



KITSAP COUNTY PUBLIC WORKS SEWER UTILITY DIVISION

REQUEST FOR QUALIFICATIONS 2026 – 028



Hydraulic Modeling Services



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Section 1. Background

1.1 Introduction

The Kitsap County Sewer Utility (Owner) is requesting Statements of Qualifications (SOQs) from prospective Wastewater Design Firms for consulting services outlined in Section 3 (Engineering Services). Section 4 (Procurement Process) provides the intended timeline from RFQ Submission to Intent to award Contract. This Request for Qualifications (RFQ) invites SOQs to be submitted by Respondents according to the requirements set forth in this RFQ including the format and content guidelines in Section 5 (SOQ Submission Requirements) and Section 6 (SOQ Evaluation and Firm Selection).

Section 2. Project Overview

2.1 Project Site and Location

Since the 1950s, Kitsap County has been committed to protecting aquifers, surface water, and the Puget Sound by providing wastewater collection, treatment, and discharge services. Kitsap County's Sewer Utility collects and treats wastewater across the Kitsap Peninsula. The approximate vicinity of each Kitsap County Sewer Utility basin is shown in Figure 1.

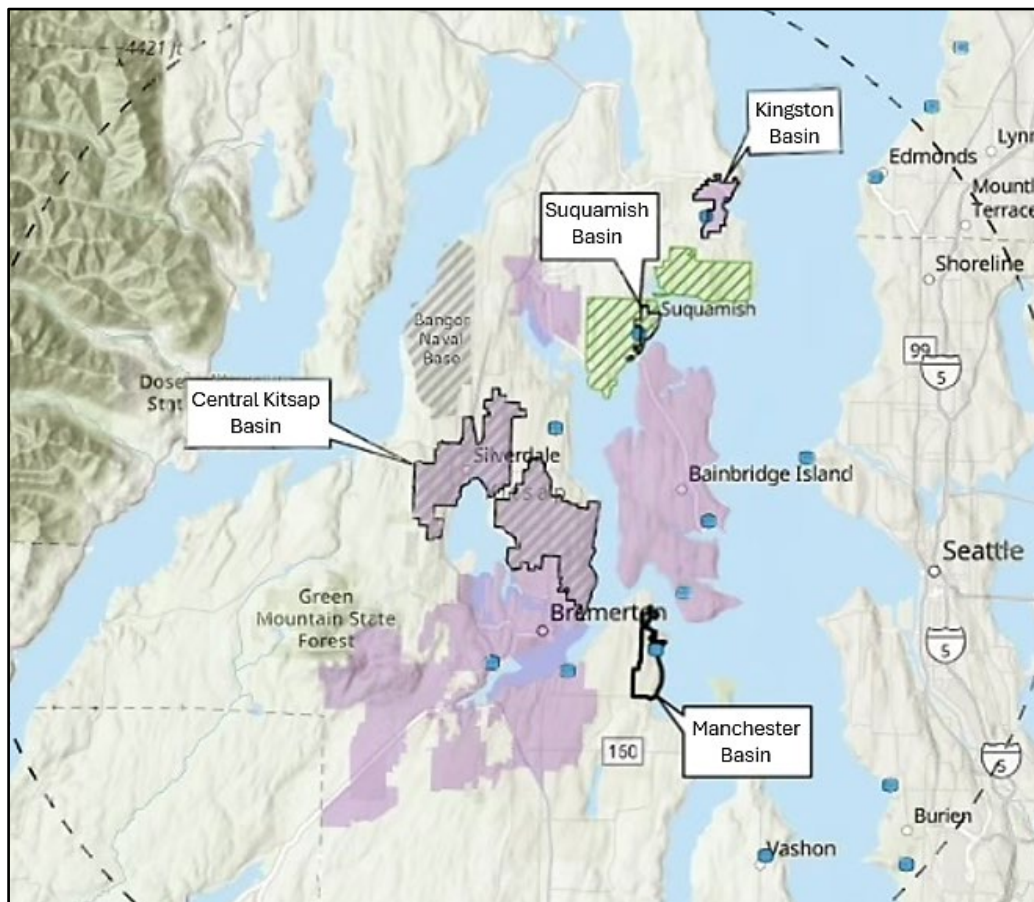


Figure 1. Approximate Sewer Utility Vicinity



2.2 Kitsap County Sewer Utility

The Kitsap County sewer system is composed of gravity pipelines, force mains, manholes, three inverted siphons, individual pump stations (IPS's), and pump stations that convey flow to its four treatment plants: the Central Kitsap Treatment Plant (CKTP), Manchester Wastewater Treatment Plant (MTP), Kingston Wastewater Treatment Plant (KTP), and Suquamish Wastewater Treatment Plant (STP).

