

**KITSAP COUNTY**  
**REQUEST FOR QUALIFICATIONS**  
**2020-143**  
**CIVIL ENGINEERING SERVICES**  
**SUBMISSION DEADLINE: DECEMBER 31, 2020 by 2:00 PM**

## **SCOPE OF REQUEST**

The County of Kitsap is requesting that qualified firms submit proposals for Civil Engineering related design, permitting, bidding, and construction support services for the development of Port Gamble Forest Heritage Park Ride Park and Stottlemeyer Trailhead Development.

**PROPOSALS MUST MEET THE REQUIREMENTS OUTLINED IN THIS REQUEST FOR PROPOSAL TO BE CONSIDERED VALID. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.**

### **I. Background**

Kitsap County (“County”) is located on the Kitsap Peninsula in Washington State across the Puget Sound from Seattle. It comprises a total land mass of 393 square miles. The County occupies a unique portion of the State of Washington, directly between the urban areas of Seattle and Tacoma and the wilderness of the Olympic Mountains. It is bounded by the Hood Canal on the west, Puget Sound on the east, and Mason and Pierce Counties to the south.

Kitsap County was founded in 1857 with the county seat being Port Orchard. The residents are governed by three elected County Commissioners, and are served by a variety of agencies and government departments.

The total County Population in 2019 was 271,473 with approximately 176,290 living in the unincorporated area. Kitsap County ranks 7<sup>th</sup> in population among Washington counties and is the 3<sup>rd</sup> most densely populated county in the state.

To learn more about Kitsap County, visit: [www.kitsapgov.com](http://www.kitsapgov.com).

### **II. Scope of Services**

The County is soliciting proposals from qualified consultants/firms/ individuals (“consultant”) to provide Civil Engineering services on the development of Port Gamble Forest Heritage Park Ride Park and Stottlemeyer Trailhead Development including civil engineering related design, permitting, bidding, and construction support services. It is anticipated that the activities in this scope will provide Civil Engineering related design, permitting, bidding, and construction support services for the development of Port Gamble Forest Heritage Park Ride Park and

Stottlemeyer Parking lot and Trailhead Development including signage. At this time, no conceptual designs have been provided, and the County will work with the selected firm to determine the complete scope of work.

**Target Milestones:**

**Selection of Design Contractor:**

January 6, 2021

**Design Contractor Contract Approval:**

January 22, 2021

**Design Completed:**

February 19, 2021

**Development Permits Approved:**

May 14, 2021

**Construction Completed:**

September 15, 2021

**Element One: MTB Ride Park Development, Bathroom, and Parking Area**

This element includes activities related to design, permitting and development of a vehicular access road with non-motorized element, parking area and pre-fabricated restroom facilities. The access road will be provided within an easement negotiated with Rayonier to access the mountain bike ride park, located at the North end of the park near the town of Port Gamble. The anticipated parking will provide space for approximately 75 vehicles. The expected budget for this element is approximately \$70,000, and should be considered in evaluating the presented scope of services outlined below.

**Pre-Design:**

- A. Geotechnical Investigation - Perform as necessary to support design
- B. Client will provide Design Survey in compliance with WAC 332-130-145, Perform as necessary to support design

**Design:**

- A. Facilitate Design meetings with stakeholders
- B. Prepare and deliver civil engineering plan set including:
  - Civil General Notes
  - Existing conditions map
  - Demolition and Temporary Erosion & Sedimentation Control Plan
  - TESC Notes & Details - will prepare plan showing existing conditions defining

site/building elements to be demolished, hauled off site, abandoned in place, pulverized, and salvaged for on, or off-site use. will prepare Temporary Erosion Control Plan defining the type, size and location of erosion control measures consistent with current Kitsap County's requirements. Plan will show tree protection zones and fencing details.

- Site Improvement Plan
  - Site Improvement Details
  - Grading and Drainage Report
- C. Prepare Project Manual in CSI format. Incorporate Client's bidding information and amendments (provided electronically in MSWORD format by Owner).
  - D. Attend Site Visits as necessary
  - E. Project Management including weekly reports to OAC and County staff

**Permitting:**

- A. Prepare site development activity permits for soil disturbance and stormwater controls.
- B. Prepare building permit applications as necessary for bathrooms facilities and any other improvements.
- C. Prepare all federal state permits required for construct (e.g. NPDES)
- D. Address any cultural resource requirements.
- E. Oversee all permits through processing and approval.
- F. Submit permit documents on behalf of the County Parks Department and respond to any comments received.

**Bidding:**

- A. Project will be bid via MRSC Roster
- B. Provide necessary documents to support bid solicitation through MRSC
- C. Prepare Bid Proposal form in format of Base Bid with Alternate Bid Items.
- D. Assist in reviewing and responding to questions from potential bidders

**Construction Administration:**

- A. Attend Pre-Construction Conference
- B. Review Submittals
- C. Construction Meetings/Respond to RFIs/Process Pay Applications
- D. Prepare for and attend construction meetings and site visits
- E. Prepare field reports after site visits
- F. Provide response to contractor request for information
- G. Provide Engineers supplemental information as needed
- H. Prepare civil Punchlist
- I. Provide site visit to back punch
- J. Prepare Project Manual in CSI format. Incorporate Client's bidding information and amendments (provided electronically in MSWORD format by Owner). Prepare Bid Proposal in format of Base Bid with Alternate Bid Items.

