



**KITSAP COUNTY
DEPARTMENT OF PUBLIC WORKS**

REQUEST FOR PROPOSALS

**Engineering Consultant Services for:
North Sound To Olympics (STO) Trail Planning Study**

September 2021

**Kitsap County Department of Public Works
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Port Orchard, WA 98366-4699
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Kitsap County Public Works
An APWA Accredited Agency



Table of Contents

1.0	Objective	3
2.0	Background and Agency Needs	3
3.0	Scope of Work.....	4
4.0	Estimate and Schedule.....	6
5.0	Consultant Selection Process.....	6
6.0	Consultant Evaluation Process.....	8
7.0	Contract Negotiation Process	9
8.0	County Contact Information	10
	Appendix A: Available Reference Documents	10

REQUEST FOR PROPOSALS

North STO Trail Planning Study

1.0 OBJECTIVE

The north segment of the Sound to Olympics Trail (STO) is a planned 14+ mile, paved, shared use path connecting Kingston to Port Gamble. The shared use path links North Kitsap's communities, parks, greenways, and open space; providing a separated non-motorized facility interconnecting North Kitsap County. A 3-mile segment of the 14+ mile trail in Port Gamble Heritage Park is under design with construction scheduled for 2023.

The objective of this study is preparation of a planning and engineering study examining and selecting a preferred alternative including: routing, design, and cost estimate for a paved shared use path from:

- West Kingston Rd. through North Kitsap Heritage Park west to Miller Bay Rd. and south to White Horse Drive (Indianola-Kingston Connector);
- Miller Bay Rd. to Port Gamble Rd. through the "Divide Property";
- Port Gamble Rd. to the southern trailhead of the Port Gamble Trail shared use path on Stottlemeyer Road; and
- Crossing locations and designs alternatives at West Kingston Rd., Miller Bay Rd., Port Gamble Rd., SR 307 (Bond Rd), and Stottlemeyer Road.

Kitsap County is soliciting Proposals from consulting firms with experience in Civil Engineering, Traffic Engineering, Trail Design, Surveying, Environmental Analysis & Mitigation, Stormwater Management, Public Outreach, and Regulatory Permit Processing.

2.0 BACKGROUND AND AGENCY NEEDS

The Sound to Olympics Trail (STO) concept was initiated through the North Kitsap Trails Association's (NKTA) "North Kitsap String of Pearls Trail Plan" (2011). The grassroots effort sought "To unite North Kitsap County with a regional system of land and water trails that promotes stewardship of natural resources and enhances our communities' livability." The STO has three major segments:

- North Segment connecting Kingston and Port Gamble;
- South Segment connecting Winslow (Bainbridge Island) to Poulsbo; and
- Central Segment connecting Poulsbo to Port Gamble (and Kingston).

The trail is planned as a 10' wide paved asphalt shared use path with 2' gravel shoulders on both sides that is accessible for all ages and abilities.

Kitsap County incorporated the STO Trail into its Non-Motorized Facility Plan (2016, 18). To further refine the route alignments, design, and cost estimates the County has undertaken more detailed analysis relative to segments of the trail which include:

- "Miller Bay Road Trail – Pre-Design Study" (2008). This study analyzed possible alignments for the "Mosquito Fleet Trail" along Miller Bay Road. Identifies a preferred

roadside path route and introduced early STO conceptual routes within North Kitsap Heritage Park.

- **“North Kitsap Trail (Divide Block) Feasibility Study”** (2015). This study analyzed and established a preferred trail route from Miller Bay Rd. to Port Gamble Rd. through the “Divide Block”. Since the study, a possible alternative route via Orseth Rd off Miller Bay Rd. has been suggested.
- **“North Kitsap Park Trail Preliminary Engineering”** (“Indianola Connector”) (2018). The County began analysis and design of the trail section between Norman Rd. and White Horse Dr. (with further connections to the Whitehorse Trail). Design was completed to the 30% level before the project was suspended. Includes concept design for Norman Road.
- **“Port Gamble Trail Feasibility Study”** (2018). This study identified a preferred trail route from Stottlemeyer Rd. to Port Gamble through Port Gamble Heritage Park and Port Gamble. This study was used to apply for design and construction grants.
 - **“Port Gamble Trail Segments A, B, & D”** (2021). Based on the Feasibility Study, the County was awarded a grant for preliminary engineering of Segments A, B, & D from the Kitsap County Public Facilities District. Segments A and part of B were awarded federal STP grants for construction. Segments A, B, and D are scheduled for construction in 2023.
- **“Port Gamble Stottlemeyer Parking Lot”**. Kitsap County Parks is currently designing and will construct a new parking lot off Stottlemeyer Road. The parking lot will alter the STO – Port Gamble Trail Segment “C1”.