2.2.1 Central Kitsap Treatment Plant

CKTP is a regional solids processing facility that is rated for a maximum monthly flow rate of 6.0 million gallons per day (MGD). CKTP's liquid stream processes include headworks, primary clarifiers, aeration basins, secondary clarifiers, and ultraviolet (UV) disinfection. Solids, including those hauled from the County's other WWTPs, undergo thickening and anaerobic digestion before being dewatered and disposed of.

Additionally, the plant also receives a large quantity of hauled fats, oils, and grease (FOG) from septic tank pumping companies and is the only WWTP in the County that accepts septage. These waste streams are integrated with solids treatment processes for proper treatment and disposal. The treated effluent is then discharged to Port Orchard Bay in accordance with its NPDES Permit. CKTP treats wastewater from residential and non-residential customers in its basin as well as the City of Poulsbo, the Naval Base Kitsap (NBK) Keyport, and Bangor US Navy installations.

Construction is currently underway for the CKTP Solids and Liquid Hauled Waste Upgrades Project to create long-term improvements and development of liquid hauled waste facilities. The current solids processing infrastructure was installed in the mid-1970's and is at the end of its life expectancy. Upgrades include new digesters, an expanded liquid hauled waste station, and supporting facilities.

2.2.2 Central Kitsap Basin

The Central Kitsap (CK) Basin consists of 49 pump stations. Flows from throughout the basin are collected and conveyed to CKTP through two 30-inch diameter force mains.

Rapid population growth and commercial development within the Central Kitsap (CK) Basin necessitates a comprehensive hydraulic model update. The original hydraulic model was developed by BHC Consultants in 2008 and underwent a remand analysis in 2012. In 2024, portions of the model were updated to incorporate developer projects that have come online since the 2019 analysis. While these updates addressed localized improvements, some of the model's underlying assumptions have not been comprehensively reviewed or recalibrated.

Additionally, the existing model relies on a single calibration point located at the Central Kitsap Treatment Plant (CKTP) headworks. As a result, inflow and infiltration (I&I) loading rates and other hydraulic assumptions developed in 2008 have been extrapolated across the entire basin without accounting for sub-basin characteristics, diurnal flow patterns, or localized I&I conditions. Also, several pump stations and other wastewater infrastructure improvements were constructed since the original model was developed and may not be accurately represented.

The County regularly uses the hydraulic model to evaluate system capacity, assess the impacts of proposed development, and support capacity availability determinations during the land use review



process. Several conveyance facilities are known to be operating at or near capacity, making confidence in the model critical for planning and development review. Due to outdated and some undocumented assumptions, the County has concerns regarding the accuracy of the existing model and has determined that a comprehensive update, recalibration, and validation are necessary to support future capital improvement planning and growth management.

2.2.3 General Sewer Plan and Capital Facilities Plan

The 2025 General Sewer Plan was approved by the Department of Ecology in October of 2025 and includes a detailed analysis of the County's sewer system and facilities and provides a system wide utility plan for the planning period of 2022-2044. The Central Kitsap General Sewer Plan is provided in RFQ Attachment B.

Currently, the County is preparing an update to the Kingston General Sewer Plan. This modeling effort will require coordination with the Kingston General Sewer Plan project team to ensure consistency in hydraulic modeling assumptions, methodologies, planning recommendations, and related planning efforts.

The current 6-year capital facilities plan includes work on several lift stations across multiple Basins and is provided in RFQ Attachment C. Both the CFP and General Sewer Plan provide a framework for managing growth within the context of a countywide wastewater service network, with the overall goal to protect public health and the quality of water resources in Kitsap County and the Puget Sound.

2.3 Project Schedule

The contract and scope of work in Section 3 is envisioned to be completed within a 3-Year timeframe. The final schedule will be determined in collaboration with the selected consultant.

2.4 RFQ Intent

The intention of this RFQ is to solicit qualifications from engineering firms to provide hydraulic modeling services for the County's wastewater collection and conveyance system, beginning with the Central Kitsap Basin. Services will include but are not limited to evaluating and updating the existing hydraulic model, collecting flow monitoring data, assessing current and future system capacity, and identifying planning-level improvements to support growth and development. The results of this hydraulic modeling contract will support updates to the County's General Sewer Plan, Capital Improvement Program (CIP), and future wastewater infrastructure planning. Section 3 provides a preliminary description of the intended scope of work and deliverables to be incorporated into the contract once awarded.

