables as identified in attached scope of work. One (1) agreement may be awarded. The agreement will be approximately four months in duration. The agreement amount will be approximately \$65K with the option for WSDOT to supplement it for additional time and money. The agreement type will be Negotiated Hourly Rate.

WSDOT reserves the right to amend terms of this “Request for Qualifications” (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

*Project Description*

(See attached Scope of Work.)

WSDOT encourages disadvantaged, small, minority, veteran, and women-owned consultant firms to respond to this RFQ.

*Evaluation Criteria*

Pursuant to state and Federal regulations, a qualifications-based selection process will be used to select consultants for each of these areas of expertise. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm’s Project Management System (Prime Consultant Only);
5. Project Delivery Approach;
6. Contractor Certification - Workers' Rights (Prime Consultant and Sub-Consultants); and
7. References/Past Performances (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

Note: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested.

*Submittals*

Consultants are invited to submit their Statement of Qualifications (SOQ) at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal must be submitted as separate Adobe Reader compatible (pdf) files and formatted as follows:

- Submitted as an 8.5" x 11" sheet, single sided only, and with text (font) size no smaller than 12 points; and
- If charts and/or graphs are utilized text (font) size must be no smaller than 8 points.

Your SOQ must be broken into two (2) separate packets. Your SOQ "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5; and
- Packet "A" is limited to 5 pages, single sided only, not including the front and back cover.

Your SOQ "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7 (Performance Evaluations must be included in this packet);
- Your Consultant Information forms for both the Prime Consultant and all proposed Sub-Consultants; and
- Packet "B" has no page number limitations.

The SOQ shall meet the following requirements or may be deemed non-responsive and may not be eligible for consideration of this work:

- Title of the RFQ and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- SOQ broken into "Packet A" and "Packet B" (two (2) separate documents) as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date and time.

Faxed submittals will not be accepted. Submittals must arrive at the following email address no later than 4:00 p.m. PST on Wednesday, February 14, 2024. Submittal email address: [CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov)

Note: Submitters may want to consider setting your email to automatically receive a "Delivery/Read Receipt" for confirmation purposes, as WSDOT will not respond with notification of receipt.

Multiple emails are acceptable due to file size limitations of 20mb per email.

The Consultant, regarding the work performed during the resulting agreement, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR Section 21.

The agreement for services is subject to provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulations 49 CFR 26 (Disadvantaged Business Enterprise.)

#### Debriefing Procedures

##### A. Debrief Conferences

CSO offers, if requested, a debrief to all proposers. The request must be submitted in writing, within three (3) business days of official notification of selection. The request shall be sent to [WSDOTCSO@wsdot.wa.gov](mailto:WSDOTCSO@wsdot.wa.gov).

##### B. Debrief Protests

All debrief protests must be submitted in writing, within 5 business days of the debrief conference. The request shall be sent to [WSDOTCSO@wsdot.wa.gov](mailto:WSDOTCSO@wsdot.wa.gov).

#### Protest Procedures

##### A. Form and Substance

All protests regarding any contents or portion of this RFQ must be submitted to WSDOT Headquarters Consultant Services Office (CSO). Protests must be received by CSO between the submittal due date, as shown on the last page of this RFQ, and no later than 3:00 PM PST, two (2) business days following the submittal due date. All protests must be in writing and signed by the Proposer/protestant or an authorized agent. Such writing must state all facts and arguments on which the Proposer/protestant is relying as the basis for its action. Such Proposer/protestant shall also attach, or supply on demand by CSO, any relevant exhibits referenced in the writing. Copies of all protests and exhibits shall be mailed or delivered by the Proposer/protestant to the Proposer against whom the protest is made (if any) at the same time such protest and exhibits are submitted to CSO. All protests shall be directed to:

[CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov)

##### B. Pre-Selection Protests

To allow sufficient response time, all pre-selection protests (i.e., prior to CSO's official selection of the successful proposal(s)) must be received by CSO no later than 3:00 p.m. PST of the second business day after the Final Proposal Due Date. If the protest is mailed after the Final Proposal Due Date, and before the pre-selection protest deadline, the Proposer/protestant shall immediately notify CSO's Manager by telephone, or some other means of rapid communication, that a protest has been made.

CSO shall consider all the facts available to it and issue a decision in writing within five (5) business days after receipt of the protest, unless more time is needed. The Proposer/protestant and the Proposer(s) against whom the protest is made will be notified if a longer time is necessary and, if the additional time required affects the Final Proposal Due Date or the selection date, all Proposers shall be notified.

CSO's decision shall be final and conclusive. Selection of the successful Proposer, if any, will be postponed until after CSO has issued its decision.

**C. Post-Selection Protests**

CSO shall notify all unsuccessful Proposers of CSO's selection decision. To allow sufficient response time, all post-selection protests must be received by CSO no later than 3:00 p.m. PST of the second business day after receipt of a Non-Selection Notice. If the protest is mailed before the post selection protest deadline, the Proposer/protestant shall immediately notify CSO's Manager by telephone, or some other means of rapid communication, that a protest has been made.

CSO shall consider all the facts available to it and issue a decision in writing within five (5) business days after receipt of the protest, unless more time is needed. The Proposer/protestant and the Proposer(s) against whom the protest is made will be notified if a longer time is necessary and, if the additional time required affects the Award Date, all Proposers will be notified.

CSO's decision shall be conclusive unless appeal from it is taken by an aggrieved firm to the Superior Court of Thurston County within five (5) calendar days after receiving notice of CSO's decision on the protest. The court shall hear any such appeal on CSO's administrative record for the project. The court may affirm CSO's decision, or it may reverse the decision if it determines the action of CSO was arbitrary and capricious.

