

3-16-04

WOC ASSIGNMENT MATRICES

Rankings for Single or Primary Category Assignment

	LUP		Finance Analysis		Project Dev and Management/Coor.		Environmental Justice		Public Involvement	
	AWARDED FIRM		AWARDED FIRM		AWARDED FIRM		AWARDED FIRM		AWARDED FIRM	
1	CH2MHILL	1,2	DEA		DEA	1,*2	CH2MHILL	/	CH2MHILL	
2	DEA	1,2	CH2MHILL		CH2MHILL	1	JLA		Zenn	
3	Kittleson	*1	Parsons		Parsons	1	Parsons		DEA	
4	DKS	P	H.W. Lochner		HDR	1,*2	DEA		JLA	
5	Parsons	P	HDR		Larkin	1	Cogan		Parsons	
6			Larkin		Angelo Eaton	1				
7			Dye Mgmt.		H.W. Lochner	1				
8			Goldschmidt		Cogan					
9					Dye Mgmt.					
10					Bookin					
11					Goldschmidt					
12					MW Consulting	*1				

P= Pending

*= Out of order assignment based on exceptions in ATA.

*Kittleson Prime
Sub C+2*

Himes, Dale

From: Al Barkouli [Aab@deainc.com]
Sent: Thursday, May 20, 2004 1:35 PM
To: HimesD@wsdot.wa.gov
Subject: Re: ODOT Contracts

Hi Dale,

We have a Roadway Flexible Services Contract with ODOT (Salem) that is valid through June 2005 and has at least \$1.5 million remaining ceiling on it. The contract manager is David Polly.

We also have several others with the ADU (Alternative Delivery Unit) in Salem and also a planning contract with Region 1. I am getting all the different names together for you and will send them ASAP.

Thanks
Al

>>> "Himes, Dale" <HimesD@wsdot.wa.gov> 05/20/04 11:07AM >>>
Al,

Would you please list again all the current ODOT/DEA contracts for "conceptual engineering" professional services. Having this information today would be helpful.

Thank you,

Dale Himes, AICP
Project Director Columbia River Crossing
WSDOT-Southwest Region
360-905-2006 - office
360-601-3932 - cell
himesd@wsdot.wa.gov

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	AWARDED FIRM		AWARDED FIRM		AWARDED FIRM		AWARDED FIRM		AWARDED FIRM	
1	CH2MHILL	1	DEA		DEA	1,*2	CH2MHILL	✓	CH2MHILL	
2	DEA	1	CH2MHILL		CH2MHILL	1	JLA		Zenn	
3	Kittleson	*1	Parsons		Parsons	1	Parsons		DEA	
4	DKS		H.W. Lochner		HDR	1,*2	DEA		JLA	- Mark Graf
5	Parsons		HDR		Larkin	1	Cogan		Parsons	
6			Larkin		Angelo Eaton	1				
7			Dye Mgmt.		H.W. Lochner	1				
8			Goldschmidt		Cogan					
9					Dye Mgmt.					
10					Bookin					
11					Goldschmidt					
12					MW Consulting	*1				

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*= Out of order assignment based on exceptions in ATA.

✓ Jeanne Caldwell
Nancy

WOC ASSIGNMENT MATRICES

RFP #5978

Single Category Project:

To be Eligible for assignment of a project with a single category of work, firms must have been awarded Eligibility for Primary Category assignment for that specific category (based on SOP evaluations—see section 2.3 of the RFP) as shown in Table 1.