Section 3. Engineering Services

3.1 General

The final scope of work and budget will be negotiated with the selected consultant. The anticipated scope of services includes, but is not limited to, the following:



1. Evaluate the existing hydraulic system and model for the CK Basin.
 - Review existing sewer system, GIS, flow data, hydraulic model, and planned improvements.
 - Identify the most cost-effective approach for updating the model and its accuracy.
2. Implement flow monitoring for the CK Basin necessary to calibrate the modeling output.
 - Collect dry-weather and wet-weather flow data, as well as rain data at key locations.
Note: the goal is to collect at least some flow data for the 2026-2027 wet-weather season by expediting the installation and monitoring of several flow meters.
 - Prepare a Hydraulic Modeling Plan for regular future monitoring of key flow locations
3. Update and calibrate the hydraulic model using current system information, flow monitoring results, land use assumptions, and population projections.
 - Develop existing and future conditions scenarios to evaluate projected wastewater flows and peak flow conditions.
 - Provide a Technical Memorandum documenting hydraulic modeling assumptions, parameters, limitations, and methodologies used; discuss areas of high I&I that the County may want to investigate.
4. Evaluate the capacity of the CK Basin wastewater collection and conveyance system under current and future conditions.
 - Create a new, or modify previous, capacity map in GIS
 - Identify any significant existing or projected capacity constraints from existing gravity mains, force mains, and lift stations.
 - Recommend planning-level infrastructure improvements, including potential conveyance extensions, pipe realignments, and upsizing, to accommodate future development.
5. Prepare a Technical Memorandum documenting criteria and assumptions to be used by Kitsap County in future hydraulic modeling, including roughness coefficients, wastewater generation rates (e.g., gallons per day per single-family and multifamily dwelling units, gallons per capita, etc.), and default peak factors.
6. Evaluate downstream system capacity for new developments, on an as needed basis.

The County anticipates that the initial scope will focus on the Central Kitsap Basin. Additional services may be authorized through future contract amendments for the Kingston, Manchester, and Suquamish Basins, as funding and project priorities allow.

Section 4. Procurement Process

4.1 Communications

To be considered as a responsive bidder, submittals must be received by Kitsap County staff **no later than 2:00 PM PST Friday August 28th, 2026.**

Submit SOQ via email to Purchasing@kitsap.gov or mail packet to:



Mail:

Glen S. McNeill
Purchasing Dept Supervisor
Kitsap County Purchasing Office
614 Division Street, MS-7
Port Orchard, WA 98366

Courier/Hand Deliver:

Glen S. McNeill, Purchasing Supervisor
Kitsap County Administration Building
Purchasing Office – 4th Floor.
619 Division Street
Port Orchard, WA 98366

4.1.1 **Project Questions**

Direct specific project questions to: Glen McNeill, Purchasing Supervisor, Email address: Purchasing@kitsap.gov.

The Kitsap County Purchasing Office will act as the sole point of contact for this RFQ and will administer the RFQ process. Respondents are requested to review this RFQ carefully and to submit any questions concerning this RFQ, the Owner's requirements, or the SOQ evaluation process to the Purchasing Office.

Questions from Respondents must be received by the Owner's Procurement Contact no later than the Deadline for Questions specified in Section 4.2 (Procurement Schedule). The Owner will provide answers to questions via Addenda.

4.2 **Procurement Schedule**

The current procurement schedule is as follows:

- | | |
|--|--|
| • Publish RFQ | July 31, 2026 |
| • Deadline for Questions | August 14 th , 2026, at 2:00 PM PST |
| • SOQ Submission Date | August 26 th , 2026, at 2:00 PM PST |
| • Notice of Shortlist Selection for Interviews | September 2 nd , 2026 |
| • In Person Interviews | September 10 th , 2026 |
| • Notice of Firm selection | September 11 th , 2026 |
| • Initial Scope Submission from selected Firm | October 9 th , 2026 |

4.3 **In Person Interviews**

Owner will conduct a mandatory, scored, In-Person Interview Meeting at the date and time listed in Section 4.2 (Procurement Schedule). The address for the in-person interviews will be at the Central Kitsap Treatment Plant, located at 12351 Brownsville HWY NE, Unit 102, Poulsbo, WA 98370. Additional information regarding time slots and format of interview will be published with notification of shortlist selection.