- K. Review contractor pay applications for work complete and recommend changes or approval
- L. Assist in the preparation of change orders
- M. Preliminary and Final Punch Lists
- N. Prepare Record Drawings (As-Built) in ACAD Format & Stormwater As-Builts
- O. Assist in the closeout of the project

**Element Two: Stottlemeyer Trailhead Development including Parking and Signage**

This element includes activities related to design, permitting and development of a parking area and trailhead signage. The anticipated parking will accommodate approximately 25 vehicles. Access to the parking area and trailhead will be located off of Stottlemeyer Road, in the South end of the Park. This access will serve the Sound to Olympics trail, and include appropriate trailhead signage. The expected budget for this element is approximately \$50,000, and should be considered in evaluating the presented scope of services outlined below.

**Pre-Design:**

- A. Geotechnical Investigation - Perform as necessary to support design
- B. Client will provide Design Survey in compliance with WAC 332-130-145, Perform as necessary to support design

**Design:**

- A. Facilitate Design meetings with stakeholders
- B. Prepare and deliver civil engineering plan set including:
  - Civil General Notes
  - Existing conditions map
  - Demolition and Temporary Erosion & Sedimentation Control Plan
  - TESC Notes & Details - will prepare plan showing existing conditions defining site/building elements to be demolished, hauled off site, abandoned in place, pulverized, and salvaged for on, or off-site use. will prepare Temporary Erosion Control Plan defining the type, size and location of erosion control measures consistent with current Kitsap County's requirements. Plan will show tree protection zones and fencing details.
  - Site Improvement Plan
  - Site Improvement Details
  - Grading and Drainage Report
- C. Prepare Project Manual in CSI format. Incorporate Client's bidding information and amendments (provided electronically in MSWORD format by Owner).
- D. Attend Site Visits as necessary
- E. Project Management including weekly reports to OAC and County staff

**Permitting:**

- A. Prepare site development activity permits for soil disturbance and stormwater controls.
- B. Prepare building permit applications as necessary for bathrooms facilities and any other improvements.
- C. Prepare all federal state permits required for construct (e.g. NPDES)
- D. Address any cultural resource requirements.
- E. Oversee all permits through processing and approval.
- F. Submit permit documents on behalf of the County Parks Department and respond to any comments received.

**Bidding:**

- A. Project will be bid via MRSC Roster
- B. Provide necessary documents to support bid solicitation through MRSC
- C. Prepare Bid Proposal form in format of Base Bid with Alternate Bid Items.
- D. Assist in reviewing and responding to questions from potential bidders

**Construction Administration:**

- A. Attend Pre-Construction Conference
- B. Review Submittals
- C. Construction Meetings/Respond to RFIs/Process Pay Applications
- D. Prepare for and attend construction meetings and site visits
- E. Prepare field reports after site visits
- F. Provide response to contractor request for information
- G. Provide Engineers supplemental information as needed
- H. Prepare civil Punchlist
- I. Provide site visit to back punch
- J. Prepare Project Manual in CSI format. Incorporate Client's bidding information and amendments (provided electronically in MSWORD format by Owner). Prepare Bid Proposal in format of Base Bid with Alternate Bid Items.
- K. Review contractor pay applications for work complete and recommend changes or approval
- L. Assist in the preparation of change orders
- M. Preliminary and Final Punch Lists
- N. Prepare Record Drawings (As-Built) in ACAD Format & Stormwater As-Builts
- O. Assist in the closeout of the project

**III. Statement of Qualification Format**

SOQ's are limited to 10 numbered pages (8 ½ by 11 inch) excluding the cover letter and any appendices. All pages must be in portrait orientation with one inch (1") margins. Font size shall be 11 point or larger. SOQ's that do not follow this format may be rejected. The cover letter shall include the RFQ title, and number, name, title, email address, phone number and current address of the submitting firm's main contact and include the Statement of Qualification Format section of this document. SOQ's should include the following sections:

- **Cover Letter**

The cover letter should demonstrate your team's understanding of the requirements related to the submission and summarize your team's qualifications and relevant experience. The letter should be signed by someone authorized to enter into an agreement with Kitsap County. The cover letter shall include the RFQ title and number, name, title, email address, phone number and current address of the submitting firm's main contact.

- **Staff Qualifications**

Identify all key members of the team, including all proposed consultants and any sub-consultants. Include management team and qualifications of key staff that would be working with the County. Provide a summary of qualifications of the assembled team and detailed resumes of key personnel who will be assigned to the project. Provide a chart showing the organization of the proposed team, including roles and responsibilities.

- **Project Approach**

Describe your team's plan for approaching the project, based on the scope of services outlined in this RFQ. Include how your team will manage the work during Covid-19 related restrictions and during construction activities. Using the provided timeline to complete the work, please also include an outline of the schedule of activities anticipated to complete both elements.

