

REQUEST FOR QUALIFICATIONS

Consultant Services for On-Call Transportation Planning Assistance

RFQ Published: March 13, 2023

Qualifications Due: April 12, 2023

Issued by:

**Southwest Washington Regional Transportation Council
1300 Franklin Street, Suite 185
Vancouver, WA 98660
(564) 397-6067**

TABLE OF CONTENTS

| | | |
|----------|---|-----------|
| 1 | GENERAL INFORMATION | 1 |
| 1.1 | INTRODUCTION, BACKGROUND, AND GENERAL INFORMATION | 1 |
| 1.2 | DOCUMENT PURPOSE..... | 1 |
| 1.3 | AGENCY BACKGROUND..... | 1 |
| 1.4 | CONTRACT DURATION..... | 2 |
| 1.5 | FUNDING..... | 2 |
| 1.6 | LOCAL AGENCY ROLES | 2 |
| 1.7 | RELATIONSHIP TO OTHER REGIONAL PLANS AND PROGRAMS | 2 |
| 2 | SCOPE OF WORK..... | 3 |
| 2.1 | CONSULTANT ACTIVITIES | 3 |
| 2.2 | RTC RESPONSIBILITY | 4 |
| 2.3 | CONSULTANT’S ROLE | 4 |
| 2.4 | PROJECT (TASK ORDER) SCHEDULE | 4 |
| 2.5 | REPORTS BY CONSULTANT | 4 |
| 2.6 | SUBCONTRACTING | 4 |
| 3 | GENERAL REQUIREMENTS | 5 |
| 3.1 | RESPONSE DOCUMENTS | 5 |
| 3.2 | ADDENDA TO RFQ..... | 5 |
| 3.3 | SUBMITTAL OF RESPONSES | 5 |
| 3.4 | INQUIRIES ON RFQ | 6 |
| 3.5 | VALIDITY PERIOD..... | 6 |
| 3.6 | RFQ EVALUATION PROCESS..... | 6 |
| 3.7 | ASSIGNABILITY..... | 6 |
| 4 | TERMS OF PAYMENT..... | 7 |
| 5 | REQUEST FOR QUALIFICATIONS | 7 |
| 5.1 | RESPONSE REQUIREMENTS | 7 |
| 5.2 | COMPANY DESCRIPTION | 8 |
| 5.3 | QUALIFICATIONS OF CONSULTANT | 8 |
| 5.4 | REFERENCES OF CONSULTANT..... | 8 |
| 5.6 | AVAILABILITY | 8 |
| 5.7 | OTHER INFORMATION | 9 |
| 6 | CONSULTANT SELECTION..... | 9 |
| 6.1 | EVALUATION | 9 |
| 6.2 | EVALUATION TEAM | 9 |
| 6.3 | EVALUATION CRITERIA | 9 |
| 7 | GENERAL TERMS AND CONDITIONS..... | 10 |
| 7.1 | CONTRACT..... | 10 |
| 7.2 | LIMITATION | 11 |
| 7.3 | REJECTION OF PROPOSALS..... | 11 |
| 7.4 | PROCUREMENT PROTEST PROCEDURE | 11 |
| 7.5 | NONDISCRIMINATION..... | 11 |
| 7.6 | REIMBURSEMENT..... | 11 |

| | |
|---|-----------|
| 7.7 PROPOSALS BECOME PUBLIC RECORDS | 12 |
| APPENDICES..... | 13 |

1 GENERAL INFORMATION

1.1 INTRODUCTION, BACKGROUND, AND GENERAL INFORMATION

The purpose of this RFQ is to hire a Firm or Firms (Consultant) interested in providing professional services to support the Southwest Washington Regional Transportation Council's (RTC) planning programs. Consultant services could include an array of services including: transportation planning, data collection and analysis, community engagement, GIS mapping, graphic design, and document development. RTC may choose to hire one or more Consultants for these services and does not guarantee a minimum or maximum contract amount.

