



**KITSAP COUNTY
DEPARTMENT OF PUBLIC WORKS**

Surface & Stormwater Management (SSWM) Program

**REQUEST FOR QUALIFICATIONS
for
Engineering Consultant
Services**

**West Fork Clear Creek
Culvert Replacement**

May 2010

**Kitsap County Department of Public Works
Surface & Stormwater Management Program
614 Division Street (MS-26A)
Port Orchard, WA 98366-4699**

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REQUEST FOR QUALIFICATIONS WEST FORK CLEAR CREEK CULVERT REPLACEMENT

1.0 Objective

Kitsap County Department of Public Works Surface & Stormwater Management (SSWM) Division desires to pursue replacement of two fish-passage barrier culverts and associated stream-riparian enhancement work the West Fork of Clear Creek. The culverts are located at Sunde Road and Shadow Glen Road (see map below). This request for qualifications (RFQ) is to procure consulting services to complete design and permitting for a bid-ready project.

Kitsap SSWM is soliciting Statements of Qualifications (SOQ) from consulting firms with experience in Civil Engineering, Hydrologic Modeling, Structural Engineering, Geotechnical Support Services, Fish-Passage Culvert Design, Environmental Mitigation, Stream and Riparian Restoration, Stormwater Management, Drainage Analysis, Public Outreach, and Regulatory Permit Processing.

2.0 Background

The existing culverts on the West Fork of Clear Creek are recognized as fish-passage barriers during certain flow conditions and are a potential source of local flooding when blocked by debris or during high-flow events. These culverts are also recognized as high maintenance areas because of the potential for debris clogging and local flooding (see pictures below).

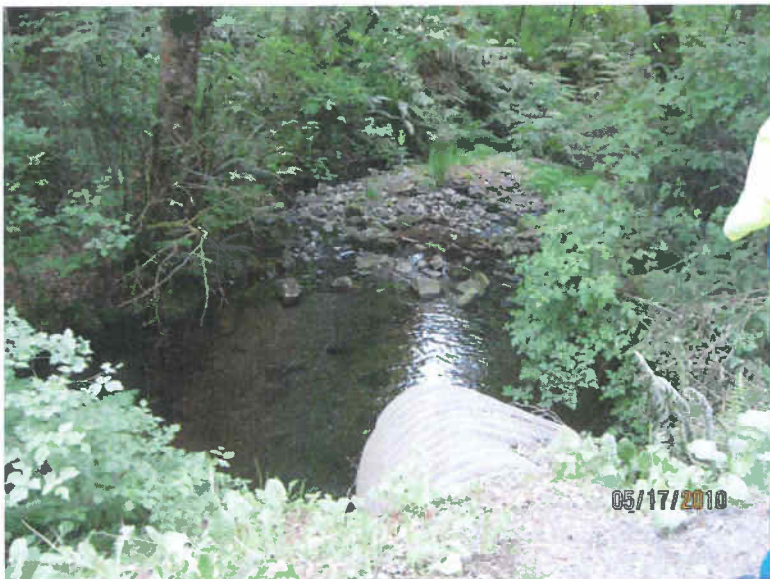
The objective of this project is to replace the existing culverts and enhance stream channel and riparian habitat adjacent to the road crossings. The Washington Department of Fish and Wildlife (WDFW) culvert design manual (http://wdfw.wa.gov/hab/engineer/cm/culvert_manual_final.pdf) will be used for design guidance. Streambed grade-control will also need to be considered as a component of this project and a natural streambed will be a part of the replacement culvert design. The proposed culvert replacement project should also include elements of instream and riparian habitat enhancement in the reaches immediately upstream and downstream of the road crossings. Eliminating or alleviating local flooding problems while enhancing instream flow and habitat conditions should also be a high priority of this project.



Culvert Location Map



Existing Culvert at Sunde Road (Upstream)



Existing Culvert at Sunde Road (Downstream)



Existing Culvert at Shadow Glen Road (Upstream)



Existing Culvert at Shadow Glen Road (Downstream)

3.0 Scope of Work

The work to be performed by the consultant consists of preparing the design and permitting necessary to replace the existing culverts with new fish-passable culverts. The general scope of work for the project includes design and permitting for a bid ready project, addressing the following major features/challenges of the project:

- Culvert Design - fish-passable culverts properly sized to minimize local flooding will be designed. All design work must meet Kitsap County standards. Alternative designs should be evaluated and the preferred design agreed upon with Kitsap County staff prior to proceeding with final design.
- Permitting – all needed permits should be completed and approval by appropriate regulatory agencies obtained. Coordination with resource agencies is also required.
- Property Owner Outreach/Public Involvement - a public outreach effort is will be necessary to ensure the cooperation of adjacent landowners and anyone that uses Taylor Road. Participating in and providing materials for presentations to elected officials and the general public are also to be expected.
- Constructability – assess impacts to existing traffic and alternative roadway closures. Evaluate other related road, site improvement, and mitigation necessary to accomplish the aforementioned tasks to conform to existing county standards. Determine Right-of-Way needs, develop Right-of-Way plans and associated documentation necessary for Right-of-Way acquisition. Construction Management will be by Kitsap County staff. Appraisal and negotiations will also be by the County.
- Survey - all survey work for the design of the project will be completed by Kitsap County staff. The successful Proposer will be provided with a topographical survey base-map in electronic format.

4.0 Estimate and Schedule

Kitsap County anticipates the costs of the design services for this project to be approximately \$150,000. The final cost will be negotiated with the firm selected from this RFQ process. The services are expected to start in October of 2010. Kitsap County wants all design work to be completed and permitting completed for a bid ready project, in anticipation of obligation of construction funding by September of 2011. Construction is estimated to start in June of 2012, if funding is available.

5.0 Request for Qualification (RFQ) Process

It is the intent of KC-SSWM to select a consultant based on the 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 RFQ or any other presentations whether in response to this RFQ or to any subsequent requirements of the consultant selection and contract negotiation process. All materials submitted in the response to this RFQ become the property of Kitsap County.

5.01 SOQ SUBMITTAL AND GENERAL GUIDELINES

SOQ submittal packages shall be submitted no later than **4:30 P.M. on Monday July 12, 2010**

R'Lene J. Orr, Manager
Kitsap County Purchasing Office
614 Division Street, MS-21
Port Orchard, WA 98366
(360) 337-4410
Rorr@co.kitsap.wa.us

Proposals received after the response deadline will not be considered.

Notices related to revisions or updates to this RFQ will be provided via e-mail, unless the Proposer requests to receive it by regular mail. Regular mail will be post marked the same date any e-mails are sent.

6.0 Consultant Selection Process

6.01 PRE-PROPOSAL MEETING

A pre-proposal meeting will be held at the project site on Sunde Road at 1 PM on June 18, 2010. After viewing the Sunde site, the meeting will shift to Shadow Glen Road. County staff will provide an overview of the project and answer questions from potential Proposers. Attendance at the pre-proposal meeting is not required, nor is it tied to the evaluation process, but it is your opportunity to meet the project manager and have questions answered. The County will not meet with potential Proposers at any other time prior to the due date for the response to this RFQ.

6.02 COUNTY PROJECT MANAGER

Work performed under the resulting agreement shall be under the direction of Kitsap County SSWM. Please direct questions and inquiries regarding the request for qualifications to:

Christopher W. May

Kitsap County Public Works Department
Surface and Stormwater Management Program Director
614 Division Street MS-26A
Port Orchard, WA 98366-4699
Ph: 360.337.7295
cmay@co.kitsap.wa.us

6.03 ANTICIPATED RFQ SCHEDULE

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

- Pre-proposal meeting: June 18, 2010
- SOQ due: July 12, 2010
- Short list for interviews by: July 23, 2010
- Interviews: August 2-6, 2010
- Announce final selection by: August 13, 2010
- Contract negotiation complete by: September 2010
- Board of County Commissioner approval: October 2010
- "Notice to Proceed": October 2010

6.04 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 SOQ.
- to reject any or all responses.
- to issue subsequent requests.

6.05 PROFESSIONAL SERVICES AGREEMENT

A standard Kitsap County agreement will be utilized for this project. It is expected that this will be a "Fixed Fee" Contract.

7.0 SOQ Submittal Content

To be considered responsive to this RFQ, the Proposers SOQ must follow the directions presented and include the information required below.

Submit one (1) original (containing original signatures) and five (5), individually bound copies of the SOQ. Provide clear distinction between the original SOQ and the copies. Proposers are strongly encouraged to use recycled/recyclable products and both sides of the paper whenever appropriate. No more than ten (10) sheets (double sided or not, including resumes of team members), plus a cover and a one page cover letter. All pages must be standard size (8.5X11). Inclusion of conceptual drawing(s) to illustrate proposed design option(s) is encouraged.

7.01 SOQ COVER AND COVER LETTER

Clearly label the SOQ cover and the subject line in the cover letter with "**SOQ for WF Clear Creek Culvert Replacement Project**". The cover letter shall be limited to one page and shall; identify the consultant name and contact person with his/her title; include address, mailing address, e-mail address, and phone number, for the contact person; and include the name of the proposed project manager. A duly authorized officer, employee, or agent of the consulting firm must sign the cover letter.