Table 1. Rankings for Single or Primary Category Assignment

	LUP			Finance Analysis			Project Dev and Management/Coor.			Environmental Justice			Public Involvement		
	AWARDED FIRM	AVG. SCORE	AVG. CAT. SCORE	AWARDED FIRM	AVG. SCORE	AVG. CAT. SCORE	AWARDED FIRM	AVG. SCORE	AVG. CAT. SCORE	AWARDED FIRM	AVG. SCORE	AVG. CAT. SCORE	AWARDED FIRM	AVG. SCORE	AVG. CAT. SCORE
1	CH2MHILL	118.8	44	DEA	112.8	45	DEA	114.5	44	CH2MHILL	115.5	42	CH2MHILL	113.8	41
2	DEA	114.8	44	CH2MHILL	110.8	37	CH2MHILL	114.3	46	JLA	113.3	45	Zenn	113.5	44
3	Kittleson	114.0	41	Parsons	108.8	43	Parsons	108.8	43	Parsons	112.5	46	DEA	112.5	44
4	DKS	113.5	44	H.W. Lochner	106.5	40	HDR	106.5	44	DEA	111.5	44	JLA	112.0	44
5	Parsons	111.0	45	HDR	106.3	42	Larkin	105.8	43	Cogan	108.3	42	Parsons	108.8	43
6	HDR	106.5	44	Larkin	102.8	41	Angelo Eaton	105.8	42	EnviroIssues	105.8	37	Cogan	106.5	45
7	Angelo Eaton	104.0	42	Dye Mgmt.	98.8	42	H.W. Lochner	104.8	44	HDR	105.3	44	HDR	105.8	43
8	Otak	103.3	43	Goldschmidt	96.5	40	Cogan	101.3	41	J.D. White	92.0	35	EnviroIssues	100.8	42
9	Transpo	96.0	42				Dye Mgmt.	99.8	43	Dye Management	91.8	35	J.D. White	97.5	41
10							Bookin	98.3	37				Dye Management	92.0	38
11							Goldschmidt	96.8	40						
12							MW Consulting	96.8	39						

Multiple Category Project:

To be Eligible for assignment of projects with multiple categories, firms must:

- ◆ Have been awarded Eligibility for Primary Category assignment in the project's Primary Category (see Table 1); and
- ◆ be Eligible for assignment in all secondary categories of work included in the project (see Table 2). To be Eligible for assignment in a secondary category, firms must have received at least 35 points (out of a possible 50, per section 2.3 of the RFP) in that category.

Table 2. Eligibility for Assignment (projects with multiple categories)

Awarded Firm	LUP	Finance Analysis	Project Dev. and Management/Coordination	Environmental Justice	Public Involvement
Angelo Eaton	secondary		PRIME		
Bookin			PRIME		
CH2MHILL	PRIME	PRIME	PRIME	PRIME	PRIME
Cogan			PRIME	PRIME	secondary
DEA	PRIME	PRIME	PRIME	PRIME	PRIME
DKS	PRIME				
Dye Management		PRIME	PRIME	secondary	secondary
Goldschmidt		PRIME	PRIME		
H.W. Lochner		PRIME	PRIME		
HDR	secondary	PRIME	PRIME	secondary	secondary
JLA				PRIME	PRIME
Kittleson	PRIME				
Larkin		PRIME	PRIME		
MW Consulting			PRIME		
Parsons	PRIME	PRIME	PRIME	PRIME	PRIME
Zenn					PRIME

ADU Non A&E Consultant Contracting USER GUIDE

Ch. 2 WOC ASSIGNMENT AND REQUIREMENTS

Work Order Assignment/WOC Request Form

Assignment timing for normal rotation assignments is established when ADU (Kim Rice) receives a completed WOC request via email (this should come from the WOC PM). The initial request submittal does not need to come with a detailed statement of work or cost estimate. If the assignment is for a firm out of order, justification must be included on the WOC Request form.

General Information

Contractor shall perform Services under the ATA only under an Agency issued and approved WOC. If Contractor refuses to execute a WOC, an authorized representative of Contractor shall submit a written justification for the refusal within two days of receipt of the WOC, or according to other Agency direction accompanying the WOC. An individual WOC form will identify the specific Statement of Work for each WOC. Each WOC must clearly be within the Scope of Services in this RFP and will have a maximum monetary amount payable to Contractor that will be negotiated by Agency and the Contractor prior to the commencement of any Services. The maximum amount payable may only be exceeded upon the prior written approval by Agency through an amended WOC. No Services under a WOC shall begin before Agency, Contractor and other required signatures are obtained on the WOC. WOCs will be assigned as needed by the Agency, and there is no guarantee that any specific amount of work or overall dollar amounts will be assigned through the duration of the Agreement term.

SHOULD I USE STATEWIDE OR REGIONAL ATA?