1.2 DOCUMENT PURPOSE

This Request for Qualifications outlines a description of the professional services sought, as well as the required documents to be submitted by interested Consultant. All responses shall be submitted by 3:00 p.m., April 12, 2023. *Any responses received after the deadline will not be considered.*

The responses received by the due date will be used to determine which Consultant, in RTC's sole opinion, best meet the requirements to support the *On-call Transportation Planning Assistance*. An evaluation team will review responses, may interview Consultants, recommend a final rank order of qualified Consultant, and select the Consultant. The final decision regarding contract award will be made by the RTC Board of Directors in an open public meeting.

For its own best interests, RTC reserves the right to accept any response or to reject any and all responses.

The successful Consultant will be required to comply with Equal Employment Opportunity laws, as well as other applicable federal, state, and local laws and requirements.

1.3 AGENCY BACKGROUND

The Southwest Washington Regional Transportation Council (RTC) is the designated Metropolitan Planning Organization (MPO) for Clark County, Washington. RTC is also the state-designated Regional Transportation Planning Organization (RTPO) for the region consisting of Clark County, Skamania County, and Klickitat County. As the MPO/RTPO, RTC conducts numerous regional transportation planning activities for the region.

RTC leads the development of an array of metropolitan and regional transportation planning functions, including preparation and management of programs such as: Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP), ITS planning and management,

transportation operations planning, the Congestion Management Process, air quality planning, transportation demand management planning, development of the regional travel forecasting models, conducts special regional transportation studies, and performs other data collection and analysis functions as directed by the governing board.

RTC will be solely responsible for administration and management of the Consultant contract.

1.4 CONTRACT DURATION

The contracts awarded as a result of this RFQ will be for up to a 3-year period from the beginning of the contract period. RTC reserves the right to terminate the contract based on unsatisfactory provision of services or lack of funding.

1.5 FUNDING

Funding for this project may be provided through local, state, and federal funds. Consultants must comply with applicable administrative and funding regulations.

1.6 LOCAL AGENCY ROLES

Transportation planning activities may be closely coordinated with planning partners in the region. Deliverables produced may be presented to both technical and policy making committees, including, the Regional Transportation Advisory Committee (RTAC), the RTC Board, Transportation Policy Committees, local agencies, the Washington State Department of Transportation (WSDOT), and other groups as needed.

A qualified Consultant must be able to understand the current transportation planning, stakeholder engagement, and Plan reporting best practices. Consultants must be cognizant of related activities of regional and local jurisdictions and interagency relationships when preparing and carrying out project work.

1.7 RELATIONSHIP TO OTHER REGIONAL PLANS AND PROGRAMS

All of RTC's transportation planning activities support the delivery of the agency's Unified Planning Work Program (UPWP). Tasks performed by the Consultant must be cognizant of related planning work of the agency, to include: Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP), the ITS planning and management, transportation operations planning, the Congestion Management Process, air quality planning, transportation demand management planning, Regional travel forecasting model, contemporary special transportation studies, and current data and community conditions.

2 SCOPE OF WORK

2.1 CONSULTANT ACTIVITIES

The tasks in this section describe the activities to be conducted by the Consultant as part of the technical assistance needed for the transportation planning programs.

CONSULTANT ASSISTANCE OVERVIEW

The primary objective of the on-call contracts is to supplement existing RTC resources as needed in any of the Work Program elements served by RTC. Specific needs exist to support technical areas of community engagement, GIS mapping, graphic design, and document development. RTC intends to identify discrete scope of services descriptions, and will solicit proposals from selected On-call Consultant(s) when specific needs arise. Scope of Services for work will be developed between the RTC and Consultant, to ensure all work meets RTC's requirements. If selected, each Consultant shall provide hourly rates for positions which may be assigned to support the Agreement, which will be used to determine budgets for future scopes of services.

It is anticipated that projects may have a variety of funding sources, including federal funding from the Federal Highway Administration (FHWA) and local funding. Washington State Department of Transportation (WSDOT) funding will also be used; and as such, all statutory regulations shall apply. Local Agency Guidelines (LAG) and RTC's procurement policies will apply on all funded activities.

The selected Consultant may be asked to perform some or all of the following tasks, along with other related professional services, on an on-call, task-by-task basis. The Activities description is intended to outline a basic range of skills which the Consultant should have at their disposal and be able to deploy within the parameters of an Agreement.

