



**KITSAP COUNTY  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSAL**

**Engineering Consultant  
Services for:**

**Ridgetop Boulevard NW  
from Mickelberry Road NW to NW Myhre Road**

**January 2020**

**Kitsap County Department of Public Works  
614 Division Street, MS-26  
Port Orchard, WA 98366-4699  
360.337.5777**



**Kitsap County Public Works**  
An APWA Accredited Agency



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# **REQUEST FOR PROPOSAL**

## **Ridgetop Boulevard NW from Mickelberry Road NW to NW Myhre Road**

### 1.0 OBJECTIVE

The Kitsap County Department of Public Works desires to address capacity and safety deficiencies along the Ridgetop Boulevard corridor (Silverdale Way to Waaga Way (SR 303)) and intends to procure consulting services to complete design and permitting for a bid ready project.

The Department is soliciting a Request for Proposal from consulting firms with experience in Civil Engineering, Traffic Engineering, Geotechnical Exploration, Design, Environmental Mitigation, Stormwater Management, Drainage Analysis, Public Outreach and Regulatory Permit Processing.

The project involves improvements to Ridgetop Boulevard NW beginning at Mickelberry Road NW to east of NW Myhre Road, and is intended to include the following:

- Planning level corridor study of Ridgetop Boulevard from Silverdale Way to Waaga Way (SR 303).
- Widening Ridgetop Boulevard to 4 travel lanes with a divided median, and access control.
- Reconstruction and widening of sidewalks with upgraded ADA facilities.
- Addition of bike lanes in both directions and exploration of low stress bike land designs such as raised bike lanes.
- Reconstruction of the intersections at Mickelberry and Myhre. U-turn capabilities at intersections are anticipated to support access management and traffic flow. Exploration of protected intersection designs for pedestrians and bicycles.
- Potential new midblock intersection or midblock pedestrian crossing between Mickelberry and Myhre intersections.
- Addition of an eastbound travel lane and bike lane from Myhre to the west limits of the Ridgetop Blvd./Sid Uhinck Drive Improvement Project.

The project is located in an area zoned as “Business Center” with an Urban High-Intensity Commercial/Mixed Use land use. There is substantial commercial development with high density residential mixed in. The area includes several major retailers including Costco, Best Buy, Petco, Sportsman’s Warehouse, Trader Joe’s, and numerous others. The project sees approximately 18,000 vehicles per day.

### 2.0 BACKGROUND AND AGENCY NEEDS

Kitsap County completed a Transportation Implementation Strategy (TIS) for Silverdale in 2018, it found that Ridgetop Boulevard from Silverdale Way to Waaga Way (SR 303) needs capacity and safety improvements to allow the area to continue to develop as an urban growth area

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(UGA). In order to do so in manageable sections, the study suggested phasing the improvements as follows:

- Phase 1 - Mickelberry Road to Myhre Road, with some improvements up to the realigned Sid Uhinck Drive intersection
- Phase 2 - Realigned Sid Uhinck Drive intersection to the northbound SR 303 (Waaga Way) on and off ramps
- Phase 3 - Silverdale Way to Blaine Avenue
- Phase 4 - Blaine Avenue to Mickelberry Road, which includes a new bridge over Clear Creek

Phase 2 is included in the County's 2019-2024 TIP as the – Ridgetop Boulevard/Sid Uhinck Improvement Project, involving adding an additional eastbound travel lane and bike lane from east of Myhre Rd to Waaga Way (SR 303). CHI Franciscan is responsible for the design and construction of Phase 2 and it is expected to be completed by 2021 as part of the on-going hospital expansion.