Post-selection protests which do not comply with the above-specified procedures will not be considered.

**D. Post-Debrief Protests**

To allow sufficient response time, all post-debrief protests must be received by CSO no later than 3:00 p.m. PST of the second (2<sup>nd</sup>) business day following the debrief. If the protest is mailed before the post-Debrief protest deadline, the Proposer/protestant shall immediately notify CSO's Manager by telephone, or some other means of rapid communication, that a protest has been made.

CSO shall consider all the facts available to it and issue a decision in writing within five (5) business days after receipt of the protest unless more time is needed. The Proposer/protestant and the Proposer(s) against whom the protest is made will be notified if a longer time is necessary and, if the additional time required affects the Final Proposal Due Date or the selection date, all Proposers shall be notified.

CSO's decision shall be final and conclusive. Selection of the successful Proposer, if any, will be postponed until after CSO has issued its decision.

**System for Award Management (SAM) Excluded Parties Records**

- A. Per federal regulations, CSO is required to ensure, to the best of its knowledge and belief, that none of the principals, affiliates, third party Contractors and subcontractors are suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurements. Federal regulations require CSO to review records of excluded parties in the federal System for Award Management (SAM) before entering into any third-party Contracts exceeding \$25,000.00.
- B. Prior to award of a federally funded Contract, CSO will search the SAM system to ensure that excluded parties do not participate in covered transactions.

C. To learn more about the federal SAM, go to [www.sam.gov/portal/public/SAM/](http://www.sam.gov/portal/public/SAM/).

#### Public Records

Submittals received because of this RFQ, and the resulting score sheets may be posted to CSOs web page.

To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, WSDOT shall maintain the confidentiality of Consultant's information marked confidential or proprietary. If a request is made to view Consultant's proprietary information, WSDOT will notify Consultant of the request and of the date that the records will be released to the requester unless Consultant obtains a court order enjoining that disclosure. If Consultant fails to obtain the court order enjoining disclosure, WSDOT will release the requested information on the date specified.

WSDOT's sole responsibility shall be limited to maintaining the above data in a secure area and to notify Consultant of any request(s) for disclosure for so long as WSDOT retains Consultant's information in WSDOT records per state law. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by the Consultant of any claim that such materials are exempt from disclosure.

#### Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

#### Americans with Disabilities Act (ADA) Information

In compliance with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, it is the policy of WSDOT to assure that no person with a disability shall be excluded from participation in, be denied the benefits of, or otherwise discriminated against under any of its programs, services, or activities solely based on that disability. Any person who believes their ADA protection has been violated may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). This material can be made available in an alternate format by emailing the OECR at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

#### Español

#### **Notificación de Título VI al Público**

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

*Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)*

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

*한국어-Korean*

## **제6조 관련 공지사항**

워싱턴 주 교통부(WSDOT)는 1964년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, (360) 705-7090으로 OECR의 타이틀 VI 담당자에게 연락해주시시오.

## **미국 장애인법(ADA) 정보**

본 자료는 또한 평등 및 민권 사무국에 이메일 [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각 장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

**русский-Russian**

## **Раздел VI Общественное заявление**

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) bao gồm việc loại trừ bất kỳ trường hợp phân biệt đối xử dựa trên chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phó Trưởng Mục VI của OECR số (360) 705-7090.

### **Zakon США о защите прав граждан с ограниченными возможностями (ADA)**

Thông tin này có thể được cung cấp dưới dạng thay thế, bằng cách gửi email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) hoặc gọi điện thoại miễn phí số, 855-362-4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

*tiếng Việt-Vietnamese*

### **Thông báo Khoản VI dành cho công chúng**

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ khước quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phó Trưởng Mục VI của OECR số (360) 705-7090.

### **Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)**

Thông tin này có thể được thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) hoặc gọi điện thoại miễn phí số, 855-362-4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

العنوان 6 إشعار للجمهور  
تتمثل سياسة وزارة النقل في ولاية واشنطن (WSDOT) في ضمان عدم استبعاد أي شخص، على أساس العرق أو اللون أو الأصل القومي من المشاركة في أي من برامجها وأنشطتها أو الحرمان من الفوائد المتاحة بموجبها أو التعرض للتمييز فيها بخلاف ذلك، كما هو منصوص عليه في الباب السادس من قانون الحقوق المدنية لعام 1964. ويمكن لأي شخص يعتقد أنه تم انتهاك حقوقه التي يكفلها الباب السادس تقديم شكوى إلى مكتب المساواة والحقوق المدنية (OECR) التابع لوزارة النقل في ولاية واشنطن. للحصول على معلومات إضافية بشأن إجراءات الشكاوى و/أو بشأن التزاماتنا بعدم التمييز بموجب الباب السادس، يرجى الاتصال بمنسق الباب السادس في مكتب المساواة والحقوق المدنية على الرقم 705-7090 (360).

#### معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

يمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) أو عن طريق الاتصال بالرقم المجاني: (4232) 855-362-4ADA. يمكن للأشخاص الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة Washington State Relay على الرقم 711.