Transportation Planning Activities may include:

- Transportation Planning
- Data Research, Collection, and Analysis
- GIS Mapping
- Graphic Design
- Community Engagement and Accompanying Materials
- Online Surveys and Open Houses
- Report Writing and Document Development

Other related professional services may be added at the RTC's sole discretion.

2.2 RTC RESPONSIBILITY

RTC will have overall responsibility for managing identification of the scope of work, management of scope delivery, and approval of all deliverables. RTC will provide direction to the consultant, who will provide technical activities to support the Work Tasks as noted in the *Scope of Work* section above.

Unless otherwise directed, formal and informal communication following contract award shall be directed to the RTC Project Manager.

2.3 CONSULTANT'S ROLE

The Consultant and RTC will work together to develop scope of work Task Orders, which identify detailed activities, timelines, and budgets. RTC approval is required before commencing Consultant work and/or any changes in assigned Task Orders. The consultant will carry out activities specified in the scope of work. Coordination and communication will be required between the Consultant and RTC Project Manager.

2.4 PROJECT (TASK ORDER) SCHEDULE

RTC intends that specific Task Orders and associated schedules will be negotiated with the Consultant.

2.5 REPORTS BY CONSULTANT

The Consultant shall provide recurring progress reports and monthly written reports to RTC. The Consultant shall provide any draft deliverables for inspection and comment by RTC prior to submitting final deliverable(s) to RTC.

2.6 SUBCONTRACTING

The selected Consultant shall submit names of potential subcontractors to the Project Manager for review and approval prior to entering into proposed subcontracts. The Project Manager shall have the right to approve or reject subcontractors prior to execution of a contract with the lead Consultant.

3 GENERAL REQUIREMENTS

3.1 RESPONSE DOCUMENTS

Response documents shall include in fact or by reference, the following:

- Request for Qualifications
- Addenda to RFQ (if applicable)
- Statement of Qualifications
- Project Understanding and Scope of Work

Responses should be prepared simply and economically, providing straightforward, concise descriptions of qualifications and work scope to satisfy the requirements of the RFQ. RTC shall not be liable for any expense incurred in the preparation of responses. All responses and submissions will become the property of RTC and will not be returned to the respondent.

3.2 ADDENDA TO RFQ

RTC reserves the right to make any changes in the RFQ as deemed appropriate. Any and all changes shall be made by written Addendum, which shall be issued by RTC to all interested firms who have been issued copies of the RFQ from RTC.

3.3 SUBMITTAL OF RESPONSES

Statements of Qualifications will be received by RTC until 3:00 p.m. (Local Time), April 12, 2023. Any response received after the prescribed deadline will not be considered.

Statements of Qualifications may be mailed or hand delivered and shall be addressed as follows:

Mail/Hand Delivery:
Southwest Washington Regional Transportation Council
ATTN: Jennifer Campos
1300 Franklin St., Suite 185
P.O. Box 1366
Vancouver, Washington 98666-1366

The Statement of Qualifications shall be sealed in an envelope, box, or other suitable package. To ensure proper identification and handling, mark in the lower left-hand corner of the envelope: **“On-call Transportation Planning Assistance.”**

One (1) hard copy and **one (1)** electronic file (PDF format on a USB drive) of the Statement of Qualifications must be furnished to RTC at the time and place specified above.

RTC will send a confirmation e-mail once the file has been received by RTC in an acceptable format. RTC makes no special provision for receipt of documents. Proposal submittals should, therefore, be sent in ample time to arrive at RTC before the actual due date. RTC shall not be liable for documents that do not arrive by the deadline.

3.4 INQUIRIES ON RFQ

Questions on this RFQ should be addressed to the above address; or to procurement@rtc.wa.gov with a cc to Jennifer.Campos@rtc.wa.gov. The Project Manager or designee shall be the single point of contact relating to this Work Program during the response period.

3.5 VALIDITY PERIOD

The Statement of Qualifications shall be considered current and a valid offer to undertake the work, subject to successful negotiation of a contract, for a period of at least ninety (90) days and shall contain a statement to that effect.

