



KITSAP COUNTY

REQUEST FOR QUALIFICATIONS (RFQ)

NOTICE TO CONSULTANTS FOR

**PROFESSIONAL ARCHITECTURAL, ENGINEERING AND PLANNING SERVICES
FOR DESIGN OF NORTH ROAD MAINTENANCE SHOP FACILITY**

RESPONSE DEADLINE: June 19, 2020, 3:00 p.m.

GENERAL INFORMATION

Kitsap County is seeking a qualified consultant to provide professional services for the design of a new road maintenance shop on 16 acres of recently purchased undeveloped property. The site is located south of NE Rova Road, and east of State Route 307/Bond Road NE, in north Kitsap County (Parcel No. 062602-2-064-2007).

The new road maintenance shop will provide administrative offices for three (3) supervisory personnel; crew dispatch, training, locker and wash room areas for thirty (30) operation employees; vehicle maintenance bays; outdoor covered canopy parking for selected maintenance equipment and vehicles; uncovered parking for private vehicles; yard storage areas for maintenance materials; equipment and vehicle wash bay; and a vehicle and equipment fueling station. A household hazardous waste and recycling drop off facility will also be located on the parcel. It is probable that additional office space for a Sheriff's Department employee will also be required. It is expected that, where feasible, use of common facilities will be considered.

Most utility services are available to the site including power, water, and cable. Sewer services are not, which will require design of an on-site septic system. Environmentally sensitive areas exist on, or adjacent to the parcel. Of the 16 acres, approximately 6 acres exist within critical area setbacks. There is also a small (0.31 acre) wetland on site that will have to be mitigated.

Kitsap County recently completed preliminary programming for the project, the content of which will be provided to the successful consultant. In terms of the preliminary programming effort, the following building space metrics were determined:

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|--|--------------------|
| Administration/Crew Space | 4,500 square feet |
| Vehicle/Equipment Maintenance Bays | 14,000 square feet |
| Covered Canopy Equipment/Vehicle Storage | 9,600 square feet |
| Fueling/Vehicle Wash | 5,880 square feet |
| Salt Storage | 2,520 square feet |
| HHW/Recycling Facilities | 9,400 square feet |

SCOPE OF PROJECT

The selected consultant will be responsible for the following tasks:

- Project Management
 - Develop design schedule through design completion and acquisition of required permits.
 - Develop project scope and budget, including schedule of values
 - Accurately manage scope and budget
 - Interfacing and communicating with County project manager and other stakeholders
 - Conduct project design progress meetings
- Project Planning
 - Review existing site conditions and accumulated project data
 - Acquire necessary field data
 - Field topography, Geotechnical investigation, Wetland/Critical area delineation
- Project Design
 - Design meeting applicable codes and regulations for the type of facility
 - 30/60/90 percent design deliverables, including building and site plans, specifications and special studies for County review
 - Final plans and specifications, bid ready
 - Construction cost estimates and schedule
 - Permit application, including coordination and obtaining all permits and approvals (Land Use, Building, Environmental)
 - Incorporate countywide planning policies, such as energy conservation, LEED and LID measures
 - Implement Kitsap County sustainability policies: “Water as a Resource”, “Resource Management Plan”, “Energy Efficiency & Conservation Policy”.

PRE-SUBMITTAL MEETING

There will not be a pre-submittal meeting for this project.

STATEMENT OF QUALIFICATION EVALUATION CRITERIA

SUBMITTAL REQUIREMENTS

The SOQ should be organized in a manner that allows the reviewer to evaluate the consultant's qualifications quickly and easily.

The SOQ shall be no more than ten (10) pages in length. Pages shall be eight and one-half inches by eleven inches with printed text only on one side. The page count excludes a one (1) page cover letter, and section dividers (providing no text is printed upon the section divider) Pages containing only charts and graphs may be printed on pages eleven inches by seventeen.

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

Cover Letter

A cover letter, limited to one (1) page, and including:

- The consultant's desire to provide building and site design services.
- The consultant's name and a contact person with name, title, mailing address, email address and phone number.
- The name and title of the proposed Project Manager (if not the contact person) and his/her mailing address, email address and phone number.
- Additional data or recommendation, if desired.