#### 中文 – Chinese

##### 《权利法案》 Title VI公告

<華盛頓州交通部(WSDOT)政策規定，按照《1964年民權法案》第六篇規定，確保無人因種族、膚色或國籍而被排除在WSDOT任何計畫和活動之外，被剝奪相關權益或以其他方式遭到歧視。如任何人認為其第六篇保護權益遭到侵犯，則可向WSDOT的公平和民權辦公室(OECR)提交投訴。如需關於第六篇投訴程式的更多資訊和/或關於我們非歧視義務的資訊，請聯絡OECR的第六篇協調員，電話 (360) 705-7090。

##### 《美国残疾人法案》 (ADA) 信息

可向公平和民權辦公室發送電子郵件[wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov)或撥打免費電話 855-362-4ADA(4232)，以其他格式獲取此資料。听力丧失或听觉障碍人士可拨打711联系 Washington州转接站。

#### Af-soomaaliga – Somali

##### Ciwaanka VI Ogeysiiska Dadweynaha





Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiyo in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaaciisa Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OECR) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibaadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OECR oo aad ka wacayso (360) 705-7090.

### Macluumaadka Xeerka Naafada Marykanka (ADA)

Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraaya Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

### **Translation Services**

If you have difficulty understanding English, you may, free of charge, request language assistanceservices by calling (360) 705-7230 or email us at:

[hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@wsdot.wa.gov).

### Español - Spanish

### servicios de traducción

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al (360) 705-7230, o envíe un mensaje de correo electrónico a: [hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@wsdot.wa.gov).

### **中文 – Chinese**

### 翻译服务

如果您难以理解英文，则请致电：(360) 705-7230，或给我们发送电子邮件：[hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@wsdot.wa.gov)，请求获取免费语言援助服务。

### tiếng Việt-Vietnamese

### các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số (360) 705-7230 hoặc email cho chúng tôi tại: [hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@wsdot.wa.gov).

### 한국어-Korean

번역 서비스

영어로 소통하는 것이 불편하시다면, (360) 705-7230으로 전화하시거나 다음 이메일로 연락하셔서 무료 언어 지원 서비스를 요청하실 수 있습니다: [hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@wsdot.wa.gov).

### **Af-soomaaliga - Somali**

Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya (360) 705-7230 ama iimayl noogu soo dir: [hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@wsdot.wa.gov).

### **русский-Russian**

Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону (360) 705-7230 или написав нам на электронную почту: [hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@wsdot.wa.gov).

### **العربية - Arabic** خدمات الترجمة

إذا كنت تجد صعوبة في فهم اللغة الإنجليزية، فيمكنك مجانًا طلب خدمات المساعدة اللغوية عن طريق الاتصال بالرقم (360) 705-7230، أو مراسلتنا عبر البريد الإلكتروني: [hqdesignadminteam@wsdot.wa.gov](mailto:hqdesignadminteam@wsdot.wa.gov).

WSDOT reserves the right, if it deems action to be in the best interest of WSDOT, to reject all submittals or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by or through the Consultant shall be grounds for non-consideration. If submittals are rejected, WSDOT further reserves the right to investigate and negotiate with the next ranked Consultant in order of ranking or to reject all Consultants and re-solicit for additional firms.

Faxed submittals will not be accepted. Submittals must arrive at the following email address no later than 4:00 p.m. PST on Wednesday, February 14, 2024.

Submittal email address: [CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov)

Note: Submitters may want to consider setting your email to automatically receive a “Delivery/Read Receipt” for confirmation purposes, as WSDOT will not respond with notification of receipt.

Multiple emails are acceptable due to file size limitations of 20mb per email.

Any questions regarding this RFQ should be directed to WSDOT’s Headquarters Consultant Services Office at [CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov)

Questions will be accepted through 4:00pm PST on Wednesday, February 6, 2024. Questions and answers will be posted in the form of a Q&A document on the advertisement webpage. Questions are posted on the webpage anonymously.

Dates of publication in the Seattle Daily Journal of Commerce: January 30, 2024.

Dates of publication in WEBS: January 30, 2024.

Submittal Due Date and Time: 4:00 p.m. PST on February 14, 2024.

## Scope of Work - Summary

### Eastern Region TMC Relocation - ER

#### Project Description:

Provide Facilities Architectural Services for the design phase for developing plans, technical specifications, and estimates as detailed below.

- Scope includes tenant improvement building out office space within existing structure located on WSDOT Eastern Region Headquarters campus. Interior space in question is currently vacant, previously serving as office and storage space.
- WSEC building envelope requirements will be met by modifying an adding to existing R-21 wood framed walls inside the existing concrete exterior walls and R-49 in the attic space beneath the existing roof deck. WSDOT has confirmed with the City of Spokane that the proposed approach is acceptable.
- Mechanical and Electrical engineering will consist of but is not limited to: M/E/P building component design, layout, and relationships of the various components interface with existing infrastructure.
- See attached plans for schematic design completed by WSDOT.

#### Facilities Architectural Services - Scope:

##### Project Phases:

- Design Development
- Construction Document

##### Deliverables include:

- Cost estimates
- Specifications
- Plans
- CAD files

#### Facilities Architectural Services - Schedule:

The schedule will be approximately a four-month period to include 60%, 90% and 100% design submittals for WSDOT review.

January 1, 2024 - Begin design [Agreement Execution]

March 1, 2024 – 60% documents due

[WSDOT comments collected concurrently and returned to consultant on February 7, 2024.]

March 22, 2024 – 90% documents due

[WSDOT comments collected concurrently and returned to consultant on March 1, 2024.]

**April 12, 2024 – 100% Bid Documents complete**

April – May 2024 – Advertisement, Addenda, and Bid support.