3.6 RFQ EVALUATION PROCESS

The following time line will be observed in selecting a consultant:

| | |
|------------------------------------|--|
| Release Request for Qualifications | March 13, 2023 |
| Submittals Due to RTC | April 12, 2023 |
| Interviews | Week of April 17, 2023 (subject to need) |
| Selection | April 2023 |

Note: Interview and Selection schedule subject to change, at the sole election of RTC

A time schedule will be established after the Statements of Qualifications are reviewed, scored, and a consultant selected. RTC and the selection committee reserve the right to determine the most qualified team based only on the submitted qualifications. For its own best interests and in its own discretion, RTC reserves the right to accept any response or to cancel this solicitation and reject all responses at any time during the procurement process.

3.7 ASSIGNABILITY

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

This RFQ may be subject to Washington State statute RCW 39.34.030. Therefore, RTC may be acting as lead agency for the Washington State Department of Transportation, which will be billed by RTC for service costs.

4 TERMS OF PAYMENT

The contractor will be paid on a monthly basis for authorized and satisfactorily completed work and services as rendered under this contract. Such payment shall be full compensation for work performed and services rendered; for all supplies, materials, equipment or use thereof; for all transportation, lodging, and meals; and for all other necessary incidentals. All expenses shall be detailed on invoices submitted by the contractor to RTC. Fees for services shall be detailed by date, type of service provided, hours per type of service, hours per day, hourly rate, and total per day. Reimbursable expenses shall be itemized and shall be detailed by copies of all invoices for all nontravel reimbursable expenses. An original invoice must be submitted monthly and received by the third Tuesday of the month. Invoices must be submitted to Accounting@rtc.wa.gov, with a copy to Project Manager.

5 REQUEST FOR QUALIFICATIONS

5.1 RESPONSE REQUIREMENTS

Each Response shall contain the following items:

- A Letter of Transmittal containing a statement addressing the required validity period (see Part 3.5 above) and a statement that the consultant has received, read, and understands this Request for Qualifications
- Response documentation as outlined in Part 3.1 (above)
- Table of Contents
- Summary
- A written response addressing the items listed in Parts 5.2 through 5.6 (below)
- Indicate review and understanding of the required certifications (see Appendix of this Request for Qualifications, Attachments 1 and 2). The successful contractor will be required to complete the certifications.
- WSDOT Audited Indirect Cost Rate Approval - In order to qualify for this RFQ, the prime consultant and all subconsultants (if any) must have WSDOT-audited indirect cost rate approval and fill out, sign/date, and submit Attachment 3, the Audited Indirect Cost Rate

Approval Confirmation sheet with their submittal. Failure to submit Exhibit “A” from the Prime and subconsultants (if applicable) will render your submittal nonresponsive.

You will be asked for proof of current WSDOT approval later in the selection process for your firm and any subconsultant(s) you have listed in your submittal. The WSDOT approval letter with the approved rate on it will suffice as proof from the Prime and each subconsultant. A current letter from WSDOT allowing a provisional temporary rate will also suffice. It must be in force at the time the contract is executed. Do not submit the WSDOT letter(s) with your response. Note: No hourly rates, costs or fees, whatsoever, may be submitted with your submittal.

5.2 COMPANY DESCRIPTION

Include the number of years the Consultant has been in business, its size, specialties, and other relevant information responsive to this solicitation. Describe resources and capabilities that will be available to perform the services required under this contract and include a list of best practices the Consultant utilizes for project management and client relations. Include the name and address of any subconsultant that may perform work under this contract and what services they may provide.

5.3 QUALIFICATIONS OF CONSULTANT

Describe the depth of your team's relevant experience and skills and relate that experience to your understanding of the project. Emphasize the direct and related experience of your team's project personnel (not the reputation or experiences of the firms with which they are associated). Include a description of the project team, including the project manager, and an organizational chart showing responsibilities and decision-making authority. Project team members are to be identified by name and fields of expertise.

5.4 REFERENCES OF CONSULTANT

Include a minimum of three (3) relevant client references. Provide the name and phone number of the individual to be contacted for each reference. References should include a written description of the work performed.