The County has utilized a working group format to support/advise prior trail studies and anticipates using a similar approach for this study. The working group may include County Public Works and Parks staff, major property owners, and members of the County Non-Motorized Committee, North Kitsap Trail Association, and/or Park Stewards.

3.0 SCOPE OF WORK

The general scope of work for the planning study is an evaluation of the feasibility of constructing a separated, paved shared use path. The study should include evaluation of alternative routes alignments (within provided parameters), preferred alternative, potential environmental impacts, and preliminary cost estimates addressing the following major features/challenges of the project:

- West Kingston Rd. through North Kitsap Heritage Park west to Miller Bay Rd. (approx. 3 – 3.5 miles)
 - Identify preferred east-west route through NKHP (West Kingston Rd. to Miller Bay Rd.).
 - The eastern terminus has historically been at Normal Rd. and West Kingston Road. An alternative connection point to West Kingston Rd. east of Norman Rd. may be explored.
 - The western terminus has historically been the Park Parking Lot on Miller Bay Road. With potential changes to the “Divide Block” route to a terminus via Orseth Rd., alternative connecting routing along Miller Bay Rd. between the Parking Lot and Orseth Rd. or an alignment within the Park, south of the Parking Lot to connect to Orseth (while maintaining access to the Parking Lot) may be explored.

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- It is anticipated that analysis and design of this segment will be advanced to approximately “25% design”.
 - Identify preferred north-south route through NKPH for “Indianola Connector” extension from main STO route to White Horse Drive (approx. 1,500’ to 4,000’):
 - Validate, refine, and update route, design, and cost estimate from County design work.
 - Identify preferred “Arborwood Connector” route extension from the main STO route to Arborwood path system at Park boundary (approx. 1,000’).
 - Miller Bay Rd. to Port Gamble Rd. through the “Divide Property” (approx. 2.7 miles).
 - Identify preferred route connecting Miller Bay Rd. to Port Gamble Road.
 - Validate, refine, and update route, design, and cost estimate from feasibility study.
 - Evaluate alternative route via Orseth Road and associated connection routes through NKHP and PGFHP, and road crossings.
 - Port Gamble Rd. to the southern trailhead of the Port Gamble Trail shared-use-path on Stottlemeyer Road (approx. 3,000’ to 5,000’);
 - Identify preferred route, road crossing points, and design.
 - May include a limited portion of the Port Gamble Trail Segments “C1” to realign the route segment to incorporate this segment, proposed Parks Parking Lot, and future connections to the Central STO route to Poulsbo.
 - Crossing locations and design alternatives at West Kingston Rd., Miller Bay Rd., Port Gamble Rd., SR 307 (Bond Rd.), and Stottlemeyer Road.
 - Identify preferred crossing sites and design.

The following sequence of work is anticipated:

- Thorough review of references and design guidance.
- Field reconnaissance of the concept level alignment(s). The County will arrange any required rights-of-entry to Parks and private property. The majority of the study area is within County Park, Rayonier, and Great Peninsula Conservancy properties. Road crossing are County, private, or state roads. Bond Rd. (SR 307) is owned and managed by the Washington State Department of Transportation (WSDOT). The Divide Block properties may undergo a change of ownership from Rayonier to the Great Peninsula Conservancy during the study.
- Evaluation of wetlands, fish bearing streams, soils, cultural resources and other critical areas.
- Lidar based survey with preliminary survey effort for selected areas.
- Analysis of potential impacts to Parks and private properties and right-of-way requirements.
- Select preferred alignment and develop preliminary engineering plans in sufficient detail to determine trail geometry, potential impacts and estimated total project costs. Preparation of a draft report describing findings, applicable standards, preliminary trail layout, permitting requirements, right-of-way issues and estimated project costs.

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- It is anticipated that preliminary engineering for the NKHP east-west segment will be advanced to approximately “25% design”.
 - Attend and support study Working Group identified by the County. The Working Group will meet periodically throughout the planning process to assist in decisions on alignment alternatives and analysis.
 - Support stakeholder engagement including (but not limited to); property owners, NKTA, Park Stewardship Committee, Suquamish and S’Klallam Tribes, WSDOT, Washington State Department of Fish & Wildlife (WDFW), and Kingston Citizens Advisory Committee.
 - Public outreach will include Public Open Houses at a minimum at the Alternatives Analysis and Draft Recommendations tasks. County staff will organize the Open Houses and jointly present information. The consultant will provide presentation graphics. The County will maintain a “Project Web Page”.
 - The consultant will review public, stakeholder, and County comments, addressing comments and concerns to the extent possible.
 - A draft and final report will be developed.

