



**KITSAP COUNTY  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR QUALIFICATIONS**

**Engineering Consultant  
Services for:**

**On-Call Road Design and Related Engineering  
Services**

**May 2022**

**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 QUALIFICATIONS

## On-Call Road Design and Related Engineering Services

### 1.0 OBJECTIVE

The Kitsap County Department of Public Works (KCDPW) is soliciting Statements of Qualifications from qualified firms capable of performing On-Call Road Design and Related Engineering Services that may be associated with KCDPW projects.

KCDPW anticipates selecting one to two firms to provide consulting services on an on-call basis, and that each firm may subsequently be asked to prepare specific proposals for more than one project or task. The contract term will be for a period of three (3) years upon approval.

The selected firm(s) must be willing and able to work collaboratively with other members of the project team including both KCDPW staff and other consultants.

### 2.0 BACKGROUND AND AGENCY NEEDS

KCDPW desires to have a firm(s) available for On-Call Road Design and Related Engineering Services on various KCDPW projects including but limited to roads, bridges, trails and stormwater projects. No specific projects have been identified at this time.

### 3.0 SCOPE OF WORK

The On-Call process will consist of KCDPW contacting the consultant and requesting services for a specific project or task related to a project. The consultant will then develop a detailed scope and budget for that project or task.

KCDPW will enter into an On-Call Road Design and Related Engineering Services contract with the consulting firm(s) that can best demonstrate experience and ability to perform services that include but are not limited to the items below.

1. Preparation of engineering studies, cost estimates, and design reports for road, storm drainage, or other Public Works projects.
2. Preparation of construction plans, right of way plans, contract specifications, and cost estimates for road, storm drainage, or other Public Works projects of varying scope and complexity.
3. Preparation of environmental documents or performing environmental studies (such as archaeological/cultural resource studies; wetland delineation and analysis studies; wetland mitigation plans; biological assessments; habitat assessments; noise studies; air quality studies, etc.) for road, storm drainage, or other Public Works projects.
4. Construction inspection, construction administration, survey, and

- associated administrative field work for all or selected portions of a road, storm drainage, or other Public Works projects.
5. NPDES general permit requirements and associated monitoring.
  6. Geotechnical engineering studies in relation to road, storm drainage or other Public Works projects.
  7. Traffic engineering work including:
    - a. Signal design, channelization design, illumination design, cost estimate, specifications, and traffic design reports.
    - b. Review and analysis of development traffic impact studies.
    - c. Preparation of signal timing plans for coordinated arterial systems.
    - d. Conducting and facilitating neighborhood traffic calming process for potential installation of traffic calming devices.
    - e. The County, at its option, may furnish, conduct, or secure the following:
      - i. Traffic volume data.
      - ii. Reported accident data.
  8. Organization, coordination, and staffing of public meetings related to Public Works projects.
  9. Right of Way acquisition services including but not limited to:
    - a. Review and verification of Right of Way plan and legal descriptions provided by Kitsap County.
    - b. Review and verification of title reports.
    - c. Assist Kitsap County with selection of appraisers and review appraisers.
    - d. Preparation of offer package consisting of formal offer letter, taxpayer I.D. solicitation, payment voucher, escrow instructions, copy of plan sheet showing take area, and conveyance instruments for Kitsap County approval.
    - e. Conduct acquisition negotiations with property owners.
    - f. Prepare all files for Washington State Department of Transportation and Federal Highway Administration Right of Way Certification.
  10. Structural engineering services related to road, storm drainage or other Public Works projects.

#### **4.0 ESTIMATE AND SCHEDULE**

Anticipated maximum **total** value of resultant contract(s): \$500,000. At the sole option of KCDPW the contract amount(s) may be increased to meet ongoing needs of KCDPW.

The contract(s) are expected to be executed in 2022 with a term of three (3) years. At the sole option of KCDPW the contract may be extended for up to two (2) years at one (1) year intervals.

