

RFQ Packet B

Request for Qualifications for

Grants Subject Matter Expert Services for Washington State Ferries

Vendor Name: Spectrum Design

Vendor Representative:

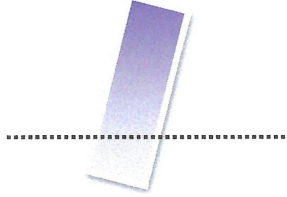
Leslie Ann Rifkin, Owner

31 Norwood Rd #

West Hartford, CT 06117 #

Phone: 206-551-7997, FAX: 206-892-9643 #

Email: leslierifkin@spectrumdesi.com #



Spectrum Design
Transportation Planning, Funding, Administration

December 21, 2023

Consultant Services Office
Washington State Dept. of Transportation
310 Maple Park Avenue SE
Olympia, WA 98504

**RE: Letter of Transmittal –RFQ Grants Subject Matter Expert Services for
Washington State Ferries**

Consultant Services Office,

Spectrum Design is pleased to submit Packet A and B responses to Washington State Department of Transportation's RFQ for Grants Subject Matter Expert Services for Washington State Ferries.

If you have any questions about this transmittal, please don't hesitate to contact me by phone at (206) 551-7997 or via email at leslierifkin@spectrumdesi.com.

A handwritten signature in blue ink that reads "Leslie Rifkin". The signature is fluid and cursive.

Leslie Rifkin, Owner
Spectrum Design

31 Norwood Rd
West Hartford, CT 06117
Cell: (206) 551-7997
Fax: (206) 892-9643

Scoring Criteria 5: Contractor Certification – Worker’s Rights !

**CONTRACTOR CERTIFICATION
EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS
WASHINGTON STATE GOODS & SERVICES CONTRACTS**

Pursuant to the Washington State Governor’s Executive Order 18-03 (dated June 12, 2018), the Washington State Department of Transportation is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

Solicitation Title: Grants Subject Matter Expert Services for WSP

I hereby certify, on behalf of the firm identified below, as follows (check one):

NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

FIRM NAME: Spectrum Design
Name of Contractor/Bidder – Print full legal entity name of firm

By: Leslie Rifkin
Signature of authorized person

Leslie Rifkin
Print Name of person making certifications for firm

Title: Owner
Title of person signing certificate

Place: West Hartford, CT
Print city and state where signed

Date: 12/21/23

Scoring Criteria 6: Wage Theft Prevention Contractor Certification – Professional Services

**CONTRACTOR CERTIFICATION
WAGE LAW COMPLIANCE – RESPONSIBILITY CRITERIA
WASHINGTON STATE GOODS & SERVICES CONTRACTS**

Prior to awarding a contract, agencies are required to determine that a bidder is a 'responsible bidder.' See RCW 39.26.160(2) & (4). Pursuant to legislative enactment in 2017, the responsible bidder criteria include a contractor certification that the contractor has not willfully violated Washington's wage laws. See Chap. 258, 2017 Laws (enacting SSB 5301).

Solicitation or Agreement Title: Grants Subject matter expert services

Solicitation Posting Date or Agreement Start Date: December 14, 2023

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the below certification is true and correct and that I am authorized to make the following certification on behalf of the firm listed herein.

CERTIFICATION:

This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-stated date.

FIRM NAME: Spectrum Design
Name of Consultant/Contractor – Print full legal entity name of firm

By: Leslie Rifkin Leslie Rifkin
Signature of authorized person Print Name of person making certifications for firm

Title: Owner Place: West Hartford, CT
Title of person signing certificate Print city and state where signed

Date: 12/21/23

Submittal Instructions:

- If submitting a proposal in response to a solicitation, a signed Certification Document for the Prime and all Subs must also be included in your proposal Packet B (see advertisement for additional requirements).
- If requesting to add a Sub to an existing agreement, submit the signed Certification Document to: ConsultantRates@wsdot.wa.gov.

Scoring Criteria 7: References/Past Performance !



WSDOT Ferries Division (WSF)
2901 3rd Avenue, Ste. 500
Seattle, WA 98121-3014
206-515-3400
TTY: 1-800-833-6388
www.wsdot.wa.gov/ferries

December 19, 2023

Spectrum Design
Attn: Leslie Rifkin
31 Norwood Road
West Hartford
Connecticut, CT 06117

**Re: Agreement K001192
WSDOT Grant Management Services
Final Performance Evaluation**

Dear Leslie:

Please find enclosed a copy of the final performance evaluation with a superior rating for the above referenced project. Please note that few companies receive the superior rating and this score reflects the outstanding service your company has provided to Washington State Ferries.

