



**REQUEST FOR QUALIFICATIONS
2010-113
KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS
SURFACE & STORMWATER MANAGEMENT PROGRAM**

DUE: Monday, March 15, 2010 @ 3:00PM

Kitsap County (KC) Surface and Storm Water Management (SSWM) Program is seeking a qualified consultant to perform the following for the Central Kitsap Community Campus Low-Impact Development Flow Monitoring Project:

- Study design
- Scope
- Equipment selection
- Quality assurance project plan (QAPP) development
- Monitoring site installation for two sites
- Storm flow verification
- Training SSWM staff for field support
- Data management / analysis
- Reporting.

ATTACHMENTS:

- A. Proposed Scope of Work
- B. Kitsap County Contract

A SUCCESSFUL PROPOSAL WILL INCLUDE:

1. Consultant's approach to satisfy the attached scope of work.
2. A proposed budget broken down by task.
3. A proposed timeline broken down by task.
4. Description of similar projects performed by consultant team including references and team performance relative to original project schedule and budget.

SELECTION CRITERIA:

The Kitsap County Surface and Stormwater Management Water Quality Program will evaluate all proposals based on the following criteria:

1. Experience and background of key personnel related to projects of this type.
2. Demonstrated success with similar projects.
3. Approach to project.
4. Experience specific to the state of Washington.
5. Organization, project management skills, and ability to meet project schedules.
6. Quality of references.

SUBMITTAL:

Submittals should include at a minimum, a coversheet that contains pertinent contact information (i.e. firm name, address, phone and fax numbers, and name of project manager), as well as identification of all key personnel and associated capacities to be assigned to the project. If sub-consultants will be used, the proposed firm(s) and information on their experience, qualifications, responsible personnel, and anticipated responsibilities should be identified.

Submittal must be received by **no later than 3:00 p.m. on March 15, 2010**. No submittals will be accepted after this date and time. Please submit three (3) copies of your Proposal to:

R'Lene J. Orr
Kitsap County Department of Administrative Services
Purchasing Office
614 Division Street MS-20
Port Orchard, WA 98366
360-337-4410

Technical questions should be directed to Mindy Fohn, Water Quality Manager for Kitsap County's Surface and Stormwater Management Program, (360) 337-7066 or mfohn@co.kitsap.wa.us.

ATTACHMENT A: Proposed Scope of Work

1.0 BACKGROUND

Kitsap County was awarded a grant, through the Washington State Department of Ecology, #G0800578, to install a low-impact development (LID) stormwater system at the Central Kitsap Community Campus (CKCC). The site is currently 90% undeveloped and is approximately 10 acres in the Kitsap Mall Creek drainage. The grant identifies that monitoring of the site be performed. The CKCC stormwater drainage system will be installed in Spring 2010. The drainage system will utilize Low-Impact Development (LID) methods including pervious concrete and bioretention facilities. Only post-development monitoring will be performed.

Proposed LID methods to be constructed include pervious asphalt, pervious concrete, pervious pavers and bioretention cells. Once developed, phase I of the CKCC will have one discharge point into the County stormwater drainage system (See Figure 1). This will be the point of post-development monitoring assessment for the project.

An adjacent non-LID site that is approximately 95% impervious and approximately the same size is available for a paired study. This site comprises parking lots and four buildings. The site has one discharge point, which would be the monitoring point for the comparison site (See Figure 2). Pertinent site information including plans and reports is contained on the BCRA Engineering project webpage <https://safe.bcradesign.com/> Username CKCC_Sub Password: Sub

PROJECT GOALS AND STUDY QUESTIONS

Project Goals. The grant agreement between Ecology and Kitsap County specifies that monitoring is to be conducted for the new LID site. Effectiveness flow monitoring will be conducted at the LID site after its proposed construction phase has been completed. This monitoring will measure how well the LID system meets its goals in relation to all of the stormwater flows from the site. Concurrent with effectiveness monitoring at the LID site, flow monitoring will be conducted at a nearby non-LID site. A data analysis comparison between the LID and non-LID site (flow) conditions will be completed as part of this project. Together, these monitoring tasks and data analyses will attempt to demonstrate the effectiveness of the employed LID methods at the Campus site and will aid the County by providing answers to the study questions below.