Projects in the general field of Land Use/Environmental Planning and related activities, including project financing strategies, public involvement, and project management have several avenues of assignment within ODOT. These include Land Use Planning on-call contracts active in each of ODOT's five Regions, and similar contracts within the Transportation Growth Management (TGM) Section. A project may be assigned under these statewide ATAs if any of the following apply:

- ◆ the assignment has a statewide impact,
- ◆ the assignment is of a multi-Region nature (crosses ODOT Regional boundaries),
- ◆ it is part of a cooperative project and/or program with another state,
- ◆ the assignment is within one region, but the nature of the project or results of the project will have statewide impact,
- ◆ the assignment is Region-specific but will exceed the NTE (including as amended) of the Land Use Planning ATAs in any of ODOT's five Regions.

- ◆ the assignment is Region-specific and includes categories of services within the scope of this RFP, but that are outside the scope of the Land Use Planning ATAs in any of ODOT's five Regions.

Agency reserves the right to apply the following exception to the above criteria:

- Projects that Agency, at its discretion, believes would be in the best interest of the State to receive project-specific proposals may be excluded from assignment under ATAs resulting from this RFP.

Agency will assign WOCs in the following manner. (Refer to Table 1 and 2 below).

{ Agency will first determine which of the five basic categories of services will be necessary for a given project. Many projects will include tasks from more than one category. To receive a WOC assignment for a project that includes more than one category of services, Contractor must be Eligible for assignment in all needed categories. To be considered an Eligible Contractor for WOC assignment of a particular category of work, Contractor must have been awarded eligibility for that category based on proposal evaluation scores and ranking (including interviews, if held). If project includes more than one category, Contractor must be Eligible in all needed categories. }

FIRMS SELECTED--WOC ASSIGNMENT MATRICES

Single Category Project: To be Eligible for assignment of a project with a single category of work, firms must have been awarded Eligibility for Primary Category assignment for that specific category (based on SOP evaluations—see section 2.3 of the RFP) as shown in Table 1.

LUP		Finance Analysis		Project Dev and Management/Coor.		Environmental Justice		Public Involvement	
AWARDED FIRM		AWARDED FIRM		AWARDED FIRM		AWARDED FIRM		AWARDED FIRM	
CH2MHILL		DEA		DEA		CH2MHILL		CH2MHILL	
DEA		CH2MHILL		CH2MHILL		JLA		Zenn	
Kittleson		Parsons		Parsons		Parsons		DEA	
DKS		H.W. Lochner		HDR		DEA		JLA	
Parsons		HDR		Larkin		Cogan		Parsons	
		Larkin		Angelo Eaton					
		Dye Mgmt.		H.W. Lochner					
		Goldschmidt		Cogan					
				Dye Mgmt.					
				Bookin					
				Goldschmidt					
				MW Consulting					

Table 1: Rankings for Single or Primary Category Assignment

Multiple Category Project: To be Eligible for assignment of projects with multiple categories, firms must:

- ◆ Have been awarded Eligibility for Primary Category assignment in the project’s Primary Category (see Table 1); and
- ◆ be Eligible for assignment in all other secondary categories of work included in the project (see Table 2). To be Eligible for assignment in a secondary category, firms must have received at least 35 points (out of a possible 50, per section 2.3 of the RFP) in that category. An “x” indicates eligibility.

Awarded Firm	LUP	Finance Analysis	Project Dev. and Management/ Coordination	Environmental Justice	Public Involvement
Angelo Eaton	X		X		
Bookin			X		
CH2MHILL	X	X	X	X	X
Cogan			X	X	X
DEA	X	X	X	X	X
DKS	X				
Dye Management		X	X	X	X
Goldschmidt		X	X		
H.W. Lochner		X	X		
HDR	X	X	X	X	X
JLA				X	X
Kittleson	X				
Larkin		X	X		
MW Consulting			X		
Parsons	X	X	X	X	X
Zenn					X

Table 2: Eligibility for Secondary Assignment (projects with multiple categories)

Single Category Assignments: If a project only includes one category of services, the assignment will go to the next Contractor that was awarded Eligibility for Primary Category assignment for that specific category (based on SOP evaluations—see section 2.3 of RFP)

Multiple Category Assignments: To be Eligible for assignment of projects with multiple categories, firms must:

- ◆ have been awarded eligibility for Primary Category assignment (based on ranking and selection per section 2.3 of RFP) in the project's Primary Category; and
- ◆ be Eligible for assignment in all other secondary categories of work included in the project. To be Eligible for assignment in a secondary category, firms must have received at least 35 points (out of a possible 50, per section 2.3 of RFP) in that category.