Congratulations on an outstanding performance!

Sincerely,

Tharmalingam Bremjit

Tharmalingam "Brem" Bremjit, P.E.
Consultant Liaison Engineer
WSDOT Ferries Division (WSF)

Enclosure: K001192 Final Performance Evaluation

cc: Todd Lamphere
John Bernhard
CSO
File



Performance Evaluation Consultant Services

Consultant Name Spectrum Design		Evaluation Type <input type="checkbox"/> Interim <input type="checkbox"/> Subconsultant <input checked="" type="checkbox"/> Final	
Consultant Address 31 Norwood Road West Hartford Connecticut CT 06117		Project Title WSDOT Grant Management Services	
Type of Work <input type="checkbox"/> Study <input type="checkbox"/> Design <input type="checkbox"/> R/W <input type="checkbox"/> PS&E <input checked="" type="checkbox"/> Other (Specify Below): Grant Acquisitions & Administration		Agreement Number K001192	
Complexity of Work <input checked="" type="checkbox"/> Difficult <input type="checkbox"/> Routine		Date Agreement Approved September 1, 2018	
Amount of Original Agreement \$ 236,400.00		Total Amount Modifications \$ 1,255,600.00	Total Amount Agreement \$ 1,492,000.00
Completion Date Including Extensions August 31, 2023		Actual Completion Date August 31, 2023	Actual Total Paid \$ 1,437,154.05
Type and Extent of Subcontracting None			

Performance Rating Scale (From Average Score Below)		
S Superior	AR Above Std.	MR Meets Std.
BR Below Std.	P Poor	
Standard Criteria	Comments (Justify Above & Below Ratings)	Rating
1. Negotiations Cooperative and responsive Adhered to WSDOT guidelines on fee. Met negotiation schedule. Open and honest communications. Willingness to negotiate in good faith	Consultant was sensitive to WSF's needs for grant services and expedited the negotiation process completing it ahead of schedule. She conducted negotiations in a straight-forward manner.	S
2. Cost / Budget Finished within agreed budget, including all supplements Appropriate level of effort (Cost commensurate with work) Reasonable direct, non-salary expenses (Approx. xx% -yy%)	Consultant provided superior services at a rate appropriate for this type of work. She managed her time to stay within budget.	S
3. Schedule Complete within agreement schedule including supplements. Achieved schedule (Including all supplements). Prompt response to review comments Adapted to changes by WSDOT Notified WSDOT early regarding schedule issues	Consultant was extremely adaptable and responsive in reacting to emerging assignments. In fact, she was highly proactive, which ensured meeting or exceeding deadlines.	S
4. Technical Quality Work products meet WSDOT design policy & standards Performed appropriate quality control and assurance Responds to review comments in subsequent submission Pursued innovative design solutions Delivered "compatible" electronic files Implemented principles of practical design	Consultant possesses profound knowledge of federal-aid laws and regulations, managed the strategic planning involving Congress, the Legislature and the Governor's Office, wrote policies and procedures, and dealt effectively with FTA, FHWA and MPOs.	S

<p>5. Communications</p> <p>Clear and concise communication (Oral, written, drawings). Demonstrates an understanding of oral and written instructions Communicated at intervals appropriate for continual progress</p>	<p>Consultant has exceptional writing & verbal skills reflected in policies and procedures. She cultivates relationships with key policy makers to enhance commo.</p>	S
<p>6. Management</p> <p>Provided creative cost control measures Submitted appropriate, periodic, accurate progress reports Accurate and timely invoicing Conducted meetings efficiently Limited the number of consultant-initiated contract modifications / supplements Collaborated effectively with WSDOT Responsive Managed subconsultants effectively</p>	<p>Consultant served as the Grants Manager, exhibiting great effectiveness in planning, organizing, directing, coordinating and controlling grant acquisitions and administration. She was especially effective in coordinating grant activities at various levels, including WSF, WSDOT, MPOs, FHWA and FTA levels. She was also very effective at guiding WSF staff in grant application and administrative activities.</p>	S
<p>7. Other Criteria (As agreed)</p>	<p>NA</p>	
<p>Overall Rating</p>	<p>The consultant has been a key player in acquiring hundreds of millions of grant dollars to fund WSF's capital and operating programs. With out this funding, WSF could not have maintained its vessels and terminals in state of good repair and built two terminals.</p>	S