- **Prior Experience**

Demonstrate your firm's prior experience with similar work. Include similar relevant projects which best illustrate your team's qualifications for this project.

#### **IV. Contract Duration**

The duration of the contract shall be through December 31, 2021. Any plan review already underway at the end of the contract date will be completed at the expiring contract's rate of compensation.

#### **V. Special Terms and Conditions**

- Consultant Costs** - The County shall not be liable for any costs incurred by the consultant in preparing or submitting a proposal to the County. Proposals should be prepared simply and economically, providing a straightforward, concise description of consultant's capabilities to satisfy the requirements of the proposal.
- Oral Presentation** - The County, at its sole discretion, may ask the consultant to make an oral presentation at County facilities without charge to the County.
- Addenda to the RFQ** - In the event that it becomes necessary to revise any part of this Request for Qualifications, addenda will be provided.
- Evaluation of SOQ's** – SOQ's will be evaluated based on the factors listed in the following section. The County reserves the right to reject any and all SOQ's and to waive informalities in the SOQ and proposal process. The County may enter into an agreement solely on the basis of a submitted proposal.
- Rejection of SOQ's** – The County reserves the right to reject any and all SOQ's and to waive irregularities and informalities in the submittal and evaluation process. The

SOQ's do not obligate the County to accept or contract for any expressed or implied services.

- F. **County's standard Terms and Conditions** are included as an Attachment A to this RFQ and available online at <https://www.kitsapgov.com/das/Pages/Online-Bids.aspx>. By submitting SOQ's, the Proposer represents that it has carefully read and agrees to be bound by the County's Standard Terms and conditions.

## VI. Selection Criteria

Selection will be made through an evaluation of the recommended level of effort to accomplish the tasks expected on both elements of the project. The County will work with the preferred firm to refine the scope of work, schedule, and deliverables and negotiate the final cost of work. The criteria will be evaluated on a point system based on approach and experience, using the following as guidance:

- **Project Approach (25 Points)**
- **Staff Qualifications (10 Points)**
- **Experience on Relevant Projects (10 Points)**
- **Team Structure and Ability to Manage work in Kitsap County (5 points)**

## VII. RFQ Point of Contact

Questions concerning this RFQ will be accepted until 2:00 pm on December 24th, 2020 and may be directed in writing by mail or email to:

Vicki Martin  
614 Division St. MS-7  
Port Orchard, WA 98366  
[vmartin@co.kitsap.wa.us](mailto:vmartin@co.kitsap.wa.us)

Responses to any questions received will be released via Addenda by 2:00 pm on December 28th, 2020.

## Submission Deadline:

Please submit one (1) electronic copy via USB drive and one (1) hard copy by 2:00 pm on December 31st. Offers shall be submitted to the Purchasing Agent at the location specified below in a sealed envelope or package provided by the offeror and shall include the offeror's name and address, the Request for Qualifications (RFQ) name and number, and the submittal due date clearly identified on the outside of the envelope or package. The offeror is responsible for the timely delivery of submitted offers, regardless of the delivery method. Offerors should allow sufficient time to ensure timely receipt by the County. Offers received after the submittal due date and time will not be opened or considered. The timeliness of offer submissions is determined by the County. No faxes or email submissions are accepted. Late response will not be accepted. Proposals must be delivered to:

**By Mail**

Vicki Martin  
Kitsap County Department of  
Administrative Services  
Purchasing Office  
614 Division Street MS-7  
Port Orchard, WA 98366

**OR**

**Express, Courier, or Hand  
delivery**

Vicki Martin  
Kitsap County Department of  
Administrative Services  
Purchasing Office – Fourth Floor  
619 Division Street  
Port Orchard, WA 98366



SAMPLE

Meeting Date:  
Agenda Item No:



**Kitsap County Board of Commissioners**

**Office/Department:** [County OfficeDept]  
**Staff Contact:** [Contract Administrator]  
**Agenda Item Title:** [Contract Number] - [Contract Name]

**Recommended Action:** [Recommended Action] [Contract Number] - [Contract Name]

**Summary:**

**Attachments:**  
1. Contract Review Sheet  
2.

**Fiscal Impact for this Specific Action**

**Expenditure required for this specific action:**      \$[Contract Amount]

**Related Revenue for this specific action:**            \$[Contract Related Rev]

**Cost Savings for this specific action:**                \$[Cost Savings]

**Net Fiscal Impact:**    \$[Net Fiscal Impact]

**Source of Funds:**    [Funds Source]

**Fiscal Impact for Total Project**

**Project Costs:**     \$[Project Costs]

**Project Costs Savings:**                                     \$[Project Cost Savings]

**Project Related Revenue:**                                 \$[Project Related Rev]

**Project Net Total:**    \$[Project Net Total]

**Fiscal Impact (DAS) Review**

**Office/Department Review & Coordination**

**Office/Department**                      **Elected Official/Department Director**

[County OfficeDept]

**Contract Information**

<b>Contract Number</b>	<b>Date Original Contract or Amendment Approved</b>	<b>Amount of Original Contract Amendment</b>	<b>Total Amount of Amended Contract</b>
------------------------	---	--	---

[Contract Number]



**CONTRACT NO. [Contract Number]**  
**Professional Services Contract**

This Professional Services Contract (“Contract”) is between Kitsap County, a Washington state political subdivision, having its principal offices at 614 Division Street, Port Orchard, Washington 98366 (“County”) and [Contractor Name], a [Contractor Type] having its principal offices at [Contractor Addr] (“Contractor”).