4.0 ESTIMATE AND SCHEDULE

Kitsap County was awarded a Federal Surface Transportation Program (STP) grant to support the trail planning study. The consultant contract to complete the study is anticipated to not exceed approximately **\$343,000**. The **Disadvantaged Business Enterprise (DBE) goal is fifteen percent (15%)**.

Notice to Proceed is expected in January 2022, with an anticipated duration of 12 to 18 months.

5.0 CONSULTANT SELECTION PROCESS

It is the County’s intent to select a consultant based on the proposal, interview, and qualifications and abilities of the firm/team and key project individuals. Proposers may be individual firms or teams as appropriate to meet the specific needs of the project. Proposers are solely responsible for all costs incurred in the development and submission of the response statement to this RFP or any other presentations whether in response to this RFP or to any subsequent requirements of the consultant selection and contract negotiation process. All materials submitted in the response to this RFP become the property of the County.

To be considered responsive to this RFP the Consultant must follow the directions presented in this solicitation and include the information required.

5.01 PROPOSAL SUBMITTAL AND GENERAL GUIDELINES

Proposals shall be submitted electronically no later than **3:30 P.M.** on the date listed below in the schedule to:

<https://www.kitsapgov.com/pw/report/request-for-proposal>

Submittals received after the response deadline will not be considered.

5.02 PROPOSAL SUBMITTAL CONTENT

The Proposal shall include:

- A one (1) page maximum cover letter,
- The proposal is limited to eight (8) 8½"x11" sheets (may be double sided and shall be inclusive of resumes/bios, photos, graphics, etc.). The cover letter will not be included in the eight (8) sheet count.
- The firm/consultant name and a contact person with name, title, mailing address, e-mail address, and phone number.
- Name and title of the proposed Project Manager (if not the contact person) and their contact information (mailing address, e-mail address and phone number).
- Detailed description of proposed project approach considering the scope of work, budget, and schedule outlined in this RFP.
- Identify the team structure and the general project responsibilities of each member and the name and role of all sub-consultants and experience. Provide the qualifications of the proposed team members and sub-consultants focusing on their experience and expertise with similar paved Shared Use Path design and development projects, working with public agencies, and availability to complete the work.

5.03 COUNTY PROJECT MANAGER

Work performed under the resulting agreement shall be under the direction of the County's project manager. Please direct questions and inquiries regarding the request for proposals to the project manager:

David Forte.
Transportation Planning
Kitsap County Public Works
614 Division Street MS-26
Port Orchard, WA 98366-4699
Ph: 360.337.7210
dforte@co.kitsap.wa.us

5.04 ANTICIPATED SCHEDULE

The following schedule has been established for the submission and evaluation of the proposals and selection of the Consultant. These are tentative dates only and the County reserves the right to adjust these dates at its sole discretion:

- First advertisement of RFP: Sept. 1, 2021
- Second advertisement of RFP: Sept. 8, 2021
- **Proposals due:** **Oct. 4, 2021**
- Short list for interviews by: Oct. 11, 2021
- Interviews: Oct. 20, 2021
- Announce consultant selection by: Oct. 29, 2021
- Contract negotiations complete by: Nov. 19, 2021
- Board of County Commissioner approval: Jan. 10, 2022
- “Notice to Proceed”: Jan. 21, 2022

5.05 ACCEPTANCE/REJECTION OF RESPONSES

The County reserves the right and holds at its discretion the following rights and options:

- to waive any or all informalities in any Proposals.
- to reject any or all responses.
- to issue subsequent requests.

This RFP solicitation does not commit the County to enter into a contract or proceed with the procurement of the project. The County assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFP. All such costs shall be borne by each company submitting an RFP response.

5.06 ADDENDUMS TO THE RFP

Any revisions, updates, or clarifications of the RFP will be posted on the County’s webpage at: <https://www.kitsapgov.com/pw/report/request-for-proposal> and Proposers are encouraged to subscribe to updates or register as provided for on the page.

6.0 CONSULTANT EVALUATION PROCESS

A team of County staff will evaluate the Proposals, and conduct interviews according to the consultant evaluation criteria and the three-part process described below:

Part 1

Evaluation of the proposals submitted by each Proposer, resulting in a short-listing of Proposers who will be invited to an interview.

Part 2

Interviews will be conducted and Proposers will be evaluated on the interview in addition to the Proposals for a combined final score.

Part 3

The County's evaluation team makes a recommendation to the County Engineer to obtain approval to begin negotiations with the selected Proposer. Contract negotiations shall then commence with the selected Proposer following directions provided in the LAG Manual. If the selected Proposer and the County are unable to agree on the final scope and fee for the services for the contract, the County reserves the right to terminate the negotiations with the selected Proposer and initiate contract negotiations with the next highest rated Proposer.