Section 5. SOQ Submission Requirements

5.1 **Submittal Place and Deadline**

To be considered as a responsive bidder, submittals must be received by Owner **no later than the SOQ Submission Date**, addressed to the Owner's Procurement Contact in Section 4.1 (Communications).

Clearly mark submittal and any packaging (boxes or envelopes) with the name and address of the



Respondent and "Hydraulic Modeling Services, RFQ 2026-028."

5.2 Submission Format

Provide submittal in Adobe Acrobat format (PDF) on either a USB flash drive or via email submission to Purchasing Email listed in Section 4.1. The PDF shall be searchable and contain bookmarks for each section listed in Section 5.3.

Submittals shall be limited to a maximum of ten (10) 8½ x 11 pages, not including the Cover/Title page (limited to one page), Table of Contents (limited to one page), and Appendices. **Submittals over the maximum page size limit will not be considered.** The SOQ may include up to two 11 x 17 trifold formatted pages: each 11 x 17 counts as one page

5.3 Submission Content

The content requirements set forth in this RFQ represent the minimum content requirements for the SOQ. It is the Respondent's responsibility to include information in its SOQ to present all relevant qualifications and other materials. The SOQ, however, should not contain standard marketing or other general materials. It is the Respondent's responsibility to modify such materials so that only directly relevant information is included in the SOQ.

The SOQ must include the following information in the order listed:

- Cover/Title Page (*limited to one page*)
- Table of Contents (*limited to one page*)
- Part 1 – Executive Summary
- Part 2 – Firm Profile
- Part 3 – Project Team Structure and Key Personnel
- Part 4 – Relevant Project Experience
- SOQ Appendix A (Resumes) (*limited to two pages per individual*)

5.3.1 Cover/Title Page

Cover or Title Page of SOQ shall include the RFQ number; Project name; name of Respondent; Respondent's contact information including name of contact person, address, e-mail address, and telephone number, name of Principal in Charge, and date.

5.3.2 Part 1 – Executive Summary

The executive summary must include a concise overview of the key elements of the SOQ. The executive summary shall not be used to convey additional information not provided elsewhere in the SOQ.

5.3.3 Part 2 – Firm Profile

A detailed and complete description of the Respondent's profile information must be provided in Part 2 of the SOQ. Required information applies to the Respondent and in the case of a joint venture, each member of the joint venture must provide requested information. The Respondent's profile must include the following information:

- **General Information.** Provide general information about the Respondent, such as date of establishment, lines of business and service offerings, locations of home and



other offices, number of employees (professional and non-professional), years in business, and evidence of required license(s), and other information deemed necessary.

- **Project Office(s) Location(s).** Identify where the Respondent intends to maintain its project office(s) and the location where the design work will be performed.

5.3.4 Part 3 – Project Team Structure and Key Personnel

Describe the structure and management of the Respondent's Project Team.

- Include organizational chart identifying all Key Personnel (and their firm affiliations) and showing reporting relationships of all Key Personnel (along with their firm affiliations). Minimum Key Personnel include (alternative titles acceptable):
 - Project Manager
 - Technical Lead / Senior Hydraulic Modeler
 - GIS / Data Management Lead
 - Flow Monitoring / Field Services Lead
- Describe Key Personnel individual qualifications including experience and technical competence and how it aligns with their proposed roles. The level of description of Key Personnel qualifications can vary at the discretion of the Respondent. Also indicate the extent of involvement of the individuals proposed for the Project Services and affirm that they are not committed beyond their availability for other projects.
- Provide resumes for all Key Personnel in SOQ Appendix A (Resumes).

5.3.5 Part 4 – Relevant Project Experience

In general, this part of the SOQ should demonstrate Respondent's capabilities and approach in managing, performing, and completing Projects of Similar Scope and Complexity. The description should address Respondent's experience with wastewater-related hydraulic modeling, ensuring quality of design work, meeting schedules, facilitating cooperation with other members of the project team and third-party interests, and responsiveness to Owner's requests.

Relevant project experience must mention which key personnel were involved on the project. This information should be included as a standalone figure.

Owner staff or advisors reserve the right to contact references and obtain information on representatives and Reference Projects to confirm the information provided by Respondent. The Respondent's score on this section may be impacted by the inability to contact and verify references.

5.3.6 SOQ Appendix A (Resumes)

SOQ Appendix A (Resumes) must include resumes for all Key Personnel in SOQ, per requirements of 5.3 of this RFQ.