## **5.0 CONSULTANT SELECTION PROCESS**

A proposer is not required to demonstrate qualifications in all areas, however submittals demonstrating the ability to provide the full range of services listed in Section 3.0 Scope of Work in this RFQ (either solely by the firm or through a team comprised of a prime and subconsultants) will be most successful in the selection process.

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

### **5.01 SOQ SUBMITTAL AND GENERAL GUIDELINES**

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

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

Submittals received after the response deadline will not be considered.

### **5.02 SOQ SUBMITTAL CONTENT**

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

- 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 10 numbered pages (8½"x11") and shall be inclusive of any resumes/bios, photos, graphics, etc.). The cover letter will not be included in the 10-page count.

### **5.03 COUNTY PROJECT MANAGER**

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

Tim Beachy, P.E.  
Capital Improvements Project Manager – Public Works  
614 Division Street MS-26  
Port Orchard, WA 98366-4699  
Ph: 360.307.4383  
tbeachy@kitsap.gov

#### **5.04 ANTICIPATED 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:

- First advertisement of project: May 5, 2022
- Second Advertisement of project: May 12, 2022
- SOQs due: June 14, 2022
- Short list for interviews by: June 21, 2022
- Interviews (Zoom or Teams): June 28, 2022
- Announce final selection by: July 7, 2022

#### **5.05 ACCEPTANCE/REJECTION OF RESPONSES**

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

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

This RFQ solicitation does not commit the County to enter 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 RFQ. All such costs shall be borne by each company submitting an RFQ response.

#### **5.06 ADDENDUMS TO THE RFQ**

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

### **6.0 CONSULTANT EVALUATION PROCESS**

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

#### **Part 1**

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

Proposers submitting SOQs will be notified if they have been selected for an interview.

#### **Part 2**

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

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**On-Call Road Design and Related Engineering Services**

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**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 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 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.

1. Experience and background (within the last 10 years) preparing engineering studies, cost estimates, design reports, construction plans, right of way plans and contracts specifications for road, storm drainage or other Public Works projects of varying scope and complexity. **(0 to 40 points)**
2. Experience and background (within the last 10 years) preparing environmental studies (such as archaeological/cultural resource studies; wetland delineation and analysis studies; wetland mitigation plans; biological assessments; habitat assessments; noise studies; air quality studies, etc.) for road, storm drainage, or other Public Works projects. **(0 to 5 points)**
3. Experience and background (within the last 10 years) managing the construction of Public Works projects including construction inspection, construction administration, survey, NPDES general permit requirements and associated monitoring, and associated administrative field work for a road, storm drainage, or other Public Works projects. **(0 to 10 points)**
4. Experience and background (within the last 10 years) completing geotechnical engineering studies in relation to road, storm drainage or other Public Works projects. **(0 to 5 points)**
5. Experience and background (within the last 10 years) completing traffic engineering work as described in Section 3.0 of this RFQ. **(0 to 25 points)**
6. Experience and background (within the last 10 years) of providing survey services for road, storm drainage or other Public Works projects. **(0 to 5 points)**
7. Experience and background (within the last 10 years) with Right of Way acquisition services as described in Section 3.0 of this RFQ. **(0 to 10 points)**
8. Experience and background (within the last 10 years) providing structural engineering services as described in Section 3.0 of this RFQ. **(0 to 15 points)**

## **6.02 INTERVIEWS**

Following evaluation of the SOQs, the highest-ranking firms may 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. Interviews will be held virtually, via Zoom or Teams. 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.

## **7.0 CONTRACT NEGOTIATION PROCESS**

It is anticipated that a Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement will be used for the On-Call Design Services Contract. Negotiation of the detailed Scope of Work for each project will be completed on an as needed basis.

## **8.0 COUNTY CONTACT INFORMATION**

Questions regarding this project should be directed to:  
Tim Beachy, P.E., Capital Improvements Project Manager  
Ph: 360.307.4383  
tbeachy@kitsap.gov

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling 360.337.5777.

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