<p>Rated By (Project Manager Name and Title)</p> <p>John Leo Bernhard, Jr. Sr Mgr Budget and Pgm Dev</p>	<p>Project Manager Signature</p> 	<p>Date</p> <p>12/18/2023</p>
<p>Rated By (Area Consultant Liaison Name and Title)</p> <p>Brem Bremjit Consultant Services Manager</p>	<p>Area Consultant Liaison Signature</p> 	<p>Date</p> <p>12/18/2023</p>
<p>Executive Review (Name and Title)</p> <p>Todd Lamphere, Director Finance and Administration</p>	<p>Executive Signature</p> <p>Todd Lamphere</p> <p><small>Digitally signed by Todd Lamphere Date: 2023.12.19 08:57:34 -08'00'</small></p>	<p>Date</p>

Distribution: Original: Consultant
Copies: Project Manager - Area Consultant Liaison - Consultant Services Office

Scoring Criteria 8: Cost Factors !



Proposed Billing Rates

Date: December 21, 2023

Company Name: Spectrum Design

Address: 31 Norwood Rd

City / State / Zip: West Hartford, CT 06117

Subject: Proposed Labor Classifications and Hourly Billing Rates for Grants Subject Matter Expert Services for Washington State Ferries

Attention: Manager, Contract Services Office

Below are the highest anticipated hourly billing rates for the identified labor classifications.

Labor Classification	All Inclusive Billing Rate
Leslie Rifkin, Project Manager	\$279.00/hr

Note: Proposed Billing Rates, as submitted, shall be reviewed, accepted, and incorporated as an exhibit to the agreement. The Proposed Billing Rates shall be effective throughout the life of the agreement in accordance with the agreement payment provision.

Respectfully,
Signature Leslie Rifkin
Title owner

Consultant Information Form !

Consultant Information Form

Firm Name: Spectrum Design		FYE Date: December 31	Number of Employees: 1
Address: 31 Norwood Rd			
City: West Hartford	State: CT	Zip Code: 06117	County: Hartford
Phone: 206-551-7997	Fax: 206-984-3494	Company Web Site:	
Remit to Address: 31 Norwood Rd			
City: West Hartford	State: CT	Zip Code: 06117	County: Hartford
Phone: 206-551-7997	Fax: 206-984-3494		
Statewide Vendor Number (SWV) for Remit to Address: SW0190342-00		Federal Tax ID Number or Social Security Number: 46-3612729	
Unified Business Identifier Number (UBI): 601-756-711		Date Universal Numbering System (DUNS) Number: 07-912-4197	
Year Firm Established: 1996	UDBE/SBE/MSVWBE Certification Number:. D2F0018019, W2F0018019	NAICS Code & Code Name: 541611	
Proposed Project Manager: Leslie Rifkin		Email: leslierifkin@spectrumdesi.com	
Financial Contact: Leslie Rifkin		Email: leslierifkin@spectrumdesi.com	

Firm Type:

Sole Proprietor Partnership C – Corp. Limited Partnership Subchapter S Corp. Limited Liability Company

Annual Gross Receipt:

\$0 to \$1 Million \$1 Million to \$5 Million \$5 Million to \$10 Million \$10 Million to \$15 Million Over \$15 Million

Note:

Firm Name: Please do not use: dba's – doing business as; combination names when two firms are working together, unless the combination name is the formation of a legally registered new company such as a joint venture; derivatives of your legal name; acronyms; etc. The firm name shown must be your firm's legal name.

Federal Tax ID Number: Your Federal Tax ID number must be that number registered to your legal firm name. If you do not have a Federal Tax ID number, please use your social security number.

Unified Business Identifier (UBI) Number: Your firm will be **REQUIRED** to acquire a UBI Number prior to execution of an agreement and/or being approved as a Sub-consultant to an existing agreement. This is a Washington State Business license and can be acquired by contacting the Washington State Department of Revenue web site at www.dor.wa.gov

Statewide Vendor (SWV) Number: The Statewide Vendor (SWV) Number is **REQUIRED** for vendors to receive payments. If your firm doesn't already have an SWV number, your firm will be required to acquire a SWV number prior to execution of an agreement. For additional information, please visit the Office of Financial Management (OFM) at <https://www.ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

FYE Date: Your firm's fiscal year end date.

UDBE/SBE/MSVWBE Certification: If your firm is certified as a UDBE/SBE/MSVWBE enter your firm's certification number. Federal Certifications: Underutilized Disadvantaged Business Enterprise (UDBE), Small Business Enterprise (SBE). State Certifications: Minority, Small, Veteran, Women Business Enterprise. For additional information go to the Washington State Office of Minority & Women's Business Enterprises web site at www.omwbe.wa.gov

It is critical that your firm name is your legal firm name and that it is the same name assigned to your Federal Tax ID number and is the same name utilized for your SWV number.