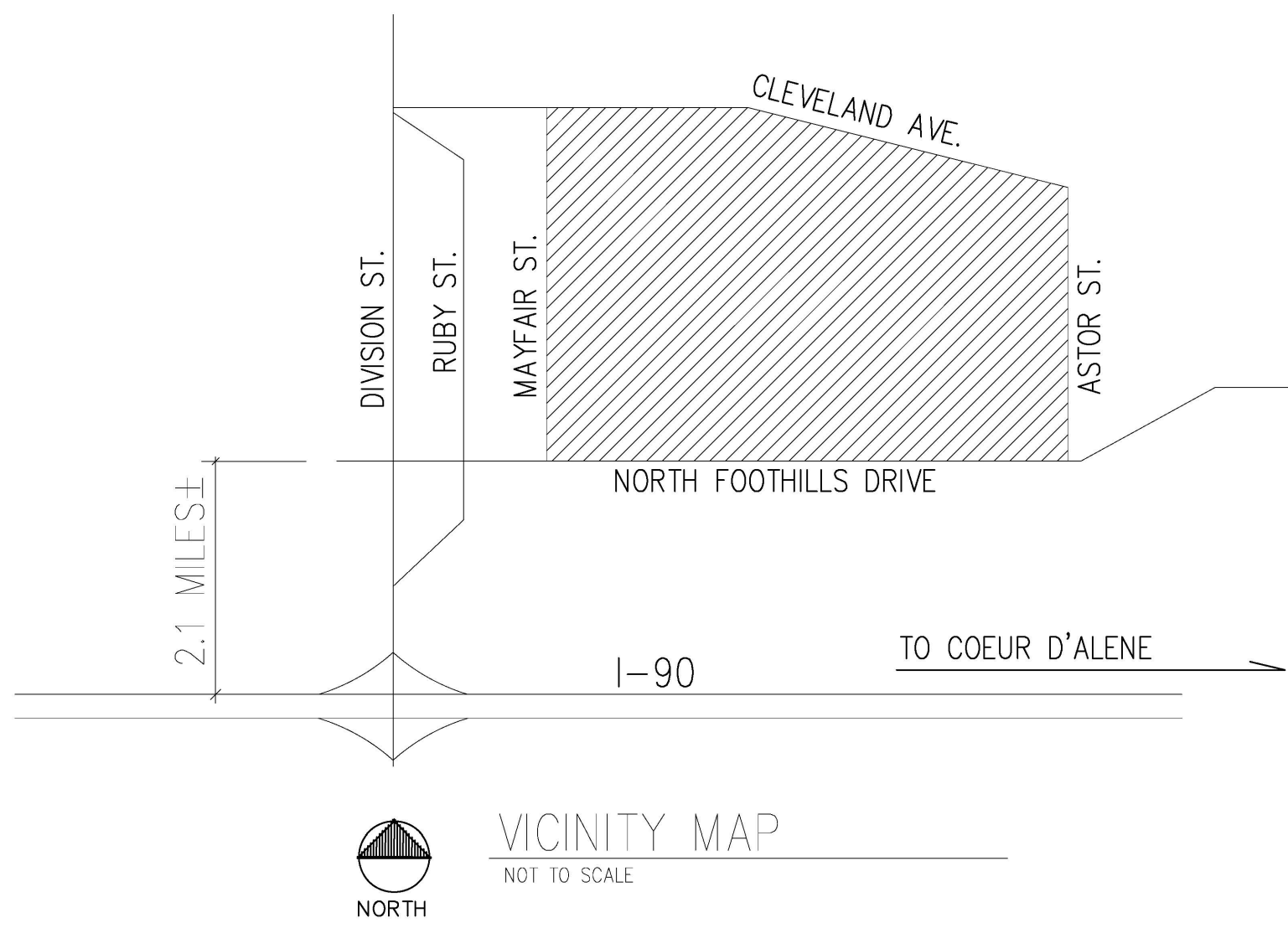
Agreement start date: Actual start time is anticipated to begin between January 1, 2024, and February 1, 2024, pending the agreement execution date.

Anticipated Agreement closure date: July 1, 2024.

#### Facilities Architectural Services – Estimated Fee:

Professional services to complete the above scope of work is estimated to be approximately **\$65K**.

# TRAFFIC MANAGEMENT CENTER (TMC) OFFICE RELOCATION



**PROJECT SUMMARY**

**PROJECT NAME**  
WSDOT TRAFFIC MANAGEMENT CENTER (TMC) OFFICE RELOCATION  
CONSTRUCTION TYPE: V-B, NON-SPRINKLERED

**PROJECT OWNER / PRIMARY CONTACT**  
WSDOT  
2714 N. MAYFAIR ST  
SPOKANE, WA 99207  
CONTACT: CHRIS LINDEN, ARCHITECT  
Phone: 360-259-7022  
E-mail: lindench@wsdot.wa.gov

**ESTIMATED PROJECT VALUATION**  
Project estimated value \$500,000  
Start Date Fall 2023

**ASSESSORS PARCEL NUMBER (APN)**  
35082.1402

**APN LEGAL DESCRIPTION**  
MORGANS J.M. RES B3TOB18 BLKS 13-15AND VAC PEARL ST & LIDGERWOOD ST BETWN CLEVELAND AVE & E. N. FOOTHILLS DR(FORMERLY BUCKEYE)

**PROPERTY INFORMATION**  
ZONING CLASSIFICATION-M1- LIGHT INDUSTRIAL

**PROPERTY SIZE: 11.74 ACRES**  
BUILDING SIZE: 3,880 SF [EXISTING]  
STORIES: 1 [EXISTING]  
PROJECT AREA: 2,660 SF TENANT IMPROVEMENT  
NEW PAVEMENT: NONE

**PROJECT ADDRESS**  
219 E. NORTH FOOTHILLS DRIVE  
SPOKANE, WA 99207

**PROJECT DESCRIPTION**  
RELOCATE ENGINEER EQUIPMENT STORAGE INTO A NEW 26' x 62' SQUARE FOOT SEMI-HEATED STICK-FRAMED BUILDING. BUILDING TO BE SITUATED IN 6 PARKING STALLS SOUTH OF EXISTING VEHICLE SHOP BUILDING ON CAMPUS. BUILDING WILL TAKE UP THE SAME FOOTPRINT OF IMPERVIOUS SURFACE ALREADY ON CAMPUS. NO NEW ASPHALT PROPOSED TO IMPACT DRAINAGE SWALES.