Study Questions. The Consultant will design the monitoring and data analysis approach such that, at a minimum, the study questions can be answered or, that it could be shown through sound and industry standard data collection practices and using the appropriate analysis methods, that the questions could not be answered with the current data set or need more data or different monitoring attributes to develop the answers. The consultant will aid the County in answering the following study questions:

1) How does the hydrology for the developed conditions at the LID site compare with the non-LID site for small and medium storms in terms of:

- peak flow rates,
- runoff volume,
- peak timing, and
- site infiltration capacity.

2) How does the groundwater condition for the developed LID site influence the runoff characteristics for small and medium storms in terms of:

- peak flow rates,
- runoff volume,
- peak timing, and
- site infiltration capacity.

PROJECT SCOPE OF WORK ELEMENTS

The following are elements that should be included in the Consultant proposal and budgeting consideration for this project:

1.0 PROJECT SCHEDULE

The Consultant will provide the KC SSWM Project Manager with a schedule that assumes a six month pre-monitoring set up phase that includes all of the required planning deliverables and their anticipated review periods; a one-year monitoring collection and data management / review / QC period; and, a six month post-monitoring data analysis and reporting phase that also includes all of the required deliverables and anticipated review periods and project close-out. This schedule should be submitted electronically in Microsoft Excel or similar software (native files should also be converted to a Adobe Acrobat .PDF format). These files will be submitted to the KC SSWM Project Manager. Changes to the schedule should be documented as the project progresses in an electronic format that is acceptable to KC SSWM and also submitted to the County's Project Manager. **Deliverable:** *Project schedule.*

2.0 PROJECT APPROACH

Utilizing field notes, maps, initial site design documents and drainage plans the Consultant will describe the scientific approach, flow monitoring options/methods, and timeline (as a detailed element to the overall project schedule described above) to implement a flow monitoring assessment of the CKCC LID project in a brief (not to exceed 5 pages) Project Approach Technical Memorandum. This technical memorandum will be submitted to and reviewed by the KC SSWM Project Manager and will be used as guidance for creating the Project Quality Assurance Project Plan (QAPP). **Deliverable:** *Technical memorandum detailing project approach.*

3.0 EQUIPMENT SPECIFICATION

Flow monitoring and associated equipment will be specified based on the final stormwater infrastructure design at the CKCC LID site. The stormwater infrastructure design will be provided to the consultant including pipe elevations, space allowances and other features necessary to install flow monitoring equipment. Equipment specification at the non-LID site will be based on available information and site visit observations. The Consultant will provide the KC SSWM Project Manager

with costing information that includes (but is not limited to) details pertaining to the following elements: external equipment housings, flow monitoring equipment, associated cabling, power source/s, conduit/fittings, fasteners and any other specialty equipment for two sites (the CKCC LID site and nearby non-LID site). All equipment specified should be of known and proven quality, be able to withstand the rigors of the flow environment in which the equipment is to be installed for a period of at least a year, capable of telemetric connection, serviceable, capable of storing data in a safe manner for periods greater than two months at the desired collection rate, use software that is purchasable, and all of the equipment elements should be cost-effective as compared with other similar products.

The Consultant will prepare a detailed unit costing spreadsheet, complete with manufacturer and model and part number information for flow monitoring and specialty gear, anticipated delivery schedule information and associated assumptions. This costing information will include manufacturer (along with pertinent contact information), model/description, part number, any other pertinent ordering information, quantity and unit costs. The spreadsheet will include all direct expenses, complete with shipping and tax (at the Kitsap rate) charges. **Deliverable:** *A detailed costing spreadsheet as described above and specification sheets.*

5.0 MONITORING PLAN

The Consultant will create the Project QAPP in accordance with Ecology Publication No. 04-03-030 Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies. This document will include the 14 elements of a QAPP. As an attachment to the QAPP, the Consultant will provide any standard operating procedures for flow monitoring and operational tasks and data collection, as well as an O&M manual (equipment specification information sheets, troubleshooting guide, etc.). This document will be prepared in draft and final iterations with a review by KC SSWM staff. The final product should be 30 pages or less, not including tables, maps and figures and attachments. **Deliverable:** *Draft and Final QAPP documents. Number of copies for document drafts TBD*