Statement of Qualifications (SOQ)

The nature and form of response are at the discretion of the consultant, but at a minimum, must include the following:

- A. Consultant Background
 1. General information about the consultant, including a description of the consultant's background, the names and number of years the consultant has been in business, and any other pertinent consultant information.
- B. Project Organization and Staffing
 1. Provide an organization chart showing key proposed team members, their experience on like kind projects, and describing their responsibilities for this project. Include professional qualifications and years of experience for each member of the project team, including tenure of employment with the consultant.
 2. Describe the portion of work that will be performed by a subconsultant, if any, and information about their professional qualifications.
- C. Description of Related Experience

1. Describe the consultant's experience with preparing building and site design services. Include at least three examples of related projects the consultant has completed. For each project, provide the following information:
 - Name, address and telephone number of the client.
 - Name of the consultant's project manager and personnel who worked on each project with a brief description of their responsibilities.
 - Planned budget and actual project cost, with a brief description of cost overruns.
 - The elements of the example projects that are common to this project.
 - Summary of the consultant's role/responsibility in overall project.
 - Summary of the consultant's deliverables.
2. Describe the consultant's familiarity with Kitsap County building and site development codes and requirements.
3. Describe the consultant's ability to deliver the project on schedule.
4. (Optional) Identify any other relevant information pertinent to this RFQ section.

D. Project Approach

1. Describe your Firm's approach to this project.

SELECTION PROCESS

General Approach

SOQ's will be evaluated based on the consultant's clear ability to provide building and site design services, consistent with the project description contained in this request. The responses will be rated according to the criteria detailed below. This will result in the selection of a consultant, or a short list of consultants, who may be asked to provide additional information at an oral interview. Following the selection process, the County and the selected finalist will begin negotiations of a final project scope and budget.

Kitsap County reserves the right to make selections on the basis of initial proposals, or to reject all proposals.

Evaluation Criteria for the Written Responses

Each proposal will be evaluated and given a score based upon the quality of response to each of the following topic areas. Maximum number of points achievable is 100.

- A. Organizational Background, Experience & Expertise - 50 points maximum
 - Qualifications of Proposed Members – 25 points
 - Qualifications of the Project Manager and team members to perform the services desired
 - Applicability and relevance of similar project experience
 - Teams past performance on similar public projects
 - Understanding of Project – 25 points

- Illustrates that the team clearly understands objectives and technical requirements of the project
- Responsiveness to all aspects of the RFQ
- Intent to allocate sufficient resources, subconsultants
- Unique, advantageous, efficient ideas or approaches to successfully complete the project

B. Project Timeline & Budget - 30 points maximum

- Timeline – 15 points
 - Demonstrates the ability to create/monitor project timelines
 - Demonstrates the ability to meet project timelines
- Budget – 15 points
 - Ability to create/monitor total project budget (soft and hard costs)
 - Methods of proven successes staying within project budget

C. Clarity of Proposal - 20 points maximum

- Is the SOQ easy to understand?
- Do the graphics further clarify the written items?
- Did the consultant stay within the maximum allotted pages?

AGREEMENT FOR SERVICES

The selected consultant will be expected to enter into a standard Professional Services Agreement. A Professional Services Contract template is located on the County’s webpage.

ANTICIPATED SCHEDULE

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|---------------------------------------|-------------------------------------|
| ▪ SOQ’s received | June 19, 2020 |
| ▪ SOQ’s reviewed | June 22, 2020 through July 10, 2020 |
| ▪ Consultant interview(s) | July 20, 2020 |
| ▪ Consultant selection | July 27, 2020 |
| ▪ Scope and Budget from Consultant | August 14, 2020 |
| ▪ Contract Negotiations complete | September 8, 2020 |
| ▪ Contract Execution by Commissioners | September 28, 2020 |
| ▪ Notice to Proceed | September 29, 2020 |
| ▪ Project Completion | October 4, 2021 |

PROPOSAL SUBMITTAL

The RFQ documents, and other project information, can only be found at <http://Kcowa.us/RFP>. Proposers are encouraged to subscribe to the Plan Holders list to be notified of any revisions, updates, or clarifications.

Proposal submittal packages shall be submitted electronically no later than 3:00 P.M. on June 19, 2020, to the same webpage location. Proposals received after the response

deadline will not be considered.

Any questions regarding this project should be directly EMAILED to Jacques Dean at jdean@co.kitsap.wa.us.

Persons with disabilities may request that this information be prepared and supplied in alternate forms by calling collect to (360)337-5777, or TTY (360)337-5455.

Dates of Publication: May 26, 2020 and June 2, 2020.

The recipient, 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 consultants that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit qualifications 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.