**PERMITTING AGENCY**  
CITY OF SPOKANE

**PROJECT TYPE**  
TENANT IMPROVEMENTS

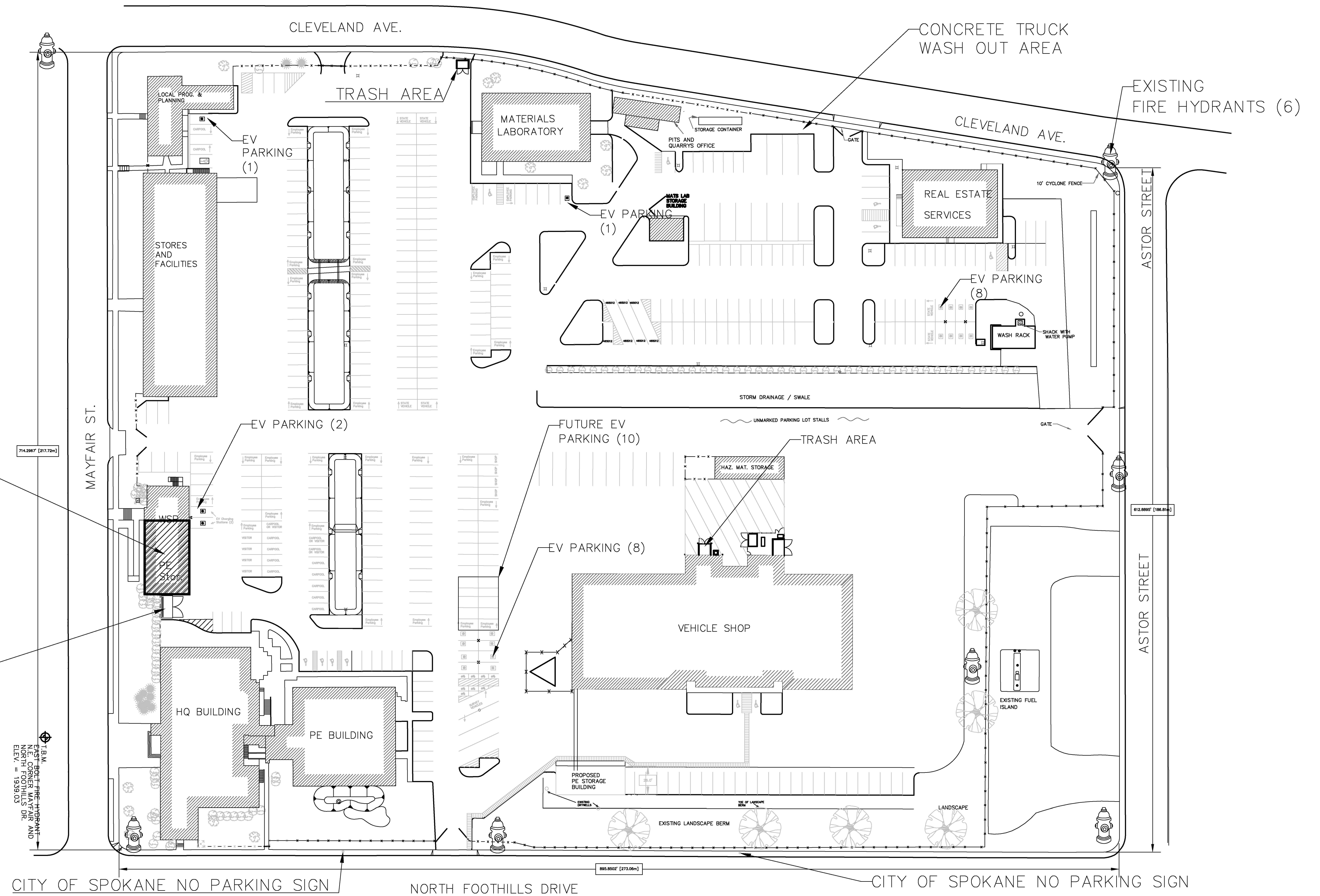
**USE AND OCCUPANCY CLASSIFICATION**  
B - BUSINESS OCCUPANCY, OFFICE SPACE

**FLOOR AREA RATIO**=1500 SQFT /511,394.40 SQ.FT=.002933.

**FIRE PROTECTION**  
ABC FIRE EXTINGUISHER  
FM200 DRY SUPPRESSION SYSTEM FOR NEW SERVER ROOM

PROJECT SITE  
[SEE SHEET A2]

TRASH/RECYCLING AREA



SITE PLAN - WSDOT EASTERN REGION HEADQUARTERS

SCALE: 1"=50'

PRINCIPAL ARCHITECT: NAME		REGION NO.10	WASH
BRANCH ARCHITECT: NAME		FEDERAL AID PROJECT NO.	
PROJECT ARCHITECT: CCL		FEDERAL#	
DRAWN BY: CCL		FILE#	
REVIEWED BY:		FCR NO: FCR#	
AS BUILT BY: NAME	4.3.23	DESIGN NO: DESIGN#	
FILE ADDRESS:		CONTRACT NO:	