If a project includes work from more than one category, Agency will determine the predominant and/or most important category (¹Primary Category) of a given project. The project will then be assigned to next Eligible Contractor in the Primary Category that is also eligible for assignment of the other categories of services involved in the project.

The five categories of services are:

1. Transportation Land Use and Environmental Planning; and related State and federal laws, rules and policies;
2. Financing Analysis to support project and/or program development, including forecasting and cost analysis of facility maintenance and preservation; private and public funding options analysis and strategy development;
3. Project and/or Program Development and Management/Coordination including project scoping; organizational and time management for project oversight; product review and editing; ability to build consensus in resolving complex issues;
4. Environmental Justice; and related State and federal laws, rules and policies.
5. Public Involvement, Community Outreach, and Project Information

ROTATING WOC ASSIGNMENTS

WOCs are assigned on a rotating basis in each category of work unless one of the exceptions apply (see Exceptions to Normal Rotation). Multiple categories of work may be assigned under one WOC to firms eligible in all needed categories.

Projects will be assigned via WOCs to Eligible Contractors on a rotating basis, starting with the top ranked firm in the Primary Category of assignment. This cycle will be repeated (subject to exceptions listed in the following paragraph) as necessary until either the ATA funding limit is projected as fully committed or three years from the date of execution of the initial Agreement to Agree. Firms that are bypassed in the rankings

¹ **Primary Category**—The category of services Agency has determined is the predominant and/or most important or complex for a given project that may contain multiple categories of work.

because they were not eligible for assignment in all needed categories for a given project will not lose a turn in the assignment rotation. For example, if the second ranked firm receives the initial assignment in the Finance category (because they were the first firm in that category Eligible for all needed categories), the top ranked firm in the Finance category would still be in line for the next assignment in that category, assuming the firm is Eligible for all needed categories. Other exceptions (as detailed in the next paragraph) to the normal rotation that would not result in bypassed firms missing a turn include: Conflict of Interest; assignment out of order of related projects; assignment out of order due to specific local or project knowledge and experience. Firms shall lose a turn in the assignment rotation if bypassed in the rankings due to any of the following exceptions (as detailed in the next paragraph): Availability; failure to obtain a DBE for federally funded project; failure to include a PE on team; Poor Performance; Funds Committed (unless ATA is amended to increase NTE); failure to reach agreement on costs.

EXCEPTIONS TO NORMAL ROTATION:

Projects will be assigned to *Eligible Contractors* on a rotating basis as described above, and Contractors shall accept all WOC assignments offered to them, however, Agency reserves the right to apply or allow the following exceptions:

- Availability--If a Contractor submits a written justification for refusal or unavailability to complete a WOC assignment within the schedule needed by the Agency, and Agency accepts the justification, the WOC assignment will skip to the next Eligible Contractor in the rotation that can complete the project within the needed schedule. Subsequent WOC assignments will then continue through the rotation. }
- Conflict of Interest—Contractor may submit a written refusal of assignment to prevent a conflict of interest resulting from the work performed in the assignment (see Proposer Eligibility for Related Contracts in section 1.1.) Refusal of an assignment due to conflict of interest will not in itself result in a missed assignment in the rotation. The next project for which Contractor is eligible for all needed categories will be offered to the Contractor (subject to available funds remaining in ATA and any other potential exceptions listed in this section.)
- If the assignment includes federal funds and the Contractor does not have a certified DBE firm, qualified for elements of the work, prior to the time Agency intends to execute the WOC; then the assignment will skip to the next eligible Contractor in the rotation.
- If the assignment includes tasks that require a Professional Engineer (PE) and the Contractor did not include a PE in their original proposal, then the assignment will skip to the next eligible Contractor in the rotation.
- Poor Performance--Contractors not meeting milestone/estimated completion dates may become ineligible for WOC assignment (see Exhibit F of attached sample contract); the assignment will skip to the next Eligible Contractor in the rotation.
- Funds Committed—A WOC that would otherwise be assigned to a Contractor that does not have sufficient uncommitted funds remaining in the ATA may be assigned to the next eligible Contractor in the rotation with sufficient uncommitted funds.