Section 6. SOQ Evaluation and Firm Selection

6.1 General

The Firm will be selected utilizing a two-step process. Step 1 is to evaluate responsive SOQs to determine the SOQ Score and shortlist the highest scoring Respondents (Shortlisted Respondents) to continue in the selection process. Step 2 is to conduct and score Interviews of the shortlisted candidates (which will include an assessment of experience and qualifications) and evaluate. Owner intends to select the Shortlisted Respondent with the highest Final Score as the design Firm for this contract. The distribution of the scores for the two steps is as follows:

- Step 1: SOQ Score – Maximum 100 points
- Step 2: Interview Score – Maximum 100 points.

The SOQs and Interview will be reviewed and evaluated by the Owner according to the requirements and criteria outlined in this document. During the evaluation process, written questions or requests for clarifications may be submitted to one or more Respondents regarding the submitted SOQ or related matters. Failure to respond in a timely manner to any such questions or requests may be grounds for elimination of a Respondent from further consideration.

The County shall negotiate with the highest scored Consultant, as determined by evaluation of the SOQ responses and interviews. If the County is unable to reach agreement with the highest ranked firm, it may negotiate with the second highest ranked firm, proceeding in turn to each firm, in order of rank, until a Contract is executed. A sample of the Kitsap County Contract for Professional services is appended to this RFQ in Attachment A.

All rights, titles to and ownership of data, material, and documentation resulting from this project and/or prepared for the County pursuant to this contract shall remain with the County.

The County will not be considered liable or obligated to the selected consultant(s) for all phases of this project in the event that the contract between the County and the aforementioned granting agencies is terminated for any reason.

All consultants, and any sub-consultants, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. Those requirements imposed upon the County as a pass-through recipient of state funds are thereby passed along to the consultant and any sub-consultants.

All consultants and any sub-consultants must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. Consultant(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act. Disadvantaged Business Enterprises (DBE) are encouraged to apply.

While previous experience with Kitsap County Public Works projects is considered an asset, it is



not being used as a selection criterion.

6.2 SOQ Evaluation Criteria (Step 1)

The Owner's selection committee will evaluate the responsive SOQs that satisfy the minimum requirements by applying the comparative evaluation criteria set forth in Table 3.

Table 3. Evaluation Criteria and Points for Statements of Qualifications	
Evaluation Criteria	Points
Cover/Title Page	Evaluated for responsiveness
Part 1 – Executive Summary	Evaluated for compliance
Part 2 – Firm Profile	Evaluated for compliance
Part 3 – Project Team Structure and Key Personnel	50
Part 4 – Relevant Project Experience	50
SOQ Appendix A (Resumes)	Scored as portion of Part 3 and Part 4
Total for Statement of Qualifications (Maximum SOQ Score):	100

The selection committee will determine the SOQ Score based on Table 3. Respondents with the highest SOQ Score will be selected for the Shortlist and invited to continue with Step 2 of the selection process by participating in an in-person interview. Up to three Respondents will be selected for Step 2.

6.3 Interviews of Shortlist (Step 2)

The Interview will consist of a presentation by the Respondent and a question-and-answer session with the Owner's selection committee. Prior to the Interview, the Owner may provide Shortlisted Respondents with a list of questions to respond to in the Interview.

It is anticipated that Shortlisted Respondents will be rated based on the evaluation criteria in Table 4.



Table 4. Evaluation Criteria and for Interview

Criteria	Description
Presentation Quality	Overall quality of presentation given by Respondent including the presentation material, adequacy of content, and organization of material.
Enhancement of Qualifications	Demonstration of tools, processes, and/or other unique components that would allow Respondent to better meet Owner's goals and objectives of project.
Experience and Qualifications	Summarize pertinent experience and qualifications of the firm and Key Personnel.
Specific Questions	Thoroughness and insight in providing direct and clear answers to the questions asked. Consideration should also be given to responses to any questions Respondent was not provided in advance of Interview.
Communication	Demonstration of interpersonal communications between team members and the Owner's selection committee and/or Interview panel. Quality of questions asked by the Respondent.

The Interview Score may be up to 100 points and will be added to the SOQ Score to determine a Final Score for each Shortlisted Respondent.

6.4 Firm Selection

The Shortlisted Respondent with the highest Final Score (total possible 200 points) resulting from the selection committee's combined scoring of the Interview Score and SOQ Score will be selected to enter into Contract with the County.

Section 7. RFQ Attachments

The following documents in Attachments A, B, and C are provided to support SOQ development.



7.1 Attachment A

- Kitsap County Sample Contract for Professional Services



7.2 Attachment B

- Central Kitsap General Sewer Plan



7.3 Attachment C

- 6-Year Capital Facilities Plan (2026-2031)