



**KITSAP COUNTY
DEPARTMENT OF PUBLIC WORKS**

REQUEST FOR QUALIFICATIONS

**Engineering Consultant
Services for:**

**Colchester Drive, Duncan Creek Fish Passage Culvert
CRP# 2633, Fed Aid: #(TBD)**

December 2024

**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



Table of Contents

1.0 Objective	3
2.0 Background and Agency Needs.....	3
3.0 Scope of Work	3
4.0 Estimate and Schedule	4
5.0 Request for Qualification (RFQ) Process	5
5.01 SOQ Submittal and General Guidelines.....	5
5.03 County Project Manager.....	5
5.04 Anticipated RFQ Schedule	6
5.05 Acceptance/Rejection of Responses.....	6
5.06 Addendums to the RFQ.....	6
6.0 Consultant Evaluation Process	6
6.01 Evaluation Criteria	7
6.02 Interviews	7
7.0 Contract Negotiation Process	7
8.0 County Contact Information	7
Appendix A: Available Reference Documents	8

REQUEST FOR QUALIFICATIONS

Colchester Drive, Duncan Creek Fish Passage Culvert CRP# 2633, Fed Aid: # (TBD)

1.0 OBJECTIVE

Kitsap County Department of Public Works (KCDPW) is soliciting Statements of Qualifications from qualified firms with fish passage and stream restoration design experience. Specialties involved in the design phase of this federally funded project include: Civil Engineering, Structural Engineer, Geotechnical Engineering, Environmental, Traffic Engineering, Regulatory Permitting and Public Outreach. The selected firm is also expected to assist KCDPW during bidding and construction.

This project was selected by the Department of Fish and Wildlife's Brian Abbott Fish Barrier Removal Board to receive FHWA Promoting Resilient Operations for Transformative, Efficient and Cost-Saving Transportation (PROTECT) funding.

2.0 BACKGROUND AND AGENCY NEEDS

The Colchester Drive, Duncan Creek Fish Passage Culvert project is located in the census-designated place of Manchester, Washington, in unincorporated Kitsap County (Figure A1). Duncan Creek passes under Colchester Drive E, just south of the intersection of E Hemlock St, through approximately 250LF of a severely degraded 36-inch diameter comingled culvert and stormwater conveyance system (Figures A2-A4) with an existing flow-control structure at the terminus of the system.

The existing system is a complete barrier to anadromous fish (0% passable) and is documented in WDFW's Fish Passage and Diversion Screening Inventory Database as Site ID 15.0191 0.06. This culvert replacement is being prioritized by the County due to its failing condition and state of disrepair.

In summer of 2024, approximately 130LF of the existing corrugated metal pipe culvert failed and was replaced with corrugated polyethylene pipe under an Emergency Hydraulic Project Approval (HPA) Permit from WDFW, with conditions to correct the barrier and meet the criteria in Washington Administrative Code (WAC) 220-660 with this project.

Kitsap County is seeking professional engineering consulting services for preliminary and final engineering, inclusive of required cultural and environmental reporting, and regulatory permitting, for a bid-ready fish passage project. The project must meet the required fish passage design criteria in Washington Administrative Code (WAC) 220-660, WDFW's Water Crossing Design Guidelines (2013), and the expectations of the Brian Abbott Fish Barrier Removal Board (FBRB) Manual 22.

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 the project and is anticipated to include but not limited to:

- 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, as needed.
- Survey and base mapping will 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.
- Constructability analyses including alternative roadway closures and construction phasing to minimize impacts to existing traffic.
- Public outreach with property owners and the public. This includes participating in and providing materials (including artistic renderings of the project) for outreach and presentations to elected officials and the public.
- Coordination with utility providers. This includes identifying conflicts with the utilities in the plans, participating in and providing materials for this coordination effort.
- Geotechnical soils analysis and groundwater monitoring as appropriate, including a review of the previous reports and findings.
- Cultural resources review and analysis as appropriate.
- Incorporate Low Impact Development designs as feasible.
- Securing all environmental and regulatory permits prior to and required for construction.
- Meeting federal requirements for the Promoting Resilient Operations for Transformative Efficient, and Cost-saving Transportation Program (PROTECT) grant requirements for the design and bid package.
- All other related road and site improvement and mitigation necessary to accomplish the above tasks that may include retaining walls, drainage improvements, illumination and landscaping.
- Engineering support during bidding and construction (construction services). Construction Management is anticipated to be performed by the County.