In consideration of the terms and conditions of this Contract, the parties agree as follows:

**SECTION 1. TERM AND EFFECTIVE DATE**

1.1 The Contract will become effective [Contract Start Date] and terminate [Contract End Date], unless terminated or extended. The Contract may be extended for additional consecutive terms at the mutual agreement of the parties, not to exceed a total of [Contract Length]. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of Kitsap County.

**SECTION 2. SERVICES**

2.1. Scope of Work. The Contractor shall provide all “Services” identified in Attachment A: (Scope of Work), which is incorporated herein by reference. The Contractor shall provide its own equipment, labor, and materials.

2.2. Contract. “Contract” means this Contract and any exhibits, amendments, and solicitation documents accepted by the County, and Attachments A (Scope of Work), B (Compensation)[List Additional Attachments, if any]. All such documents are incorporated herein in full by this reference.

2.3. Personnel. The Contractor shall have and maintain complete responsibility for its Personnel. “Personnel” means Contractor and Contractor’s employees, subcontractors, volunteers, interns, agents, and any other person utilized by the Contractor directly or indirectly or through third parties to perform any Services under the Contract. The Contractor shall promptly remove any Personnel performing Services on request from the County Representative.

2.4. Standards. The Contractor warrants that i) Contractor has the qualifications, knowledge, experience, skills, and resources necessary to provide all Services; ii) all Services shall be provided by Personnel experienced in their respective fields and in a manner consistent with the standards of care, skill, diligence, and knowledge commonly possessed and exercised by experienced professionals in the same discipline in the same or similar circumstances; and iii) all Services shall be performed to the County’s reasonable satisfaction and according to the schedule agreed to by the parties.

2.5. Communication. The Contractor shall keep the County informed of the progress of the Services in the manner, method, and intervals requested by the County.

**SECTION 3. COMPENSATION AND PAYMENT**

3.1. Compensation. The maximum amount of compensation paid under the Contract by the County shall not exceed \$[Contract Amount]. A description of the compensation is provided in Attachment B: Compensation, which is incorporated herein by reference.

- 3.2. Invoice. The Contractor will submit one (1) invoice to the County per month for payment of Services completed to date, unless otherwise provided herein. Each invoice shall identify the Services performed, dates performed, and any other information requested by the County.
- 3.3. Payment. The County will make reasonable efforts to pay the Contractor within thirty (30) days from the date the County receives a complete and correct invoice, unless otherwise provided herein. All funds disbursed to the Contractor will be processed by Direct Deposit via Automated Clearing House (ACH), unless otherwise agreed to by the parties.
- 3.4. Insurance/W-9 Compliance. All payments are expressly conditioned upon the Contractor's compliance with all insurance requirements and submission of a current IRS W-9 form to the County. Payments may be suspended in full in the event of noncompliance. Upon full compliance, payments will be released to the Contractor unless otherwise provided herein.
- 3.5. Restrictions. The Contractor will only be entitled to receive payment for Services expressly authorized in the Contract, and received during the Contract term and accepted by the County. The Contractor acknowledges oral requests and approvals of additional services or additional compensation are prohibited and unenforceable. Advance payments are not authorized.

#### **SECTION 4. TERMINATION**

- 4.1. For Convenience. The County may terminate the Contract, in whole or in part, without penalty, for any reason or no reason, with ten days prior notice to the Contractor.
- 4.2. For Funding issues. If any funding for Services is not available, withdrawn, reduced, or limited in any way, or if additional or modified conditions are placed on the funding after the Contract becomes effective, the County may: (1) accept a decreased price offered by the Contractor; (2) terminate the Contract; or (3) terminate the Contract and re-solicit the requirements.
- 4.3. Termination for Default. The County may immediately terminate the Contract, in whole or part, due to the failure of the Contractor to comply with any Contract term or condition, or to make satisfactory progress in performing the Contract, subject to the provisions of 11.1, or if the County determines the Contractor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity. The Contractor shall immediately notify the County if the Contractor becomes suspended or debarred.
- 4.4. Procedures. Upon receipt of notice of termination, the Contractor shall stop all Services as directed in the notice, notify Personnel of the termination date, and minimize further costs. All goods, materials, documents, data, and reports prepared by the Contractor under the Contract shall become the property of, and delivered to, the County on demand. A final payment will be made to the Contractor only for Services performed and accepted by the County through the effective date of termination. No costs incurred after the effective date of the termination will be paid.