6.01 EVALUATION CRITERIA

The SOPs will be evaluated and ranked based on the criteria listed below. The County reserves the right to give each criterion such weight as it deems appropriate.

- Project Understanding – Explain your understanding of the project, components, and challenges.
- Project Approach – Based on your understanding of the project, propose how your team will develop a project-specific approach that will provide a successful outcome for the County as a whole project.
- Project Team and Experience - Identify project manager and team members, explaining their roles, responsibilities, and expertise, and any sub-consultants. Provide three (3) examples of similar projects that demonstrate your team's experience with trails, non-motorized improvements, and ADA compliance.
- Project Collaboration, Communication, and Coordination – Elaborate on your experience and proposed approach for this project.
- DBE Participation – Describe how you plan to meet the mandatory 15% goal.

6.02 INTERVIEWS

Following evaluation of the proposals, the highest-ranking firms will be invited to participate in the interview process. The County will notify Proposers as soon as possible for scheduling of interviews. The County's project manager will schedule interviews with the contact person provided in the proposal. Additional interview information shall be provided at the time of the invitation. Interviews will be held in-person in Port Orchard. If Kitsap County has in-person meeting restrictions in effect at the time of the interview, virtual interviews (Teams) will be utilized. The intent of the interviews is to help clarify and verify information provided in the Proposal and to give the County's evaluation team an opportunity to meet the project manager and key personnel that shall have direct involvement with the project and to learn more about their relevant experience and expertise.

7.0 CONTRACT NEGOTIATION PROCESS

Negotiation of the detailed Scope of Work for this project will follow the outline and expectations provided in Chapter 31.4 of the LAG Manual. It is expected that this will be a "Fixed Fee" Contract.

8.0 COUNTY CONTACT INFORMATION

Questions regarding this project should be directed to David Forte, Transportation Planning, dforte@co.kitsap.wa.us , 360.337.7210.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling 360.337.5777 or help@kitsap1.com .

Kitsap County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

APPENDIX A: AVAILABLE REFERENCE DOCUMENTS

Access to reference documents will be via the Kitsap County website and accessing the Request for Proposals/Qualifications page:

<https://www.kitsapgov.com/pw/report/request-for-proposal>

Documents available:

- **“Miller Bay Road Trail – Pre-Design Study”** (2008). This study analyzed possible alignments for the “Mosquito Fleet Trail” along Miller Bay Road. Identifies a preferred roadside path route and introduced early STO conceptual routes within North Kitsap Heritage Park.
- **“String of Pearls Trail Plan”** (2011). North Kitsap Trails Association plan for North Kitsap that solidified the STO concept.
- **“North Kitsap Trail (Divide Block) Feasibility Study”** (2015). This study analyzed and established a preferred trail route from Miller Bay Rd. to Port Gamble Rd. through the “Divide Block”.
 - **Birkenfeld Heritage Trail Grant Application** (2013) Great Peninsula Conservancy & NKTA grant application relative to “Divide Block”.
 - **“Orseth” concept**
 - **“Divide Block Routing”**
- **“North Kitsap Park Trail Preliminary Engineering”** (2018). The County began analysis and design of the trail section between Norman Rd. and White Horse Dr. (with further connections to the Whitehorse Trail). Design was completed to the 30% level before the project was suspended.
 - “Indianola Connector” route
 - “NKHP Trail Typical Cross Section”
 - “NKHP Trail Map”
 - “Norman Road Design”
 - Concept “Norman Road Parking”
 - “Kingston Recycled Water Facility Plan” (2018)
 - “Arborwood Plat Exhibit”

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- DRAFT NKHP “Stewardship Plan” (2019, not adopted) submitted by Stewardship Group
 - **“Port Gamble Trail Feasibility Study”** (2018). This study analyzed and established a preferred trail route from Stottlemeyer Rd. to Port Gamble through Port Gamble Heritage Park and Port Gamble. This study was used to apply for design and construction grants.
 - **“Port Gamble Appendix A Preliminary Engineering Plans”**
 - **“Port Gamble Appendix B Wetland Feasibility Report”**
 - **“Port Gamble Stottlemeyer Parking Lot”**. Kitsap County Parks is currently designing and will construct a new parking lot off Stottlemeyer Road. The parking lot will alter the STO – Port Gamble Trail Segment “C1”. Alternatives analysis of a portion of Segment “C1” will be addressed in this study.
 - **Kitsap County Non-Motorized Facilities Plan and 2018 Route Map Set**
 - **Grant “NSTO Vicinity Map”**
 - **“STO Map”**