FACILITIES OFFICE

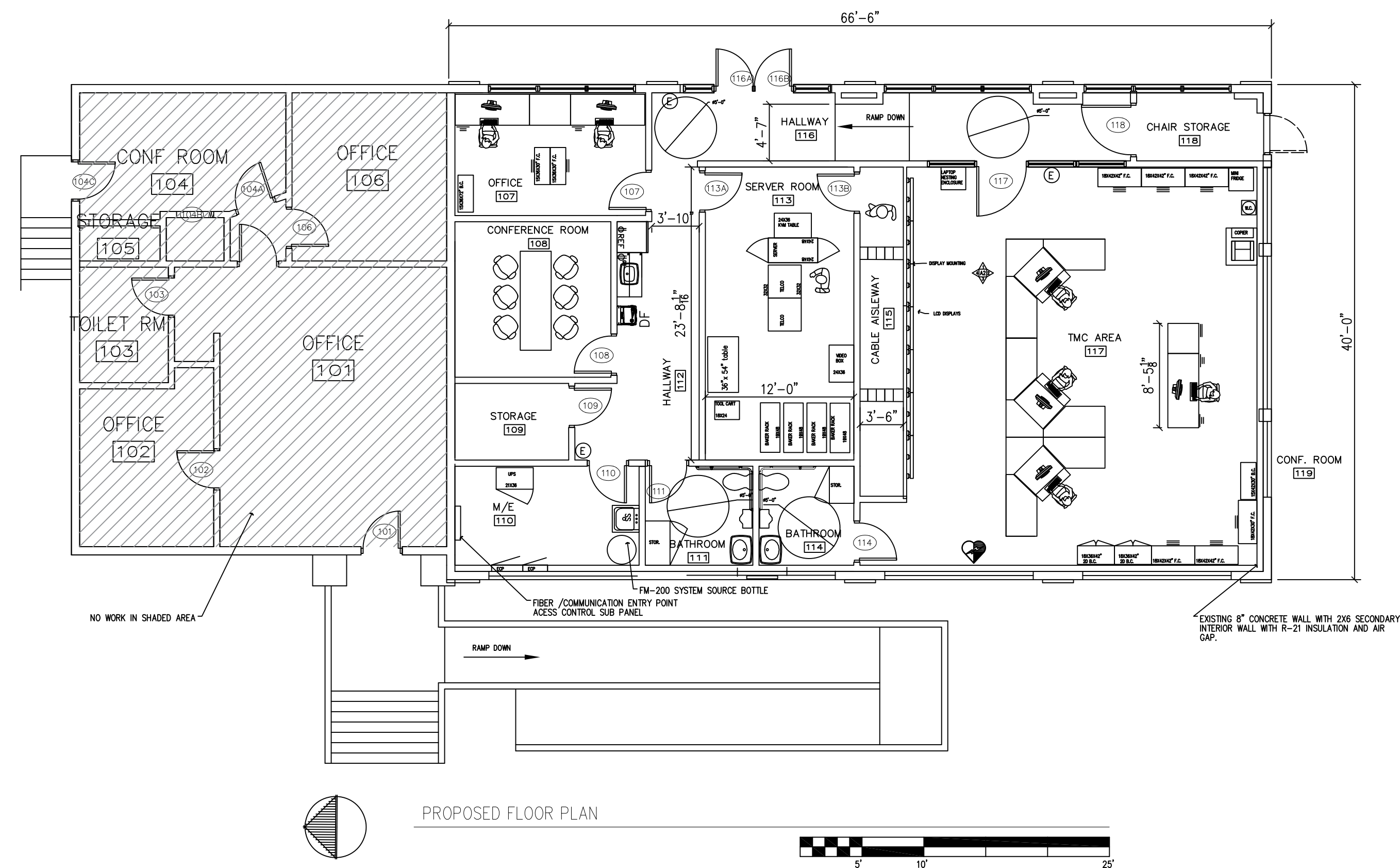
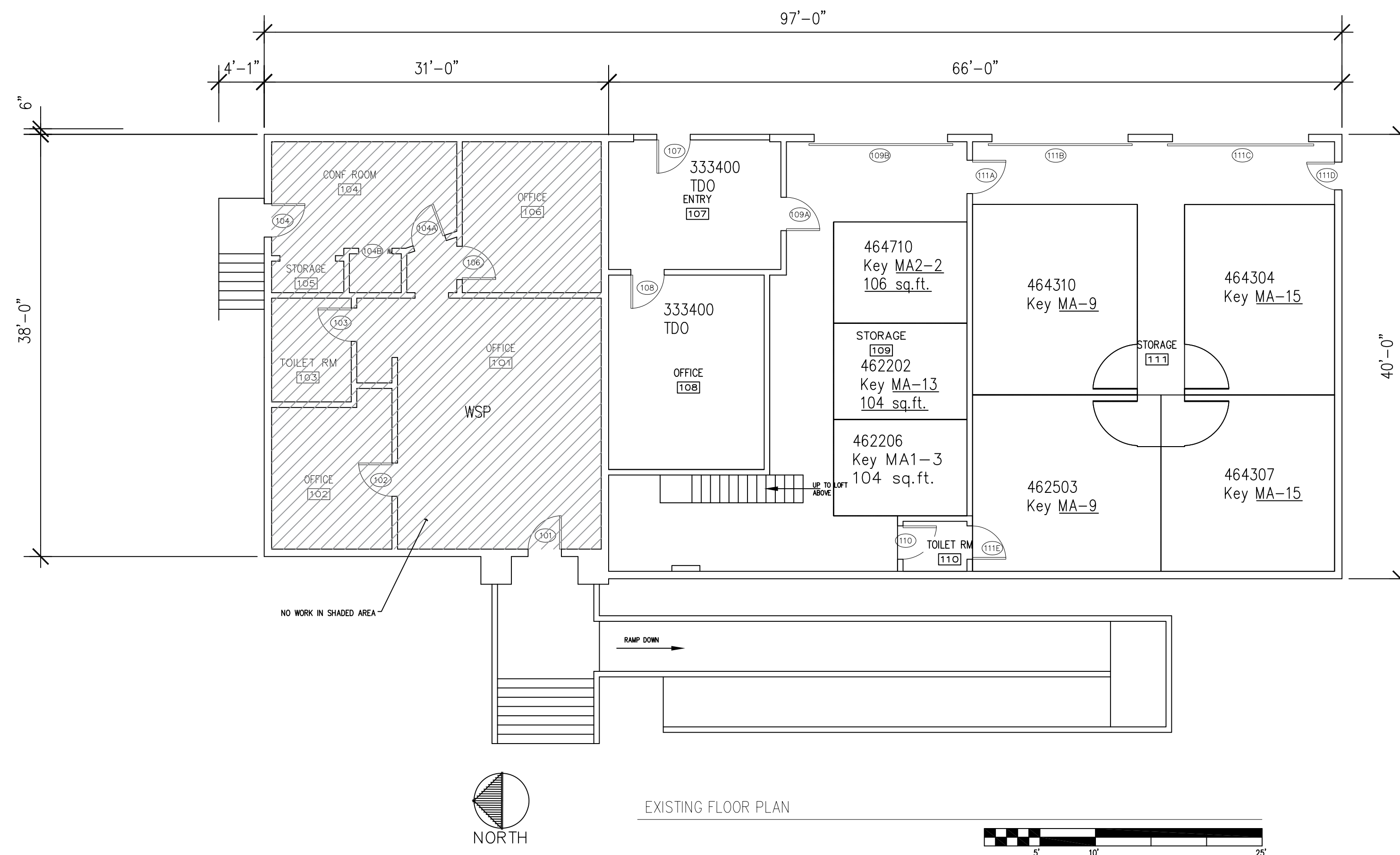