#### **SECTION 5. INDEMNIFICATION**

- 5.1. To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless Kitsap County and its elected and appointed officials, officers, employees, and agents (collectively "Indemnitees") from and against all Claims resulting from or arising out of the performance of the Contract, whether such Claims arise from the acts, errors,

or omissions of the Contractor, its Personnel, third parties, or Kitsap County, or anyone directly or indirectly employed by any of them or anyone for whose acts, errors, or omissions any of them may be liable. It is the specific intent of the parties that the Indemnitees shall, in all instances, except Claims arising from the sole negligence or willful misconduct of the Indemnitees, be indemnified by the Contractor from and against any and all Claims.

- 5.2. With regard to any Claim against any Indemnitee by any of the Contractor's Personnel, or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the Contractor's indemnification obligation shall not be limited in any way by a limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or Contractor's Personnel under workers compensation acts, disability benefit acts, or other employee benefit acts. Solely for the purposes of this indemnification provision, the Contractor expressly waives its immunity under Title 51 RCW (Industrial Insurance) and acknowledges this waiver was mutually negotiated by the parties.
- 5.3. Architectural, Landscape Architectural, Engineering, or Land Surveying Services. Should a court of competent jurisdiction determine the Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the County, its officers, officials, employees, and agents, the Contractor's liability hereunder, including the duty and cost to defend, will be only to the extent of the Contractor's negligence.
- 5.4. Claim. "Claim" means all losses, claims, suits, actions, liabilities, damages, demands, judgments, settlements, expenses, fines, or other liabilities of any kind or nature whatsoever, including without limitation, all costs including costs of Claim processing, investigation, reasonable attorneys' fees, and damages, for any personal or bodily injury, sickness, disease, disability, or death, or loss or damage to tangible or intangible business or property, including the loss of use. Claim includes any infringement of copyright, patent, trademark, or other proprietary rights of any third parties arising out of Contract performance or use by the County of materials furnished or work performed under the Contract.
- 5.5. Obligations/Notice of Claim. The County will provide the Contractor notice of the assertion of liability by a third party that may give rise to a Claim by County against the Contractor based on the indemnity contained herein. The Contractor shall respond to the County's tender of defense of a claim in writing within fourteen (14) calendar days from the notice date, and will advise the County if the Contractor accepts or denies tender of the claim. The County may in its discretion withhold all or part of any payment due the Contractor under the Contract until the Contractor responds to such notice. The Contractor shall keep the County timely and fully informed through all stages of the defense and promptly respond to and comply with County's requests for information. The County at all times reserves the right, but has no obligation to participate in the defense and settlement of any Claim. Such participation shall not constitute a waiver of the Contractor's indemnity and defense obligations under the Contract. The Contractor shall not settle or compromise any Claim in any manner that imposes any obligations upon the County without the prior written consent of the County. The Contractor shall promptly advise the County of any occurrence or information known to the Contractor that could reasonably result in a Claim against the County. The violation of any provisions of this Section, including improper refusal to accept tender, is a material breach.

## SECTION 6. INSURANCE

- 6.1. Minimum Insurance Required. The Contractor and its subcontractors, if any, shall procure and maintain, until all of the Contract obligations have been fully discharged, including any warranty period, all insurance required in this Section with an insurance company duly licensed in Washington State with an A.M. Best Company ratings of not less than A-VIII and a category rating of not less than "8", with policies and forms satisfactory to the County. Use of alternative insurers requires prior written approval from the County. Coverage limits shall be at minimum the limits identified in this Section, or the limits available under the policies maintained by the Contractor without regard to the Contract, whichever is greater.
- 6.2. Professional Liability. Not less than \$1,000,000 per claim and \$2,000,000 annual aggregate. Coverage will apply to liability for professional error, act or omission arising out of or in connection with the Contractor's Services under the Contract. The coverage shall not exclude bodily injury, property damage or hazards related to the work rendered as part of the Contract or within the scope of the Contractor's services under the Contract, including testing, monitoring, measuring operations or laboratory analysis where such Services are rendered under the Contract.
- 6.3. Commercial General Liability ("CGL"). Not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Coverage shall include personal injury, bodily injury, and property damage for premise-operations liability, products/completed operations, personal/advertising injury, contractual liability, independent contractor liability, and stop gap/employer's liability. Coverage shall not exclude or contain sub-limits less than the minimum limits required herein, without the prior written approval of the County. The certificate of insurance for the CGL policy shall expressly cover the indemnification obligations required by the Contract.
- 6.4. Automobile Liability.
- Contractor shall maintain personal automobile insurance on all vehicles used for Contract purposes as required by law.
  - Not less than \$100,000 per occurrence and \$300,000 annual aggregate. If a personal automobile liability policy is used to meet this requirement, it must include a business rider and cover each vehicle to be used in the performance of the Contract. If Contractor will use non-owned vehicles in performance of the Contract, the coverage shall include owned, hired, and non-owned automobiles.
  - Not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Coverage shall include liability for any and all owned, hired, and non-owned vehicles. Coverage may be satisfied with an endorsement to the CGL policy.
- 6.5. Umbrella or Excess Liability. The Contractor may satisfy the minimum liability limits required for the CGL and Automobile Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the annual aggregate limit shall not be less than the highest "Each Occurrence" limit for either CGL or Automobile Liability. The Contractor agrees to an endorsement naming the County as an additional insured as provided in this Section, unless the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