5.6 AVAILABILITY

Include a statement of other work currently underway or anticipated to be in progress during the time frame of this project and show how the consultant intends to schedule projects so this project is accomplished as well.

5.7 OTHER INFORMATION

Consultants are free to provide other information that may assist RTC in determining the consultant's qualifications to undertake the work described.

6 CONSULTANT SELECTION

6.1 EVALUATION

Qualifications received in response to this RFQ will be evaluated and numerically ranked by an evaluation team to consist of representatives from RTC and may also include local partners. The consultant team deemed to be the most highly qualified to provide the services required for the proposed project—based on overall score—and reference checks will be identified as the preferred consultant. Based on the review team's input, RTC's Project Manager may, at his or her discretion, elect to interview the top two ranked teams to select the one with the highest qualifications. If interviews are conducted, 10 points will be added based on the interview.

Once selected, RTC's Project Manager will negotiate a scope of services and a fee that is fair and reasonable. If agreement cannot be reached on scope of services and a fair and reasonable fee, negotiations with that firm shall be formally terminated. At this point RTC has the option to select another highly qualified team and enter into contract negotiations.

6.2 EVALUATION TEAM

The evaluation team will consist of RTC representatives and could include representatives from any of RTC's partner agencies.

6.3 EVALUATION CRITERIA

The evaluation team shall review the qualifications in accordance with the following criteria:

- Capabilities of Consultant Project Team (40 Points)
 - Qualifications and experience of key personnel
 - Experience and knowledge in regional and general transportation planning
 - Experience in working with multi-agency and stakeholder workgroups and teams
 - Level of proficiency for technical skills desired
 - Strategic knowledge of regional transportation agencies and local jurisdictions within RTC service area and their associated transportation programs and issues

- Experience in the public communications and contemporary online public engagement process
- Experience in Plan report writing and contemporary layout/design and graphic formats
- **Proposed Project Approach (40 Points)**
 - Project management expertise and philosophy
 - Proposed project management process and work program
 - Relevance of firm qualifications and work references to proposed work program
 - Commitment of Project Manager and team to project and experience of team working together
- **Quality of Proposal and References (20 Points)**
 - Readability and Presentation
 - Clarity
 - Communication of team strengths and overall approach
 - Previous client references

7 GENERAL TERMS AND CONDITIONS

7.1 CONTRACT

The successful consultant must enter into a Professional Services agreement with RTC. The work shall be executed under the direction and supervision of the RTC Executive Director and his/her properly authorized agents, on whose inspection all work shall be accepted or condemned. The RTC Executive Director shall have the full power to reject or condemn any materials furnished or work performed under the Contract that does not conform to the terms and conditions set forth.

RTC may, at its sole discretion, choose to execute one or more Consulting Agreements for three (3) years based on the highest scoring consultants. RTC reserves the right to extend these contracts for up to two (2) additional one-year extensions at the RTC's sole discretion. In addition, RTC reserves the right to execute more or fewer contracts, at RTC's sole discretion. RTC reserves the right to extend this contract after the five (5)-year period on a month-to-month or longer basis in the event a new Request for Qualifications and subsequent contract has not been finalized.

RTC may, at its sole discretion, choose to utilize either: (1) RTC's professional services consulting agreement, or, (2) the current WSDOT Local Agency Guideline (LAG) professional services agreement (which may be found at <http://www.wsdot.wa.gov/publications/manuals/>). If the LAG agreement is used, the terms and conditions (T&C's) are non-negotiable per LAGs. The LAG Manual may be used for general project administration; and as such all local, state, and federal

requirements shall apply, including any special grant requirements. Where there is conflict between RTC's and the LAG procedures, RTC at its sole discretion, shall decide which requirement shall apply.

7.2 LIMITATION

This RFQ does not commit RTC to award a contract or to procure or contract for services or supplies.

7.3 REJECTION OF PROPOSALS

RTC reserves the right to accept or reject any or all proposals received as part of this RFQ, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFQ if it is in the best interest of RTC to do so.