However, Agency may amend the ATAs for additional consideration within the parameters detailed in this RFP.

- Agency may conduct a separate solicitation for any project, or bundled projects, with a total estimated cost approaching \$1 million or more.
- Agency may bundle projects or assign related projects to the same Contractor subject to eligibility (out of normal rotation) when it is economically and/or administratively more efficient and in the best interest of the State to do so. Such an assignment will be counted against the Contractor on their next regular rotation for assignment.
- If agreement on costs for the project cannot be reached, the Agency reserves the right to negotiate costs with the next Contractor eligible for assignment.
- Agency reserves the right to assign the WOC (outside of normal rotation) to a Contractor who has specific local or project knowledge and experience. Such an assignment will be counted against the Contractor on their next regular rotation for assignment.
- Addition of Subcontractor -- If a Contractor wishes to add a subcontractor for a given category of service after award of the ATA, the Contractor must already be qualified for that category. Agency reserves the right to:
 - Approve the subcontractor, or
 - Tell the Contractor that Agency will acquire the needed services separately (e.g. separate solicitation), or
 - Offer the project to the next eligible firm having all needed resources under ATA.
- If no Eligible Contractor remains in the needed category, Agency reserves the right to rewrite the project Statement of Work and reassign accordingly, cancel the WOC altogether, or issue a separate request for proposal.
- "Eligible" Contractors may trade positions in the assignment rotation order upon mutual agreement between or among any 2 or more Contractors who are Eligible in all categories of service of the project being assigned. Any such agreement to trade positions in the assignment rotation order:
 - must be submitted in writing by all Contractors involved in the trade (email acceptable to Roberta Watson or such other person as Agency may designate in writing to Contractor);
 - must be submitted within 48 hours of WOC assignment notice issued by Agency;
 - shall establish for the remaining term of the ATAs the new assignment rotation order until subsequent position changes are agreed to, if any; and shall be limited for each Contractor to a maximum of two (2) times per 12 month period.

The term of the ATAs will be four (4) years; provided, however, that projects will only be assigned and permitted to commence during the first three (3) years of the four (4) year term. The remaining one (1) year is to facilitate completion of projects assigned and commenced during the first three (3) years of the term. Agency reserves the right in its sole discretion to extend the term of the ATAs, and to increase the maximum funds amount (up to double the original NTE amount) contingent upon need and the availability of approved funding. Projects that cannot reasonably be completed within four years of the original execution date of the ATA may be awarded under a separate solicitation. Assigned projects may exist anywhere in the State.

Work Order Contract Requirements

The WOC must include a statement of work (SOW) with tasks, measurable deliverables, and delivery schedule identified. The SOW, delivery schedule and costs will be negotiated between Agency and Contractor for inclusion in the WOC. After WOC assignment and preliminary project/SOW discussions between apparent Contractor and Agency have been held, Contractor shall submit a proposed delivery schedule and Summary of Estimate for Services that identifies: a) the assigned staff and hours per task; b) a breakdown of staff hours per applicable task for each subcontractor; and c) a breakdown with documentation (estimates from vendors shall be provided upon request) to support direct non-labor expenses. The Summary of Estimate for Services will be submitted electronically in a table format designed by the Contractor (preferably an MS Excel 97 spreadsheet that prints on 8 ½ by 11). The estimate must incorporate the Staff Billing Rates and approved Direct Non-Labor Rates from the agreed to Salary and Fee Schedule in the Contract.

WOC Assignment Protest Requirements

An email notification shall be sent to all Contractors awarded an ATA pursuant to this RFP each time a project/WOC is assigned to any Contractor. Any such Contractor who claims to have been adversely affected or aggrieved by the assignment of a project to another Contractor must deliver to the Contract Coordinator a written protest (fax or email acceptable) within two (2) calendar days after receiving notification. To be adversely affected or aggrieved, the Contractor must demonstrate that the assigned Contractor was ineligible for assignment. The Agency shall not consider any protest submitted after the protest period established in this Section.