- 6.6. Workers' Compensation and Employer Liability. If applicable, the Contractor shall maintain workers' compensation insurance as required under the Title 51 RCW (Industrial Insurance), for all Contractor's Personnel eligible for such coverage. If the Contract is for over \$50,000, then the Contractor shall also maintain employer liability coverage with a limit of not less than \$1,000,000.
- 6.7. Primary, Non-Contributory Insurance/Subcontractors. The Contractor's and its subcontractors' insurance policies and additional named insured endorsements will provide primary insurance coverage and be non-contributory. Any insurance or self-insurance programs maintained or participated in by the County will be excess and not contributory to such insurance policies. All Contractor's and its subcontractors' liability insurance policies must be endorsed to show as primary coverage. The Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All subcontractors shall comply with all insurance and indemnification requirements herein.
- 6.8. Review of Policy Provisions. Upon request, the Contractor shall provide a full and complete copy of all requested insurance policies to the County. The County reserves the right without limitation, but has no obligation to revise any insurance requirement, or to reject any insurance policies that fail to meet the requirements of the Contract. The County also has the right, but no obligation to review and reject any proposed insurer providing coverage based upon the insurer's financial condition or licensing status in Washington. The County has the right to request and review the self-insurance retention limits and deductibles, and the Contractor's most recent annual financial reports and audited financial statements, as conditions of approval. Failure to demand evidence of full compliance with the insurance requirements or failure to identify any insurance deficiency shall not relieve the Contractor from, nor be construed or deemed a waiver, of its obligation to maintain all the required insurance at all times as required herein.
- 6.9. Waiver of Subrogation. In consideration of the Contract award, the Contractor agrees to waive all rights of subrogation against the County, its elected and appointed officials, officers, employees, and agents. This waiver does not apply to any policy that includes a condition that expressly prohibits waiver of subrogation by the insured or that voids coverage should the Contractor enter into a waiver of subrogation on a pre-loss basis.
- 6.10. Additional Insured, Endorsement and Certificate of Insurance. All required insurance coverage, other than the workers' compensation and professional liability, shall name the County, its elected and appointed officials, officers, employees, and agents, as additional insureds and be properly endorsed for the full available limits of coverage maintained by Contractor and its subcontractors. Endorsement is not required if the Contractor is a self-insured government entity, or insured through a government risk pool authorized by Washington State.

The Certificate of Insurance and endorsement shall identify the Contract number and shall require not less than thirty (30) days' prior notice of termination, cancellation, nonrenewal or reduction in coverage. At the time of execution, the Contractor shall provide the Certificate of Insurance, endorsement, and all insurance notices to: Risk Management Division, Kitsap County Department of Administrative Services, 614 Division Street, MS-7, Port Orchard, Washington 98366.

- 6.11. General. The coverage limits identified herein are minimum requirements only and will not in any manner limit or qualify the liabilities or obligations of the Contractor under the Contract. All insurance policy deductibles and self-insured retentions for policies maintained under the Contract shall be paid by the Contractor. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its elected and appointed officials, officers, employees, or agents. The Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, subject to the limits of the insurer's liability.
- 6.12. Claims-Made. If the Contractor's liability coverage is written as a claims-made policy, the Contractor shall purchase an extended-reporting period or "tail" coverage for a minimum of three (3) years following completion of the performance or attempted performance of the provisions of this Contract.

**SECTION 7. NOTICE AND CONTRACT REPRESENTATIVES**

- 7.1. Any notices, demands and other communications required by the Contract will be effective if personally served upon the other party or if mailed by registered or certified mail, postage prepaid, return receipt requested, to the other party's Contract Representative at the address below. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three (3) days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day. Each party will designate a "Contract Representative", which may be changed by providing fifteen (15) days prior notice to the other party.

County's Contract Representative

Name: [County Rep Name]  
 Title: [County Rep Title]  
 Address: [County Rep Addr]  
 Phone: [County Rep Phone]  
 Email: [County Rep Email]

Contractor's Contract Representative

Name: [Contractor Rep Name]  
 Title: [Contractor Rep Title]  
 Address: [Contractor Rep Addr]  
 Phone: [Contractor Rep Phone]  
 Email: [Contractor Rep Email]

**SECTION 8. AMENDMENTS, SUBCONTRACTS, INDEPENDENT CONTRACTOR**

- 8.1. Amendment. No amendment or modification to the Contract will be effective without the prior written consent of the authorized representatives of the parties.
- 8.2. Successors and Assigns. To the extent permitted by law, the Contract is binding on the parties' respective partners, successors, assigns, executors, and legal representatives.