6.0 EQUIPMENT INSTALLATION

The Consultant will install the equipment specified for flow monitoring at the CKCC LID and non-LID sites. Equipment should be shop and field tested before each site is considered fully operational. Cost for this task will be based on the monitoring equipment specified and the final infrastructure design elements and will include (but not limited to) labor, specialty gear rental, and vehicle and mileage costs. **Deliverable:** *Testing and installation of specified flow monitoring and associated equipment, housings, conduit, etc. necessary to make sites operational.*

7.0 KC SSWM STAFF TRAINING

KC SSWM staff will eventually take over most of the routine operation, calibration and field data acquisition tasks associated with this project. The Consultant will train KC SSWM staff for this eventuality. These tasks would include (but may not be limited to) data downloading, flow meter calibration, routine site and equipment maintenance and troubleshooting. The Consultant will train the KC SSWM staff over the course of two site visits specific for this purpose. A single session at the KC SWWM office will also be included in this for the purpose of training KC SWWM staff regarding field data post-download tasks. The Consultant should assume that the County will not participate directly in the equipment installation tasks – but may closely observe them for training purposes. **Deliverable:** *Over the course of two site and one office visits specific to this task, train KC SSWM staff for routine*

operation, calibration, maintenance procedures and field data acquisition tasks associated with this project.

8.0 STORM FLOW VERIFICATION MEASUREMENTS

Verification of storm flows during periods of actual runoff and pipe flow conditions are necessary for overall data set evaluation and for validation of future modeling efforts. The Consultant should collect storm flow verification measurements during at least six separate events, covering a range of storm volume sizes (0.1”-0.3”, 0.3”-0.5”, >0.5”) over the course of the project’s data collection period (assuming at least one year collection duration). At a minimum these storm flow verification measurements would include stage and velocity readings, as well as measurement of any other parameters necessary for the assessment of the project study questions.

In addition to the storm verification flow measurements, at least six non-routine site visits will be conducted to assure proper meter operation in advance of the storm events targeted for verification measurements. These site visits will be independently scheduled from other routine maintenance events, however, in certain instances may take the place of a routine site visits. ***Deliverable:*** *Conduct at least six non-routine site visits to assure proper flow monitoring equipment operation in advance of a targeted verification measurement event. Conduct at least six site visits to collect storm flow verification measurements and incorporate this data into the overall project monitoring data set.*

9.0 DATA MANAGEMENT AND ANALYSIS

The Consultant will provide support for conducting data downloads at the monitoring sites (when not conducted by KC SWWM staff), data management (storing and maintaining the data in a “usable” fashion), QC assessment / data correction, data analysis and data reporting – as needed for specific project analysis to aid in assessment of the project study questions. The Consultant, with aid from the County, will also maintain a project rainfall record that will be used in conjunction with other field-collected parameters for project study question analysis. This data will be obtained from the County’s rain gauge network.

The Consultant will provide the County with quarterly data reports that discuss data collection performance, quality control issues, data correction activities, anomalies and general hydrologic statistical analysis of the data set to its current point in time. Basic rainfall analysis (e.g. monthly totals, storm totals, average storm intensities, etc.). These quarterly reports should be 4 pages of text or less, not including graphs and figures. Field downloads would not involve maintenance tasks. Travel to the KC SSWM office may be necessary, in some instances, for specific data management tasks. ***Deliverable:*** *Site data downloads, data management, data correction, and data analysis tasks. Submittal of quarterly data reports.*

10.0 FLOW MONITORING REPORTING

At the conclusion of the project flow monitoring period an analysis of the collected data set/s (including routine and QC data) to assess the study questions will be formalized into a technical memorandum. This reporting effort is considered to be the final project product in which all collected data would be analyzed and summary conclusions presented. The technical memorandum will be prepared in draft and final iterations with a review by KC SSWM staff. The final product should be 10 pages or less, not including tables, maps and figures and attachments. ***Deliverable:*** *Draft and Final*

Technical Memorandum. Data analysis will be provided in a format that can be utilized in the future by SSWM.