### 3.0 SCOPE OF WORK

The work to be performed by the consultant consists of the design and ultimately the plans, specifications and engineer's estimate (PS&E) for Phase 1, widening of Ridgetop Boulevard from Mickelberry Road up to the west limits of the Ridgetop Blvd/Sid Uhinck Dr Improvement Project (Phase 2), and is anticipated to include:

- Support and coordination with County staff in the development of right of way plans and legal descriptions for property acquisitions. Calculating Right of Way acquisitions, legal descriptions, and supporting County staff who will be performing the actual purchases
- Survey and base mapping is intended to be provided by the County. However, should the County not have the resources needed to meet the needs of the project, the Consultant will be expected to provide survey and/or base mapping expertise and resources.
- Close coordination with CHI Franciscan's design and construction team to ensure successful outcomes of Phases 1 and 2.
- Operational evaluation of the Ridgetop Blvd/Mickelberry, Ridgetop Blvd/Myhre, Ridgetop Blvd/Realigned Sid Uhinck, and Ridgetop Blvd/SR 303 intersections. This includes evaluation and recommendation of a new mid-block intersection or midblock pedestrian crossing between the Mickelberry and Myhre intersections.
- Constructability – alternative roadway closures and construction phasing to minimize impacts to existing traffic.
- Property Owner Outreach/Public Involvement. This includes participating in and providing materials (including artistic renderings of the project) for outreach and presentations to elected officials and the public.
- Utility coordination. This includes identifying conflicts with the utilities in the plans, participating in and providing materials for this coordination effort.
- Coordination with Kitsap Transit for siting bus stops.
- Geotechnical and soils analysis as appropriate. This includes a Phase 1 review of the area.
- Cultural resources and area of potential affect.
- Incorporate Low-Impact-Development techniques as feasible.

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- Securing all environmental and regulatory permits.
  - All other related road and site improvement and mitigation necessary to accomplish the aforementioned tasks including retaining walls, increasing radii, drainage improvements, water quality enhancements, and landscaping.
  - Engineering support during bidding and construction. Construction Management will be by the County.
  - All design work and permitting activities to be completed for construction.

All design work and PS&E to meet/follow Kitsap County Standards, the LAG Manual, WSDOT Design Manuals, WSDOT/APWA Standard Specifications for Road Bridge and Municipal Construction, and applicable state and federal regulations.

#### 4.0 ESTIMATE AND SCHEDULE

Kitsap County anticipates the costs of the consulting services for this project to be approximately \$1.5 million for the design and ROW phase. The services are expected to start in July 2020 and run through completion of construction, currently expected as December of 2027. The consultant selected will be subject to Federal EEO requirements and a mandatory 8% UDBE goal. The County desires a bid ready project by December of 2022 that fully integrates the future roadway widening project. At this time there is no funding secured for right of way acquisitions or construction of the roadway widening, however the County is optimistic about its ability to secure funding for right of way in 2022 and for construction in 2026.

#### 5.0 CONSULTANT SELECTION PROCESS

It is the County's intent to select a consultant based on the qualifications and abilities of the firm/team, key project individuals, and proposed solutions to the project components. Consultants may be individual firms or teams as appropriate to meet the specific needs of the project. Consultants are solely responsible for all costs incurred in the development of the response to this request or any other presentations whether in response to this request or to any subsequent requirements of the consultant selection and contract negotiation process.

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

##### 5.01 PROPOSAL SUBMITTAL AND GENERAL GUIDELINES

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

to:

<http://Kcowa.us/RFP>

Proposals received after the response deadline will not be considered.

##### 5.02 PROPOSAL SUBMITTAL CONTENT

The Proposal submittal package shall include a cover letter. The cover letter is limited to one page and shall include

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- The firm/consultant name and a contact person with name, title, mailing address, e-mail address, phone number.
  - Name and title of the proposed Project manager (if not the contact person) and his/her contact information (mailing address, e-mail address and phone number)

The proposal is limited to eight (8) 8½"x11" sheets (may be double sided and shall be inclusive of any resumes/bios, photos, graphics, etc.). The cover letter will not be included in the eight page count.

### **5.03 INTERVIEW**

The County will review Proposal responses and select at least three (3) consultants for interviews. The County's project manager will schedule an interview with each of those selected. The intent of the interview is to provide 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, and have they propose to deliver the project components.