- 8.3. Assignments. Except with the prior written consent of the other party, each party shall not assign or transfer, including by merger (whether that party is the surviving or disappearing entity), consolidation, dissolution, or operation of law any right, duty, obligation, or remedy under the Contract. Any purported assignment or transfer in violation of this section shall be void.
- 8.4. Subcontracts. The Contractor shall provide the County a list of all subcontractors and the subcontractors' proposed responsibilities. "Subcontract" means any contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or service for the performance of the Contract. All subcontracts shall incorporate by reference the terms and conditions of this Contract. The Contractor is solely responsible for the performance and payment of its subcontractors.
- 8.5. Independent Contractor. Each party under the Contract shall be for all purposes an independent contractor. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the parties. The Contractor shall have complete responsibility and control over its Personnel. Neither the Contractor nor its Personnel shall be, or be deemed to be, or act or purport to act, as an employee, agent or representative of the County. The Contractor and its Personnel shall have no County employee-type benefits of any kind whatsoever, including without limitation, insurance, pension plan, vacation pay or sick pay, or other right or privilege afforded to County employees. The Contractor and its Personnel shall be responsible for payment of all insurance, taxes, and benefits.

## **SECTION 9. OWNERSHIP, CONFIDENTIAL INFORMATION AND BREACH**

- 9.1. Ownership. Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films, or any other materials created, prepared, produced, constructed, assembled, made performed, or otherwise produced by the Contractor or its Personnel for delivery to the County under this Contract shall be the sole and absolute property of the County. All such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the County at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material the Contractor uses to perform this Contract that is not created, prepared, constructed, assembled, made, performed, or otherwise produced for or paid for by the County is owned by the Contractor and is not "work made for hire" within the terms of the Contract.
- 9.2. Confidential Information/Breach. The Contractor shall ensure that all personal identifying information, financial information, and other information submitted or made available to the Contractor by, or on behalf of, the County, or acquired or developed by the Contractor in the performance of the Contract (unless publicly available) is kept confidential, secured, and protected to prevent unauthorized access. Such information will be utilized by the Contractor solely as necessary for the performance of Services under the Contract and not made available to any other person without the County's prior written consent. In the event of unauthorized access or other security breach, the Contractor shall immediately notify the Contract Representative and shall at its sole expense comply with all requirements of RCW 19.255.010, in effect at any given time. Upon expiration or termination of the Contract, all confidential information shall be returned to the County or destroyed at the County's discretion.

## SECTION 10. REPRESENTATIONS AND RECORDS

- 10.1. No Fee. The Contractor certifies it has not received, nor paid or agreed to pay, another person or entity, other than a bona fide employee working exclusively for the Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the Contract.
- 10.2. Licenses, Permits and Taxes. The Contractor shall, at its own expense, have and maintain all licenses, registrations, permits, and approvals necessary for the performance of the Contract, including without limitation, registration with the Washington State Department of Revenue. The Contractor shall pay all fees (including licensing fees) and applicable federal, state, and local taxes.
- 10.3. Compliance. The Contractor and its Personnel, and the Services provided by the Contractor and its Personnel, shall comply with all applicable laws, codes, and standards in effect at any given time regardless as to whether such laws are referred to by the County. If required for the Services provided, the Contractor and its Personnel shall submit to a background check as directed by the County.
- 10.4. Nondiscrimination. The Contractor and its Personnel shall not discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88-354 and Americans with Disabilities Act of 1990 in the performance of the Contract.
- 10.5. Public Records. The Contractor acknowledges the Contract and all public records associated with the Contract shall be available to the County for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW ("Act"). To the extent that public records in the custody of the Contractor are needed for the County to respond to a request under the Act, as determined by the County, the Contractor shall make them promptly available to the County at no cost to the County. If the Contractor considers any portion of any record provided to the County under the Contract, whether electronic or hard copy, to be protected from disclosure under the law, the Contractor shall clearly identify all specific information it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information that has been identified by the Contractor as protected from disclosure and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligation will be to make a reasonable effort to notify the Contractor of the request and the date that such protected information will be released to the requester unless the Contractor obtains a court order to enjoin disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified. The County has, and by this Section assumes, no obligation on behalf of the Contractor to claim any exemption from disclosure under the Act. The County will not be liable to the Contractor for releasing records in compliance with the Act, this Section or court order.
- 10.6. Advertising, Logo. The Contractor shall not use, advertise, or promote for commercial benefit information concerning the Contract or use any trade name, trademark, or logo of the County, without the County's prior written consent.

- 10.7. Audit and Record Retention. The Contractor and its Personnel shall retain all books, documents, and records relating to performance of the Contract and Services provided in connection with this Contract for six (6) years after completion of the Contract or longer if requested by the County. All records shall be subject to inspection and audit by the County. Upon request, the Contractor shall promptly make available to the County a legible copy of all books, documents, and records at no cost to the County.