11.0 PROJECT MANAGEMENT

Over the course of this project the County expects the Consultant to properly manage the contracted tasks and associated budget, submit invoices, schedule activities and staff, conduct coordination with KC SSWM staff (and possibly the consulting construction engineers) regarding various issues and submit project status reports. Project status reporting should include, on a quarterly basis, a brief summary description of work completed on individual tasks and any other pertinent supporting information and issues during the period of performance. No status reports will be requested during periods when work has not been performed. Invoices will be submitted on a monthly basis during the course of the project. The County will also require four two-hour meetings, at the KC SSWM office in Port Orchard, to discuss project progress and current project issues (which could include, but not limited to, data collection / performance, management and analysis issues). ***Deliverable:*** *Overall project management, monthly invoices, submission of quarterly project progress reports and attend four two-hour meetings at the KC SSWM office.*

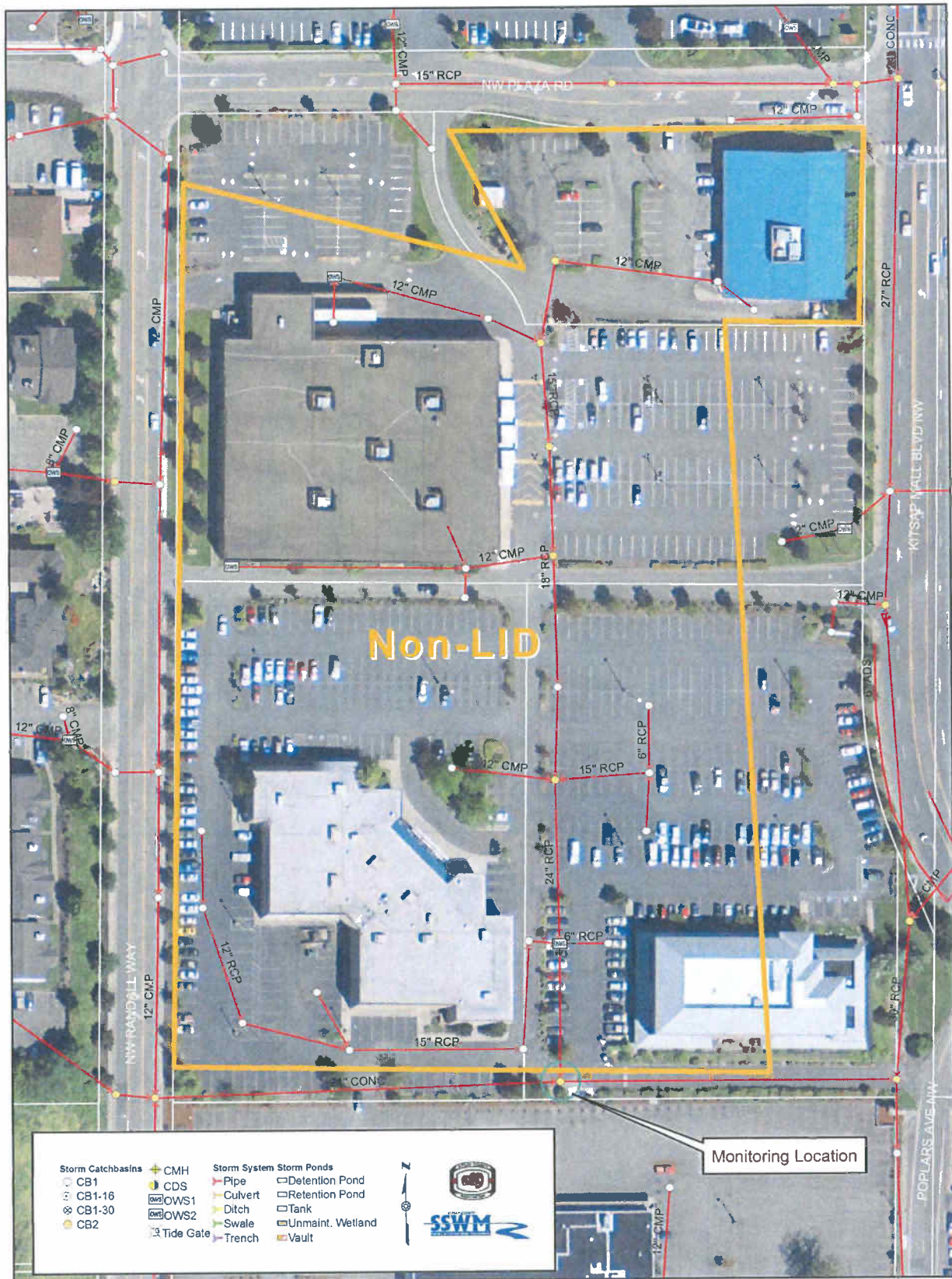
General Project Assumptions:

- All field staff should have the proper certification to conduct confined space entry, and
- All field crew members will be familiar with installation, operation, maintenance and troubleshooting of the selected flow monitoring equipment.

Figure 1. Central Kitsap Community Campus Low-Impact Development Site.



Figure 2. Non-Low Impact Development Site.



Attachment B

EXAMPLE OF A KITSAP COUNTY CONTRACT

Revision 2000-05-01

KC- CONTRACT FOR [ARCHITECTURAL/ENGINEER] SERVICES GENERAL TERMS AND CONDITIONS

THIS CONTRACT is made and entered into by and between KITSAP COUNTY, a municipal corporation, with its principal offices at 614 Division Street, Port Orchard, Washington 98366, hereinafter "COUNTY", and , located at , hereinafter "CONSULTANT."

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. CONTRACT DOCUMENTS

This Contract consists of the following:

- a.
- b.
- c.

2. DURATION OF CONTRACT

Unless otherwise provided herein, the term of this Contract shall begin immediately upon execution by the parties on the effective date below, and shall, unless terminated or renewed as provided elsewhere herein, terminate on . The CONSULTANT shall complete all work required by this Contract no later than the termination date above. Time is of the essence in the performance of this Contract.

3. SERVICES PROVIDED BY THE CONSULTANT

The COUNTY retains the CONSULTANT to perform the following consulting services in connection with this Contract:

- a. A description of the services to be performed by the CONSULTANT is set forth in Exhibit "A", which is attached hereto and incorporated by reference.
- b. The CONSULTANT agrees to perform the services specified in this Contract according to standard industry practice.
- c. The CONSULTANT agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor, or facilities will be furnished by the COUNTY.
- d. The CONSULTANT shall complete its work in a timely manner and in accordance with the schedule agreed to by the parties.

- e. The CONSULTANT shall, from time to time, during the progress of the work, confer with the COUNTY. The CONSULTANT shall prepare and present monthly status reports and other information that may be pertinent and necessary, or as may be requested by the COUNTY.

4. CONTRACT REPRESENTATIVES

Each party to this Contract shall have a contract representative. Each party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

- a. For CONSULTANT:

- b. For COUNTY:

5. COMPENSATION

- a. Payment to the CONSULTANT for services rendered under this Contract shall be in accordance with the fee schedule set forth in Exhibit "B", which is attached hereto and incorporated by reference. These fees shall remain in effect for the term of the Contract.
- b. The maximum total amount payable by the COUNTY to the CONSULTANT shall not exceed \$ (), unless a Contract Amendment has been negotiated and executed prior to the COUNTY incurring any costs in excess of the maximum amount payable.
- c. The CONSULTANT may, in accordance with Exhibit B submit invoices to the COUNTY not more often than once per month during the progress of the work for partial payment of work completed to date. Invoices shall cover the time CONSULTANT performed work for the COUNTY during the billing period. The COUNTY shall pay the CONSULTANT for services rendered in the month following the actual delivery of the work and will remit payment within thirty (30) days from the date of receipt.
- d. The CONSULTANT shall not be paid for services rendered under this Contract unless and until they have been performed to the satisfaction of the COUNTY.
- e. In the event the CONSULTANT has failed to perform any substantial obligation to be performed by the CONSULTANT under this Contract and such failure has not been cured within ten (10) days following notice from the COUNTY, then the COUNTY may, in its sole discretion, upon written notice to the CONSULTANT, withhold any and all monies due and payable to the CONSULTANT, without penalty, until such failure to perform is cured or otherwise adjudicated. "Substantial" for purposes of this contract means faithfully fulfilling the terms of this contract with variances only for technical or minor omissions or defects.
- f. Unless otherwise provided for in this Contract or any exhibits or attachments hereto, the CONSULTANT will not be paid for any billings or invoices presented for payment prior to the execution of this Contract or after its termination.