TRAFFIC MANAGEMENT CENTER (TMC) OFFICE RELOCATION

VICINITY MAP, PROJECT SUMMARY, AND SITE PLAN  
SCALE: VARIES

A1

SHEET  
1  
OF  
2  
SHEETS



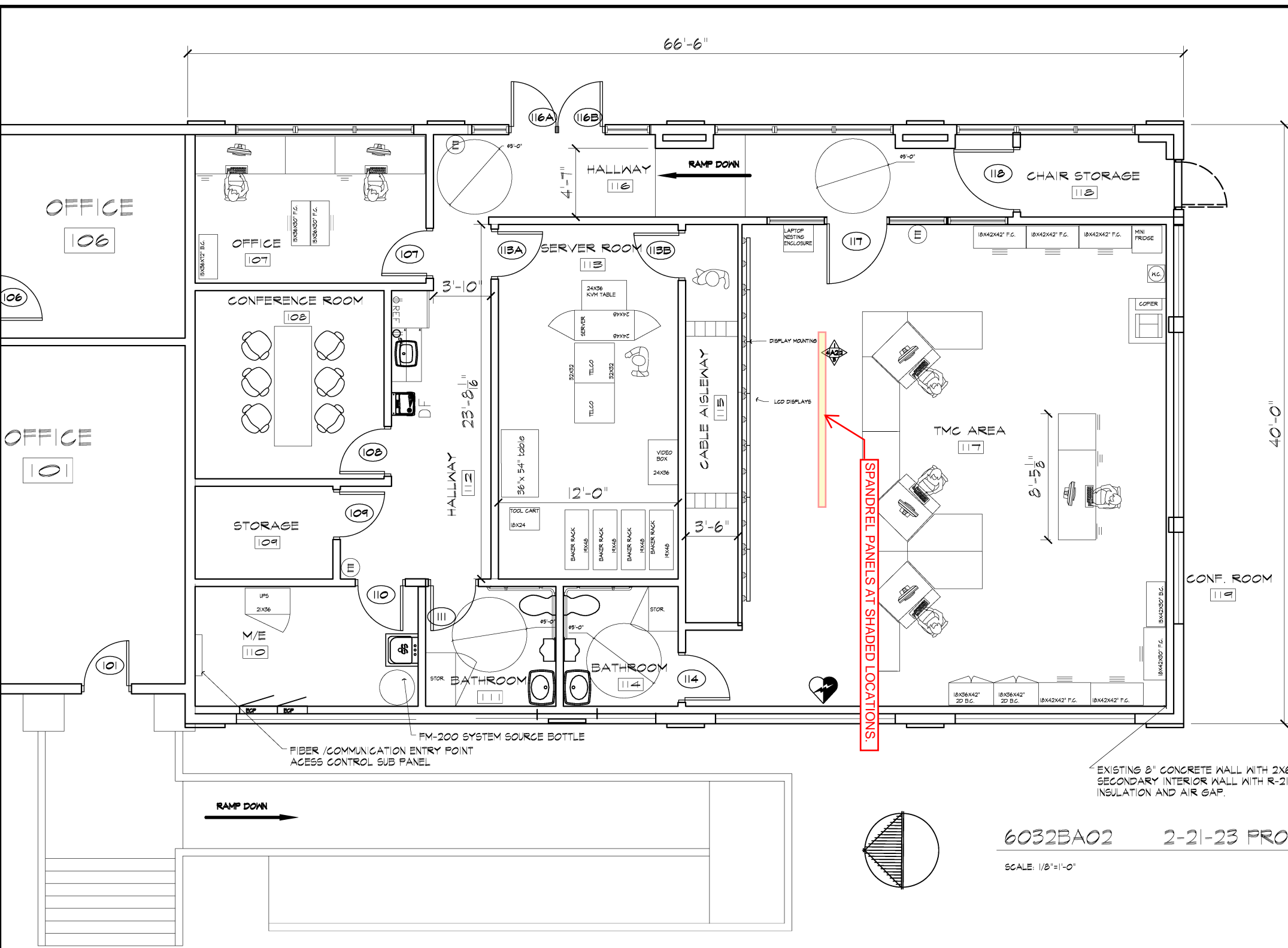
PRINCIPAL ARCHITECT: NAME					REGION NO. 10	WASH
BRANCH ARCHITECT: NAME					FEDERAL AID PROJECT NO.	
PROJECT ARCHITECT: CCL					FEDERAL#	
DRAWN BY: CCL					FILE#	
REVIEWED BY:					FCR NO:FCR#	
AS BUILT BY: NAME	4.3.23	REVISION	BY	DATE	DESIGN NO:DESIGN#	
FILE ADDRESS:					CONTRACT NO:	

