

Washington State Joint Transportation Committee

ASSESSMENT OF THE WASHINGTON STATE TRANSPORTATION COMMISSION

MAY 23, 2017

The following questions were asked by potential bidders submitting letters of intent to bid, concerning the Joint Transportation Committee's RFP for an Assessment of the Washington State Transportation Commission.

1. **The JTC did a similar study about three years ago addressing the ferry system. Which firm was contracted for that?**

RESPONSE: This was a 2011 study on the "Evaluation of the Management of the Organizational Structure of the Washington State Ferries", [Ferry Management Final Report](#), conducted by Matrix Consulting Group in Otis Orchards, WA.

2. **Can I get the Certifications and Assurances form (Exhibit B) in MS-Word format.**

RESPONSE: Yes. (Attachment)

3. **The RFP requests submitting the proposal and work samples in pdf format on a CD. I'm assuming a flash drive is an acceptable substitute for a CD?**

RESPONSE: Yes

4. **Can the JTC clarify where to include the Letter of Submittal in the proposal? Is it acceptable to include it as the first section of the proposal, and not as a separate attachment?**

RESPONSE: Yes. As stated in Section IX (C) of the RFP, the proposal should have five major sections, starting with the Letter of Submittal and the signed Certifications and Assurances form (Exhibit B), followed by the 10-page technical approach, the management approach, the cost approach, and references.

5. **The RFP states that oral interviews will take place on June 22, 2017. Is there any flexibility on the date?**

RESPONSE: No. All oral interviews will be held on June 22, 2017. If you are selected to participate in the oral interviews, and are unable to make it to an in-person interview on the 22nd, we will accommodate a phone interview with you.

6. Do we need the state of Washington business license in order to bid or may we show the status of our application for the license in our proposal?

RESPONSE: You do not need the state of Washington business license to submit a bid, but if your firm is selected as the apparently successful bidder, you will need it before the contract is signed.

7. Task 1, page 4, Can you please provide further clarification and explanation on the exclusion the following from this assessment: those granted to the Commission as the tolling authority and for the adoption of ferry fares and pricing policies, or for work related the Road Usage Charge study and pilot project?

RESPONSE: The Legislature does not want to change the Commission's work as the tolling authority, as adopters of ferry fares and pricing policies, and as the entity operating the Road Usage Charge study and pilot project. Therefore, there is no need to assess the Commission's roles and responsibilities for these activities, other than understanding them in order to understand associated budget implications.

8. Proposal Format, page 11, Can you please confirm the ten (10) page limit applies to Section 2. Technical Approach only?

RESPONSE: Yes. As stated on page 11, C(2), the Technical Approach should respond to tasks 1-8 of the Scope of Work, Section II of this RFP, not to exceed ten pages. This page limitation does not include resumes qualifications, work samples, the Letter of Submittal or signed Certifications and Assurances form.

9. Task 6, page 5, can you please clarify the relationship of the Staff Workgroup with the awarded management consultants? For example will they provide information, be a decision-making group, reviewing deliverables, etc.?

RESPONSE: The Staff workgroup will help provide information about existing law and budget issues, as well as context from each of their entities' perspectives. They will review and provide comments on all deliverables. They are NOT a decision-making group. As stated in Task 8, the study recommendations shall be those of the consultant.