7.02 CONSULTANT TEAM STRUCTURE

Please provide the team structure including names of lead persons with titles and general project responsibilities, and the physical location of each lead person. Provide the names for each sub-consultant. Discuss the firm/team ability to actively perform the proposed work and provide a statement which clearly conveys the ability of all proposed project personnel to accept responsibility for completing the project in view of the firm's current and projected workload.

7.03 TEAM QUALIFICATIONS AND EXPERIENCE

The Proposer will be evaluated for the team qualifications, general background, and experience in relation to the stated Scope of Work. Please provide a summary of the background and experience of the team relative to the project and the Scope of Work under consideration. Include lists of specific projects on which the team has had a major role together with the location, cost, and basic description of the project, start and completion dates, the name of the client, a description of the team responsibility on the project, and the specific roles of the individuals proposed for this project. Describe experience working with municipal or other public agencies on relevant projects. Also, provide a description of those special projects, awards, or other items that make the team especially qualified for this project.

7.04 PERSONNEL QUALIFICATIONS AND EXPERIENCE

The proposed project personnel identified shall be evaluated for their areas of expertise and experience, which qualify them to perform the work for the project. Provide the qualifications of the team project manager. Focus on experience in managing projects with the Scope of Work provided, past working relationship(s) with other proposed team members, level of effort, and availability for this project. List the lead project personnel with titles who shall be primarily responsible for and involved with work activities. This includes any sub-consultant's project managers. Identify the responsibilities and activities of each lead person and include professional biographical data or resume outlining specific project capabilities, with emphasis on those team members that will be doing actual work on the project.

7.05 PAST PERFORMANCES/REFERENCES

References shall be used to verify the accuracy of information provided by the Proposer, which may affect the rating of the Proposer. Provide five recent references who may be contacted concerning your firm's/team's performance with regard to the Scope of Work. In listing the references, include the name of the client, mailing address, fax number, telephone number, e-mail address, contact person, and the specific work your firm did for the client.

Provide three recent references who may be contacted concerning the performance of your firm's/team's proposed project manager(s). The County reserves the right to contact references other than those submitted by the respondent.

7.06 QUALITY CONTROL, PROJECT MANAGEMENT, AND PRODUCT DELIVERY

Keeping a project on track and delivering a quality product are important elements to assure a successful outcome. Please describe measures that the firm/team will use to account for these elements when working with Kitsap County on this project. If applicable, describe how these elements may have been utilized on similar projects in the past.

8.0 Consultant Evaluation Process

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

Part 1

Evaluation of the written Statement of Qualification (SOQ) package submitted by each Proposer, resulting in a short-listing of Proposers who will be invited to an interview. Proposers submitting SOQs will be notified in writing if they have been selected for an interview or not.

Part 2

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

Part 3

The County's evaluation team makes a recommendation to the Public Works Director to obtain approval to begin negotiations with the selected Proposer. Contract negotiations shall then commence with the selected Proposer. Proposers not selected will be notified in writing of the selection outcome. If the selected Proposer and the County are unable to agree on the final scope and fee for the design 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.

8.01 EVALUATION CRITERIA

The SOQs 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.

- Experience and background of the project manager on similar projects and with proposed team members.
- Experience and background of key personnel on similar projects.
- Teams previous working relationships and/or relevance to teaming on this project.
- Experience with Kitsap County plans, specifications, estimates and construction practices.
- Experience with environmental planning and permitting processes.
- Experience with wetland mitigation and stream habitat enhancement.
- Experience with fish-passage culvert design.
- Experience with culvert replacement and stream grade-control.
- Ability to provide dedicated staff.
- Approach to the project design and construction.
- Quality assurance/quality control program.
- Approach to project management and project delivery.
- Experience with public outreach strategies and procedures.
- Familiarity with relevant codes and standards.
- Past performances/references.

8.02 INTERVIEWS

Following evaluation of the SOQ's, 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 project manager will schedule interviews with the contact person provided in the SOQ. Additional interview information shall be provided at the time of the invitation. The intent of the interviews is to help clarify and verify information provided in the SOQ 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.

9.0 Contract Negotiation Process

Contract negotiations will begin immediately after the selection process is complete. A standard Kitsap County agreement will be utilized for this project. This will be a "Fixed Fee" Contract.

10.0 County Contact Information

Questions regarding technical aspects of this project should be directed to Christopher May, SSWM Senior Program Manager, at (360) 337-7295.

Questions regarding the RFQ process or contracting should be directed to R'Lene J. Orr, Manager Kitsap County Purchasing Office at (360) 337-4410.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling (360) 337-5777.

Kitsap County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

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 -