7.4 PROCUREMENT PROTEST PROCEDURE

Every effort will be made by RTC to resolve disputes relating to consultant selection. The option of informal mediation may be used for resolution. Any bidder may file a written complaint with the RTC's Executive Director. Upon receiving the written complaint, RTC will determine the most reasonable way to resolve the dispute. Written complaints should be addressed to RTC – Purchasing, P.O. Box 1366, Vancouver, WA, 98666-1366.

7.5 NONDISCRIMINATION

RTC, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that in regard to any contract entered into pursuant to this Request for Qualifications, minority business enterprises will be afforded full opportunity to respond to this request and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. Persons with disabilities may request this information be prepared in alternate forms by calling RTC at (564) 397-5211.

7.6 REIMBURSEMENT

RTC will not reimburse suppliers for any costs involved in the preparation and submission of responses to the RFQ or in the preparation for and attendance at subsequent interviews. Furthermore, this RFQ does not obligate RTC to accept or contract for any expressed or implied

services. RTC reserves the right to request any respondent to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the response.

7.7 PROPOSALS BECOME PUBLIC RECORDS

During the evaluation process, RTC treats all proposals with the highest level of confidentiality; however, once the evaluation process has been completed and a contract is awarded, the entire procurement becomes public information and subject to the Washington State Public Disclosure Act (RCW 42.17). Any proprietary information revealed in the proposal should, therefore, be clearly identified as such. RTC will notify any proposer before releasing the proprietary information to any request for public records.

APPENDICES

CERTIFICATION REGARDING INELIGIBLE CONTRACTORS

The _____ (Name of Proposer) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall attach an explanation to this proposal.

The Proposer certifies or affirms the truthfulness and accuracy of the contents of the statement submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801 Et Seq. are applicable thereto.

Authorized Official

Attorney's Signature

Printed Name

Printed Name

Title of Authorized Official

Date

SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL
(RTC)

AFFIDAVIT CONCERNING CONFLICTS OF INTEREST
AND NONCOMPETITIVE PRACTICES

STATE OF _____)

COUNTY OF _____)

The undersigned, being first duly sworn, on oath states on behalf of the contractor:

A. Conflict of Interest

That the contractor by entering into this contract with RTC to perform or provide work, services, or materials to RTC has thereby covenanted, and by this affidavit does again covenant and assure, that it has no direct or indirect pecuniary or proprietary interest, and that it shall not acquire any such interest, which conflicts in any manner or degree with the services required to be performed under this contract and that it shall not employ any person or agent having any such interest. In the event that the contractor or its agents, employees, or representatives hereafter acquire such a conflict of interest, it shall immediately disclose such interest to RTC and take action immediately to eliminate the conflict or to withdraw from this contract, as RTC may require.

B. Contingent Fees and Gratuities

That the contractor, by entering into this contract with RTC to perform or provide services or materials for RTC has thereby covenanted, and by this affidavit does again covenant and assure:

1. That no person or selling agency bona fide employees or designated agents or representatives of the contractor has been employed or retained to solicit or secure this contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and

2. That no gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the contractor or any of its agents, employees, or representatives, to any official member or employee of RTC or other governmental agency with a view toward securing this contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this contract.

Company Name

By _____

Title _____

Subscribed and Sworn to Before Me

this _____ day of _____, 20____.

Notary Public in and for the State of _____

residing at _____.

AUDITED INDIRECT COST
RATE APPROVAL

I certify that (name of firm) _____ has a current letter from the Washington State Department of Transportation (WSDOT) for an approved audited indirect cost rate in compliance with WSDOT Local Agency Guidelines (LAG) implemented on January 23rd, 2014. I understand that this is a requirement to respond to this Request for Qualifications (RFQ) and my firm will be disqualified and considered nonresponsive for this solicitation if the awarding agency finds that the audit has not taken place and approval of said rate has not been given by WSDOT or that the approval letter has expired. (A current letter from WSDOT allowing an approved provisional rate is also acceptable.)

I am an authorized signatory for the firm stated above and am at least 18 years of age.

Prime consultant / subconsultant (circle one)

(Signature)

(Date)