## **SECTION 11. RIGHTS AND REMEDIES**

- 11.1. Failure to Perform. If County determines the Contractor has failed to perform any material obligation of the Contract, and such failure has not been cured within ten (10) days' following notice from the County, the County may without penalty, in its discretion, withhold all monies due the Contractor until such failure is cured to the reasonable satisfaction of the County.
- 11.2. Right of Assurance. If the County in good faith has reason to believe the Contractor does not intend, or is unable to perform, or continue performing under the Contract, the County may demand in writing that the Contractor give a written assurance of intent to perform. Should the Contractor fail to provide adequate assurance to the reasonable satisfaction of the County, by the date specified the demand, the County may terminate all or part of the Contract and pursue all other rights and remedies available at law and in equity.
- 11.3. Responsibility for Errors. All Services shall be completed to the reasonable satisfaction of the County and as required herein. Upon request, the Contractor shall provide any clarifications and/or explanations regarding any Services provided as required by the County, at no additional cost to the County. In the event of an error or omission under the Contract, the Contractor shall, at no cost to the County, provide all necessary design drawings, estimates, and all other professional services the County deems necessary to rectify and correct the matter to the satisfaction of the County. The Contractor shall continue to be responsible for the accuracy of Services, even after the Work is accepted by the County and the termination or expiration of the Contract.
- 11.4. Remedies. All County rights and remedies under the Contract are in addition to, and shall in no way limit, any other rights and remedies that may be available to the County at law and in equity.
- 11.5. Right of Off-Set; Reimbursement. The County will be entitled to offset against any sums due the Contractor and to reimbursement from the Contractor for any damages, expenses, or costs incurred by the County due to the Contractor's nonconforming performance or failure to perform the Services under the Contract.
- 11.6. Waiver. Either party's failure to insist upon the strict performance of any provision of the Contract, or to exercise any right based upon a breach thereof or the acceptance of any performance during such breach, will not constitute a waiver of any right or remedy under the Contract unless expressly so agreed in writing by an authorized representative.
- 11.7. Breach. In the event of a material breach by the Contractor, the County may procure, on terms and in the manner that it deems appropriate, Services to replace those under the Contract. The Contractor shall be liable to the County for any and all costs, expenses, penalties, and fees incurred by the County in procuring such Services in substitution for those due from the Contractor under the Contract.

## **SECTION 12. GOVERNING LAW, DISPUTES**

- 12.1. Governing Law; Venue. The Contract will be governed in all respects by the laws of the State of Washington, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in connection with the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington or as provided by RCW 36.01.050.
- 12.2. Disputes. Conflicts and disagreements between the parties related to the Contract will be promptly brought to the attention of the County. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by the County's Contract Representative. All decisions of the County's contract Representative are considered final; however, nothing herein prohibits either party from seeking judicial relief.

## **SECTION 13. PREVAILING WAGE**

[Prevailing Wage]

## **SECTION 14. GENERAL PROVISIONS**

- 14.1. Implied Contract Terms. Each provision of law and any terms required by law to be in the Contract are made a part of the Contract as if fully stated in it.
- 14.2. Headings/Captions. Headings and captions used are for convenience only and are not a part of the Contract and do not in any way limit or amplify the terms and provisions hereof.
- 14.3. No Party the Drafter. The Contract is the product of negotiation between the parties, and no party is deemed the drafter of the Contract.
- 14.4. No Third Party Beneficiary. No provision of the Contract is intended to, nor will it be construed to, create any third party beneficiary or provide any rights or benefits to any person or entity other than the County and the Contractor.
- 14.5. Severability. If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid, or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.
- 14.6. Counterparts. The Contract may be executed in several counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement.
- 14.7. Non-Exclusive Contract. The County may at its discretion enter into multiple agreements to obtain the same or similar services that are the subject of this Contract or may have its own employees perform the same or similar services contemplated by the Contract.

- 14.8. Survival. Those provisions of this Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, without limitation: Sections 5 (Indemnification), 6 (Insurance), 8.5 (Independent Contractor), 9 (Ownership, Confidential Information and Breach), 11 (Rights and Remedies), 12 (Governing Law, Disputes), and 14 (General Provisions).
- 14.9. Entire Agreement. The parties acknowledge the Contract is the product of negotiation between the parties and represents the entire agreement of the parties with respect to its subject matter. All previous agreements and representations, whether oral or written, entered into prior to this Contract are hereby revoked and superseded by the Contract.
- 14.10. Authorization. Each party signing below warrants to the other party, that they have the full power and authority to execute this Contract on behalf of the party for whom they sign.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

**CONTRACTOR NAME**

**KITSAP COUNTY, WASHINGTON**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
**SIGNATORY NAME**  
SIGNATORY TITLE

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

**CONTRACTOR NAME**

**BOARD OF COUNTY COMMISSIONERS**  
**KITSAP COUNTY, WASHINGTON**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
**ROBERT GELDER, CHAIR**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
**EDWARD E. WOLFE, COMMISSIONER**

\_\_\_\_\_  
Title

\_\_\_\_\_  
**CHARLOTTE GARRIDO, COMMISSIONER**

**ATTEST:**

\_\_\_\_\_  
Dana Daniels, CLERK OF THE BOARD



**ATTACHMENT A**  
**SCOPE OF WORK**

**Purpose**

**Objective**

**Scope**

**Requirements**

**Technical Considerations**

**Schedule/Deliverables**

**Compliance/Acceptance**

**Warranties**

**Support/Maintenance**

**ATTACHMENT B**  
**COMPENSATION**

Payment amount and schedule is set forth below.



**ATTACHMENT C**  
**SPECIFIC TERMS AND CONDITIONS**