All design work and PS&E shall follow Kitsap County Standards, WSDOT Design Manuals, WSDOT/APWA Standard Specifications for Road Bridge and Municipal Construction, as well as applicable state and federal regulations.

All prospective consultants be advised that this is a federally funded project and will be held to Federal EEO requirements. Consultants will also be held to the ADA and Civil Rights language of Kitsap County.

4.0 ESTIMATE AND SCHEDULE

Kitsap County anticipates the costs of the consulting services for this project to be approximately \$618,000. The County has secured Federal Highway Funds (PROTECT) for the

Preliminary Engineering and Construction phases of the project. The Preliminary Engineering consultant **DBE goal is 16%**.

The services are expected to start in April of 2025 and run through completion of construction, currently anticipated by December 2027. The County requires a bid ready project by October of 2026 for bid approval from WSDOT Local Programs.

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 and key project individuals. Proposers may be individual firms or teams as appropriate to meet the specific needs of the project. Proposers are solely responsible for all costs incurred in the development and submission of the response statement to this RFQ or any other presentations whether in response to this RFQ or to any subsequent requirements of the consultant selection and contract negotiation process.

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 **4:30 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's 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 SOQ must be limited to 8 numbered pages (8½"x11") and shall be inclusive of any resumes/bios, photos, graphics, etc.). The cover letter will not be included in the 8-page count.

5.03 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 the request for qualifications to the project manager:

Matthew Oxford, Capital Projects Manager
Kitsap County Department of Public Works
614 Division Street MS-26
Port Orchard, WA 98366-4699
Ph: (360) 307-4383
moxford@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: December 20, 2024
- Second Advertisement of project: December 27, 2024
- **SOQs due by:** **January 24, 2025**
- Short list for interviews by: January 27, 2025
- Interviews (Zoom or Teams): February 5, 2025
- Announce final selection by: February 7, 2025

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 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 RFQ. All such costs shall be borne by each company submitting a SOQ.

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 project stakeholders will evaluate the SOQs, and conduct interviews according to the consultant evaluation criteria and the three-part process described below:

Part 1

Evaluation of the SOQ packages submitted by each Proposer, resulting in a short-listing of Proposers who will be invited to an interview. Proposers submitting SOQs 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 SOQ for a combined final score.

Part 3

The evaluation team makes a recommendation to the Public Works Director and WSDOT Olympic Region Development Services Engineer 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 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.

- Experience and background of the project manager on grant funded (State/Federal) Fish Passage projects and with proposed team members.
- Experience and background of key personnel on Fish Passage and Stream Restoration projects
- Experience with federally funded projects
- Experience with WSDOT plans, specifications, estimates and construction practices.
- Experience with environmental planning and permitting processes.
- Proposer's experience/history of coordination with project stakeholders.
- Past performances/references.

6.02 INTERVIEWS

Following evaluation of the SOQs, the highest-ranking firms will be invited to participate in the interview process. The County will notify Proposers as soon as possible for scheduling of interviews. The project manager will schedule interviews with the contact person provided in the SOQ. Additional interview information shall be provided at the time of the invitation. Interviews will be held virtually. The intent of the interviews is to help clarify and verify information provided in the SOQ and to give the evaluation team an opportunity to meet the project manager and key personnel that will have direct involvement with the project and to learn more about their relevant experience and expertise.

7.0 CONTRACT NEGOTIATION PROCESS

Negotiation of the detailed Scope of Work for this project will follow the outline and expectations provided in Chapter 31.4 of the LAG Manual. It is expected that this will be an "Actual Costs plus a Fixed Fee" Contract.

Be advised that prior to executing an agreement, Kitsap County must verify consultant status with the System for Award Management (SAM) at www.sam.gov/portal/public/sam to determine if the consultant has been excluded from bidding on a federal aid contract.

8.0 COUNTY CONTACT INFORMATION

Questions regarding this project should be directed to Matthew Oxford, Capital Projects Manager, at (360) 307-4383 or moxford@kitsap.gov.

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

Americans with Disabilities Act (ADA) 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.

Title VI Statement

Kitsap County, 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

APPENDIX A: AVAILABLE REFERENCE DOCUMENTS

Access to reference documents will be via the Kitsap County website and accessing the Request for Proposals/Qualifications page:

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

Available reference documents:

- Figures A1-A4
- Colchester Drive E Topographic Survey
- Preliminary Design Technical Memorandum
- FFY 2023-26 PROTECT Application
- FFY 2023-26 PROTECT Award
- Consultant DBE Goal