Consultant Services – Prequalification Process

1 INITIAL PREQUALIFICATION PHASE

Consultant reviews Prequalification Advertisement documents including Category Descriptions found on the WSDOT Contract Services Office (CSO) website: https://wsdot.wa.gov/business-wsdot/contracts/search-contracting-opportunities

2

Consultant completes the "WSDOT Consultant Prequalification" form and submits to CSO per instructions on the form.

3

Upon acceptance of prequalification application, the consultant will receive written notice from CSO outlining the next steps and required documentation to complete the prequalification process. Consultant firms will be required to provide financial documentation and execute a Master Pricing Agreement (MPA) before your firm will be eligible to work.

Required documentation includes:

- Indirect Cost Rate (ICR) documentation
- Crosswalk of Firm's employee labor classifications to WSDOTs standard labor classification listing
- Wage Theft Prevention Contractor Certification
- Master Pricing Agreement document

4

Upon completion and acceptance of the above documentation, the consultant firm and contact information will be added to the prequalification category roster(s). Each category of work has a unique roster. Category rosters can be found on the CSO website: https://wsdot.wa.gov/business-wsdot/contracts/contract-services/consultant-prequalification

*(Note: In order to be awarded an agreement under the prequalification program, the Prime consultant and **all proposed subconsultants must be prequalified**).*

The annual prequalification cycle is from **July 1 through June 30**. Prequalification applications are accepted year round, but **must be renewed annually**.

5 PROJECT ADVERTISEMENT AND AWARD PHASE

As consultant services are needed, WSDOT will solicit consultants from the prequalified roster(s) using a second tier advertisement and selection process. WSDOT may issue a Request for Additional Information (RFAI) to the point of contact listed on the prequalification category roster(s). The RFAI will include project information and submittal criteria.

6

Consultant(s) submit a response to the RFAI as specified in the RFAI.

7

WSDOT evaluates responses and makes a selection. Responding consultants will be notified of selection results via email.

8

WSDOT and the selected consultant negotiate a project specific agreement. As part of the negotiation process, the consultant shall prepare a project specific Actuals Not To Exceed (ANTE) table utilizing the consultant's current approved ICR, pre-negotiated direct labor rates from the MPA, and a negotiated project specific profit fixed fee rate (applicable for hourly rate agreements). Project specific ANTE tables are effective for the life of the agreement

9

Upon execution of the agreement, work may commence.

FOR MORE INFORMATION:

Contract Services Office

csosubmittals@wsdot.wa.gov

Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at 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.

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.

23-04-0121