



**KITSAP COUNTY
DEPARTMENT OF PUBLIC WORKS**

REQUEST FOR PROPOSAL

**Engineering Consultant
Services for:**

**SE Lund Ave & Chase Rd SE
Roundabout**

April 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



REQUEST FOR PROPOSAL SE Lund Ave & Chase Rd SE Roundabout

1.0 OBJECTIVE

The Kitsap County Department of Public Works desires to address capacity and safety deficiencies along the Lund Ave corridor (Port Orchard city limits to Jackson Ave SE) 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, Regulatory Permit Processing, and Engineering Construction Services.

The project involves improvements to SE Lund Ave at the intersection of Chase Rd SE (Phase 3) and is intended to include the following:

- Intersection improvements consisting of a one-lane roundabout.
- Construction and connection of sidewalks with ADA facilities.
- Addition of bike lanes in both directions and exploration of low stress bike lane designs though the roundabout.
- Stormwater mitigation for the improvements.
- Connection to the improvements done in a previous phase to provide a consistent corridor and design for future improvements heading towards Jackson Ave SE.

The project is located in an area zoned as Urban Low Residential/Park with an Urban Low-Density Residential/Public Facility land use.

2.0 BACKGROUND AND AGENCY NEEDS

Kitsap County completed a SE Lund Avenue Traffic Study Report in March 2022, which found that the corridor needed capacity and safety improvements to allow the area to continue to develop as an urban growth area (UGA). To do so in manageable sections, the improvements were phased as shown in the following table:

Phase	Improvements	Design Level	Anticipated Construction Year	Funding Source
1	SE Lund Ave/Harris Rd SE Roundabout and Segment 2 Improvements	30%	2025	TIB
2	SE Lund Ave/Hoover Ave SE Roundabout and Segment 1	30%	2026	FHWA (STBG(UM))

Phase	Improvements	Design Level	Anticipated Construction Year	Funding Source
3	SE Lund Ave/Chase Rd SE Roundabout	0%	2027	TIB
4	SE Lund Ave to Jackson Ave SE Improvements	0%	2028	Seeking funding

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 3 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 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.
- Constructability 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 the coordination effort.
- Incorporate non-motorized designs as feasible.
- Geotechnical and soils analysis including a review of the previous phases’ reports and findings.
- Cultural resources assessment and report. This includes a review of the previous phases’ reports and findings. This is a requirement of the TIB grant.
- Incorporate Low Impact Development designs as feasible.
- Securing all environmental and regulatory permits prior to and required for construction.
- Meeting TIB grant requirements for the design and bid package.
- All other related road and site improvement and mitigation necessary to accomplish the above tasks including 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.

4.0 ESTIMATE AND SCHEDULE

Kitsap County anticipates the costs of the consulting services for this project to be approximately \$350,000 for the design of the project. The services are expected to start in July 2024 and run through completion of construction, currently expected as December 2027. The County requires a bid ready project by December 2025 as bid authorization approval from TIB is due by December 30, 2025.

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 all of 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:

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

The proposal is limited to sixteen (16) 8½"x11" pages (shall be inclusive of any resumes/bios, photos, graphics, etc.). The cover letter will not be included in the sixteen-page count.

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:

Michele Filley, P.E.
Capital Improvements Project Manager – Roads Engineering
614 Division Street MS-26
Port Orchard, WA 98366-4699
Ph: 360-271-1844
mfilley@kitsap.gov

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: April 2, 2024
- Second advertisement of project: April 9, 2024
- **Proposals due by: May 7, 2024**
- Announce final selection by: May 21, 2024
- Contract negotiation complete by: June 10, 2024
- Board of County Commissioner approval: July 22, 2024
- Notice to Proceed: July 23, 2024

5.06 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.
- 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 according to the consultant evaluation criteria and the process described below:

Step 1: Evaluation of the written Proposal package submitted by each Proposer.

Step 2: The County's evaluation team makes a recommendation to the Public Works Director to obtain approval to begin negotiations with the selected Proposer. 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, expertise and availability, and any sub-consultants. 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. Method of avoiding errors and omissions on projects (and method of addressing if they occur).
- Project Collaboration, Communication, and Coordination – Elaborate on your experience, methods of communication and proposed approach for this project. Describe methods for working with other project stakeholders (e.g. utilities, cities).

7.0 CONTRACTING PROCESS

A LAG manual contract (Local Agency Agreement) will be used for the project after final negotiation of the Scope of Work.

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 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 County Current Projects website at:

<https://storymaps.arcgis.com/stories/6db5becfa3524952ad3fc1eac16b174d>

Documents available there will be:

- Traffic Study
- Previous phase plans
- Conceptual plan