- g. No payment shall be made for any work performed by the CONSULTANT, except for work identified and set forth in this Contract or supporting exhibits or attachments.

6. AMENDMENTS AND CHANGES IN WORK

- a. In the event of any errors or omissions by the CONSULTANT in the performance of any of the services required herein, the CONSULTANT shall make any and all necessary corrections without additional compensation. All work submitted by the CONSULTANT shall be certified by the CONSULTANT and checked for errors and omissions. The CONSULTANT shall be responsible for the accuracy of the work, even if the work is accepted by the COUNTY.
- b. No amendment, modification or renewal shall be made to this Contract unless set forth in a written Contract Amendment signed by each party's designated agent, and attached to this Contract. Work under a Contract Amendment shall not proceed until the Contract Amendment is duly executed by the COUNTY.

7. HOLD HARMLESS AND INDEMNIFICATION

- a. The CONSULTANT shall hold harmless, indemnify and defend the COUNTY, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages, and judgments of any nature whatsoever, including, but not limited to, costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the performance of the services rendered under this contract by the Consultant, its employees, agents, or subcontractors or anyone for whose acts any of them may be liable. PROVIDED HOWEVER, that the CONSULTANT'S obligation hereunder shall not extend to injury, sickness, death or damage caused by or arising out of the sole negligence of the COUNTY, its officers, officials, employees or agents. PROVIDED FURTHER, that in the event of the concurrent negligence of the parties, the CONSULTANT'S obligations hereunder shall apply' only to the percentage of fault attributable to the CONSULTANT, its employees, agents, or subcontractors.
- b. In any and all claims against the County, its officers, officials, employees and agents by any employee of the Consultant, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Consultant or subcontractor under Workers Compensation acts, disability benefit acts, or other employee benefit acts, it being clearly agreed and understood by the parties hereto that the Consultant expressly waives any immunity the Consultant might have had under such laws. By executing the Contract, the Consultant acknowledges that the foregoing waiver has been mutually negotiated by the parties and that the provisions of this Section shall be incorporated, as relevant, into any contract the CONSULTANT makes with any subcontractor or agent performing work

hereunder.

- c. The CONSULTANT'S obligations hereunder shall include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by the CONSULTANT, the CONSULTANT'S employees, agents or subcontractors.

8. INSURANCE

- a. **Professional Legal Liability:** The CONSULTANT shall maintain Professional Legal Liability or Professional Errors and Omissions coverage appropriate to the CONSULTANT'S profession. The policy shall be written subject to limits of not less than \$ per loss.

The coverage shall apply to liability for a professional error, act or omission arising out of the scope of the CONSULTANT'S services defined in this Contract. Coverage shall not exclude bodily injury or property damage. Coverage shall not exclude hazards related to the work rendered as part of the Contract or within the scope of the CONSULTANT'S services as defined by this Contract including testing, monitoring, measuring operations, or laboratory analysis where such services are rendered as part of the Contract.

- b. **Workers Compensation and Employer Liability:** The CONSULTANT shall maintain workers compensation insurance as required by Title 51 RCW, and shall provide evidence of coverage to the Kitsap County Risk Management Division. If this contract is over \$50,000, then the CONSULTANT shall also maintain Employer Liability Coverage with a limit of not less than \$1 million.

- c. **Commercial General Liability:** The CONSULTANT shall maintain Commercial General Liability coverage for bodily injury, personal injury, and property damage, subject to limits of not less than \$ per loss. The general aggregate limit shall apply separately to this Contract and be no less than \$.