FACILITIES OFFICE



TRAFFIC MANAGEMENT CENTER (TMC) OFFICE RELOCATION

EXISTING AND PROPOSED FLOOR PLANS  
SCALE: 1/8" = 1'-0"

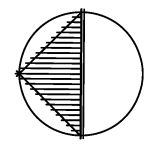


FM-200 SYSTEM SOURCE BOTTLE  
 FIBER /COMMUNICATION ENTRY POINT  
 ACCESS CONTROL SUB PANEL

SPANDREL PANELS AT SHADED LOCATIONS.

EXISTING 8" CONCRETE WALL WITH 2X6  
 SECONDARY INTERIOR WALL WITH R-21  
 INSULATION AND AIR GAP.

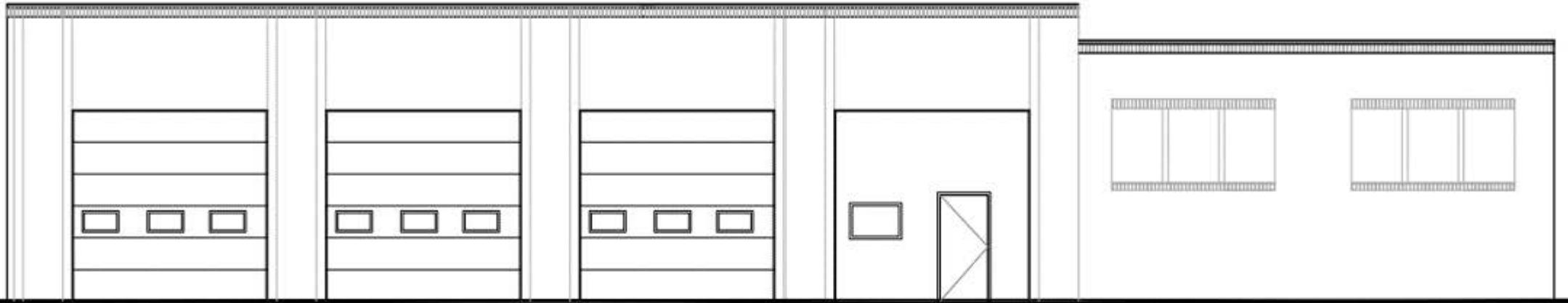
RAMP DOWN



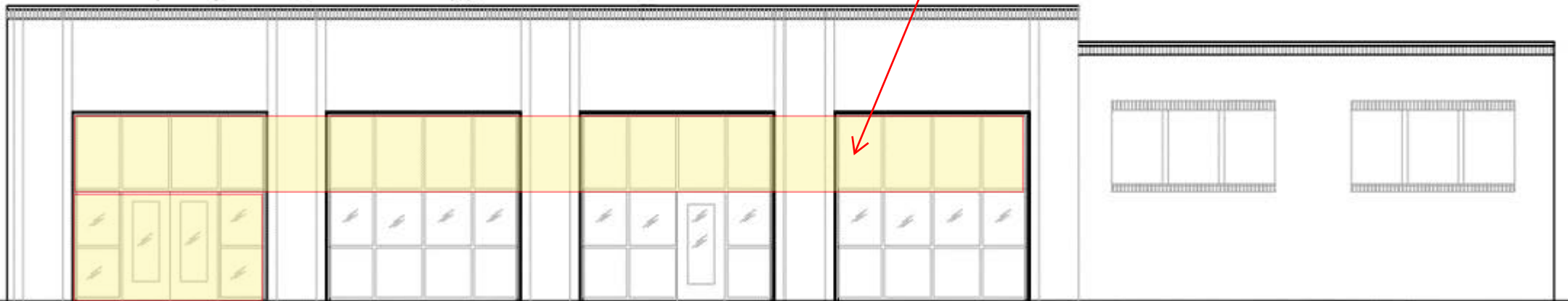
6032BA02 2-21-23 PROPOSED TMC LAYOUT

SCALE: 1/8"=1'-0"

NOTE: REDUCED PLANS,  
 DO NOT SCALE DRAWINGS.



EXISTING EAST ELEVATION



SPANDREL PANELS AT SHADED LOCATIONS.

EAST ELEVATION-proposed infill



NOTE: REDUCED PLANS,  
DO NOT SCALE DRAWINGS.