### **5.04 COUNTY PROJECT MANAGER**

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

Gunnar Fridriksson, P.L.S, P.E.  
Capital Improvements Project Manager – Public Works  
614 Division Street MS-26  
Port Orchard, WA 98366-4699  
Ph: 360.307.4689  
Fax: 360.337.4867  
[gfridik@co.kitsap.wa.us](mailto:gfridik@co.kitsap.wa.us)

### **5.05 ANTICIPATED SCHEDULE**

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

- First advertisement of project: January 14, 2020
- Second advertisement of project: January 21, 2020
- Proposals due by: February 18, 2020
- Selection for interviews by: March 19, 2020
- Interviews conducted: March 26, 2020
- Announce final selection by: April 6, 2020
- Contract negotiation complete by: May 1, 2020
- Board of County Commissioner approval: July 6, 2020
- "Notice to Proceed": July 15, 2020

### **5.06 ACCEPTANCE/REJECTION OF RESPONSES**

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

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

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

#### **5.07 ADDENDUMS TO THE RFP**

Any revisions, updates, clarifications, of the RFP will be posted on the County's webpage at: <http://Kcowa.us/RFP> and Proposers are encouraged to subscribe to updates or register as provided for on the page.

### **6.0 CONSULTANT EVALUATION PROCESS**

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

#### **Part 1**

Evaluation of the written Proposal package submitted by each Proposer, resulting in a short-listing of Proposers who will be invited to an interview. Proposers will be notified 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 Proposal 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 following directions provided in the LAG Manual. 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.

#### **6.01 EVALUATION CRITERIA**

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

- Project Understanding – Explain your understanding of the project, components, and challenges.
- Project Approach – Based on your understanding of the project, propose how your team will develop a project-specific approach that will provide the best outcomes for the County, the area businesses, residents, and visitors.
- Project Team and Experience – Identify project manager and team members, explaining their roles, responsibilities, and expertise, and any sub-consultants. Identify estimated man-hours and classifications needed for non-engineering

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services. Provide three (3) examples of similar projects that demonstrate your team’s experience with an emphasis on urban street design and non-motorized improvements.

- Project Management Approach – Describe your project management approach, with an emphasis on your quality control and quality assurance measures and protocol.
- Project Collaboration, Communication, and Coordination – Elaborate on your experience and proposed approach for this project.
- UDBE Participation – Describe how you plan to meet the mandatory 8% goal.

## 6.02 INTERVIEWS

Following evaluation of the Proposals, at least three (3) of 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 RFP. Additional interview information will be provided at the time of the invitation. The intent of the interviews is to help clarify and verify information provided in the Proposal and to give the County’s evaluation team an opportunity to meet the project manager and key personnel that shall have direct involvement with the project and to learn more about their proposed approach, relevant experience, and expertise.

## 6.03 EVALUATION CRITERIA

Proposals and the interview will be scored as follows:

Project Understanding	0-25 points
Project Approach	0-25 points
Project Manager, Team, and Experience	0-15 points
Project Management Approach	0-15 points
<u>Project Collaboration, Communication, Coordination</u>	<u>0-20 points</u>
Maximum Points Available	100 points

## 7.0 CONTRACT NEGOTIATION PROCESS

Negotiation of the detailed Scope of Work for this project will follow the outline and expectations provided in Chapter 31 of the LAG Manual. It is expected that this will be an “Actual Costs plus a Fixed Fee” Contract.

## 8.0 EEO INFORMATION

Kitsap County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by calling 360.337.5777.

Kitsap County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 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 insure that in any contract entered into pursuant to this

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advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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.

## APPENDIX A: AVAILABLE REFERENCE DOCUMENTS

Access to reference documents will be via the County Current Projects website at:

<http://Kcowa.us/RidgetopMM>

Documents available there will be:

- Transportation Implementation Strategy (TIS) for Silverdale (2018)
- Ridgetop Corridor Study (2004)
- Silverdale Sub-Area Plan (December 2006)
- Silverdale LID Retrofit Plan (January 2013)
- Silverdale Design Standards (May 2009)