Washington State Department of Transportation

Public Transportation Division

Transportation Photography

**Photograph Firms Quote for Direct Buy Requirements**

**Introduction**

This request for quotes/proposals is a project issued by the Washington Department of Transportation-Public Transportation Division (WSDOT-PTD) pursuant to RCW chapter 39.26. WSDOT-PTD intends to use federally funded (small purchase) quotes/proposals to establish and award a project for photography.

1. **Proposal Submittal Checklist – Requirements for Proposal Submittals**. This section identifies the required proposal submittals that must be provided to WSDOT-PTD to constitute a responsive proposal. The submittals will be delivered in hard copy as well as USB flash drive set forth below. Proposals that do not include the submittals identified below may be rejected as nonresponsive. In addition, a proposer’s failure to complete any submittal as instructed may result in the proposal being rejected. Proposers must identify each page of the submittals and any supplemental materials with the proposer’s name.

* **Proposer Business Profile**  
  Proposer will provide (as a separate attachment) all staff their roles (include resumes), responsibilities, level of effort to be committed (Full time vs. Part Time), and describe the transit photography experience of personnel assigned to this project. (10 page limit)
* **Copy of Federal Transit Authority and Buy America Certification**Proposer will need to complete/sign FTA Clauses 
* **Price Sheet**Proposer will need to complete a price quote and discuss your firm’s ability to meet the project timelines/budget requirements. (3 page limit)
* **Copy of Most Recent Prospectus**Proposer will provide (as a separate attachment) financials of the business to ensure business’s stability. (3 page limit)
* **Service Capability**Proposer will provide (as a separate attachment) a description of their overall service capabilities in the performance of this project. Describe how you will integrate photographic estimating and scheduling, quality assurance, etc. into the project. Describe your approach in working with the Owner and project stakeholders. Explain how you will assure that a successful team atmosphere will be nurtured. Discuss how you plan to provide services statewide and describe your firm’s experience in photographic estimating and scheduling. (10 page limit)
* **Business License/D**BE **Certification/Omwbe Certification**   
  Proposer will provide (as a separate attachment), the proposer is an authorized Photographer, or equivalent, is authorized to do business in WA State, DBE Certification or OMWBE Certification.
* **References**Proposer will provide no less than three (3) professional references with current telephone numbers of all Owners, Owners’ Project Managers and Stakeholders with which you have worked as a Contractor within the past five years to include: Description of the project, Scope of your firm's work on the project, Location of projects, Owner, Contact Person, Telephone number, Final photography project costs, Change order costs (if applicable), Number and dollar amount of all claims against the Owner (if applicable) , Number and dollar amount of all claims against the Owner adjudicated by litigation (if applicable). (10 page limit)
* **Proposer’s Past Performance**Provide a list of photography projects, descriptions, cost, and project schedules. Provide a detailed portfolio of recent photography. Proposers should include past experience with working in transit environments and substantiate qualifications of personnel. (10 page limit)

1. **Submitting Proposals**. Your proposal – Hard copy and USB Flash Drive – must be delivered to the following:

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| **Deliver Proposals to:** | | |
| Hard copy: | *Mail your proposal to the following*:  Colin Pippin-Timco  Washington Department of Transportation  Public Transportation Division  310 Maple Park Ave SE  P.O. Box 47387 Olympia, WA 98504 | *Deliver your proposal to the following*:  Colin Pippin-Timco  Washington Department of Transportation  Public Transportation Division  310 Maple Park Ave SE  Olympia, WA 98504 |

* Utilizing the United States Postal Services creates an additional 1 to 2 days of mail processing. WSDOT-PTD does not accept responsibility for late proposals.

**Section 4 – Proposal Evaluation**

This section identifies how WSDOT-PTD will evaluate proposals.

1. **Overview**. WSDOT-PTD will evaluate proposals as described below.

* Proposer responsiveness, specification, price factors, and responsibility, will be evaluated based on the process described herein.
* Proposers whose proposals are determined to be non-responsive will be rejected and will be notified of the reasons for this rejection.
* WSDOT-PTD reserves the right to: (1) Waive any informality; (2) Reject any or all proposals, or portions thereof; (3) Accept any portion of the items proposal unless the proposer stipulates all or nothing in their proposal; (4) Cancel an RFP and re-solicit proposals; and/or (5) Negotiate with the lowest responsive and responsible proposer to determine if that proposal can be improved.
* WSDOT-PTD will use the following process and evaluation criteria for an award of a Project:
  + - ***Step 1: Responsiveness***
    - ***Step 2: Specification Evaluation.***
    - ***Step 3: Pricing***
    - ***Step 4: Responsibility Analysis***

1. **Responsiveness (Step 1)**. WSDOT-PTD will review proposals – on a pass/fail basis – to determine whether the proposal is ‘responsive’ to this offering. This means that WSDOT-PTD will review each proposal to determine whether the proposal is complete (i.e., does the proposal include each of the required proposal submittals, are the submittals complete, legible). WSDOT-PTD reserves the right – in its sole discretion – to determine whether a proposal is responsive.
2. **Specifications Evaluation (Step 2)**. WSDOT-PTD will evaluate each proposal to ensure that each proposer’s service meets the required specifications. WSDOT-PTD reserves the right to request additional information or perform tests and measurements before selecting the Awarded Contractor.
3. **Proposal Evaluation (Step 3)**. WSDOT-PTD will evaluate proposals – to identify the best vendor -by reviewing and comparing the submitted proposals for all photography vendors as described. Proposer(s) with the best value in the listed combined categories will be considered for negotiation/award.
4. **Responsibility Analysis (Step 4)**. For responsive proposals, WSDOT-PTD will make reasonable inquiry to determine the responsibility of any proposer. Determination of responsibility will be made on a pass/fail basis.

* Financial Information: WSDOT-PTD may request financial statements, credit ratings, references, record of past performance, clarification of proposer’s offer, on-site inspection of proposer's or subcontractor's facilities, or other information as necessary. Failure to respond to these requests may result in a proposal being rejected as non-responsive.
* References: WSDOT-PTD reserves the right to use references to confirm satisfactory customer service, performance, satisfaction with service/product, knowledge of products/service/industry and timeliness. Any negative or unsatisfactory reference can be reason for rejecting a proposer as non-responsible.

1. **Award of Project**. An award letter will be issued by WSDOT Public Transportation Division to the successful bidder. Invoices will be submitted to WSDOT for payments.

* A vendor project award can be made, in part or full. WSDOT-PTD reserves the right to award a vendor project on an all-or-nothing consolidated basis.