The CONSULTANT will provide Commercial General Liability coverage which does not exclude any activity to be performed in fulfillment of this Contract. Specialized forms specific to the industry of the CONSULTANT will be deemed equivalent provided coverage is no more restrictive than would be provided under a standard Commercial General Liability policy, including contractual liability coverage.

- d. **Automobile Liability:** If applicable, the CONSULTANT shall maintain automobile liability insurance to be described as follows: (check the box that applies)

The CONSULTANT shall maintain Business Automobile Liability insurance or equivalent form with a limit of not less than \$1,000,000.00 each accident combined Bodily Injury and Property Damages and an aggregate limit of at least \$2,000,000.00. Coverage shall include owned, hired and non-owned automobiles.

- OR -

_ The CONSULTANT shall maintain Automobile Liability insurance or equivalent form with a limit of not less than \$100,000.00 each accident combined Bodily Injury and Property Damage. The aggregate limit shall be at least \$300,000.00. If a personal lines Auto Liability policy is used to meet this requirement, it must include a business rider and must cover each vehicle to be used in the performance of this Contract and the certificates of insurance must evidence these conditions have been met. If the CONSULTANT will use non-owned vehicles in performance of this Contract, the coverage shall include owned hired and non-owned automobiles.

- OR -

_ Not Applicable.

e. **Other Insurance Provisions:**

- (1) The CONSULTANT'S liability insurance provisions shall be primary with respect to any insurance or self-insurance programs covering the COUNTY, its elected and appointed officers, officials, employees and agents.
- (2) If applicable, the CONSULTANT'S Commercial General Liability insurance and Automobile Liability insurance shall include the COUNTY, its officers, officials, employees and agents with respect to performance of services.
- (3) If applicable, the CONSULTANT'S Commercial General Liability insurance and Automobile Liability insurance shall contain no special limitations on the scope of protection afforded to the COUNTY as additional insured.
- (4) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the COUNTY, its officers, officials, employees or agents.
- (5) The CONSULTANT'S insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (6) The CONSULTANT shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.
- (7) The insurance limits mandated for any insurance coverage required by this Contract are not intended to be an indication of exposure nor are they limitations on indemnification.
- (8) The CONSULTANT shall maintain all required policies in force from the time services commence until services are completed.

Certificates, policies, and endorsements expiring before completion of services shall be promptly replaced. If CONSULTANT'S liability coverage is written as a claims made policy, then the CONSULTANT must evidence the purchase of an extended reporting period or "tail" coverage for a three-year period after project completion.

- f. **Verification of Coverage and Acceptability of Insurers:** The CONSULTANT shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than "A:7" with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- (1) The CONSULTANT shall furnish the COUNTY with properly executed certificates of insurance or a signed policy endorsement which shall clearly evidence all insurance required in this section within ten (10) days after the effective date of the contract. The certificate will, at a minimum, list limits of liability and coverage. The certificate will provide that the underlying insurance contract will not be canceled, or allowed to expire, except on thirty (30) days prior written notice to the COUNTY. Any certificate or endorsement limiting or negating the insurer's obligation to notify the COUNTY of cancellation or changes shall be altered so as not to negate the intent of this provision.
 - (2) The CONSULTANT shall furnish the COUNTY with evidence that the additional insured provision required above has been met. Acceptable forms of evidence are the endorsement pages of the policy showing the COUNTY as an additional insured.
 - (3) Certificates of Insurance shall show the Certificate Holder as Kitsap County and include c/o of the Office or Department issuing the Contract. The address of the Certificate Holder shall be shown as the current address of the Office or Department.
 - (4) The CONSULTANT shall request the Washington State Department of Labor and Industries, Workers Compensation Representative, to send written verification to Kitsap County that CONSULTANT is currently paying Workers Compensation.
 - (5) Written notice of cancellation or change shall be mailed to the COUNTY at the following address:
Risk Management Division
Kitsap County Department of Administrative Services
614 Division Street, MS-7
Port Orchard, WA 98366
 - (6) The CONSULTANT or its broker shall provide a copy of any and all insurance policies specified in this Contract upon request of the Kitsap County Risk Manager.

9. **TERMINATION**

