



**KITSAP COUNTY  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR QUALIFICATIONS**

**Engineering Consultant  
Services for:**

**NW Greaves Way and Old Frontier Road NW -  
Roundabout**

**August 2020**

**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 NW Greaves Way and Old Frontier Road NW - Roundabout

## 1.0 OBJECTIVE

The Kitsap County Department of Public Works desires to address capacity and safety deficiencies at the intersection of NW Greaves Way and Old Frontier Road NW and intends to procure consulting services to complete design and permitting for a bid ready project.

The Department is soliciting Statements of Qualifications from consulting firms with experience in Civil Engineering, Traffic Engineering, Geotechnical Exploration, Cultural Resource Assessment, Design, Surveying, Environmental Mitigation, Stormwater Management, Drainage Analysis, Public Outreach and Regulatory Permit Processing.

The general scope of the project is to design a roundabout at the intersection that will facilitate access within and to the Silverdale Downtown while improving intersection safety for vehicles, bicycles, and pedestrians. The work will include channelization into a single lane compact roundabout, all related survey, sidewalk, curb and gutter, bicycle lanes, street lighting, landscape strips, and associated drainage improvements.

## 2.0 BACKGROUND AND AGENCY NEEDS

Kitsap County's 2014-2018 Intersection List has identified the intersection at NW Greaves Way and Old Frontier Road NW as the number one (1) intersection in need of safety improvements. The Greaves Way – Old Frontier intersection is within the “Waaga Way Town Center” district of Downtown Silverdale and since the construction of Greaves Way in 2010, traffic has increased from 5,000 vehicles to 8,500. In 2019, a traffic study was conducted by the County which identified that the preferred improvement to the intersection, would be a conversion to a single lane, compact, roundabout. The study and the determination to convert the existing “T” intersection to a roundabout took into consideration the following:

- Safety – reductions in fatal and injury collisions, as well as giving pedestrians shorter crossing distances
- Maintenance costs – no signal hardware or equipment maintenance costs with roundabouts
- Traffic calming – reduced vehicular speeds with roundabouts

## 3.0 SCOPE OF WORK

The work to be performed by the Consultant consists of preparing the design and ultimately the Plans, Specifications, and Estimate (PS&E) for constructing a roundabout at the intersection of NW Greaves Way and Old Frontier Road NW. The exact limits will be determined as part of the Scope of Work and will be based upon the traffic study that was published in August of 2019. The general scope of work for the project includes design and PS&E for a bid ready project, addressing the following major features/challenges of the project:

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- Single lane, compact roundabout at the intersection of Greaves and Old Frontier
  - Establishing the transition from the new alignment to the existing two-lanes on Greaves Way, east of the intersection
  - Non-motorized improvements within the project limits.
  - Property access control/management.
  - Property Owner Outreach/Public Involvement. Proactive engagement with stakeholders is imperative. Participating in and providing materials for presentations to elected officials and the public are also to be expected. With the current COVID-19 regulations, it is important to plan for virtual, in-person, or a combination of both
  - All other related road and site improvement and mitigation necessary to accomplish the aforementioned tasks including increasing radii, drainage improvements, water quality enhancements, relocating utilities, and landscaping to conform with existing county standards.
  - Secure all environmental and regulatory permits.
  - Identifying/Mitigating wetland impacts.
  - Soils analysis as appropriate.
  - Utility Coordination.
  - Cultural resources and area of potential affect.
  - Determine Right-of-Way needs, develop Right-of-Way plans and associated documentation necessary for Right-of-Way acquisition. Appraisal and negotiations will be by the County.
  - Account for improvements on and off site that have taken place since the design report was completed.
  - All preliminary survey work for the design of the project will be the responsibility of the consultant.
  - Engineering support during construction. Construction Management will be by the County.
  - All design work to be completed and permitting secured by August 2022, construction of the project to begin in March of 2023.
  - Construction phasing – impact to existing traffic.
  - Constructability – alternative roadway closures.

All design work and PS&E to meet/follow Kitsap County Standards, the LAG Manual (as applicable, FHWA funding is not anticipated on this project), WSDOT Design Manuals, WSDOT/APWA Standard Specifications for Road Bridge and Municipal Construction, and applicable state and federal regulations.

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## **4.0 ESTIMATE AND SCHEDULE**

Kitsap County anticipates the costs of the consulting services for this project to be approximately \$225,000. The services are expected to start in December of 2020. The County wants a bid ready project by August of 2022. At this time there is Transportation Improvement Board funding secured for the project.

## **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. All materials submitted in the response to this RFQ become the property of the County.

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 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 eight (8) 8½"x11" sheets (may be double sided and shall be inclusive of any resumes/bios, photos, graphics, etc.). The cover letter will not be included in the eight 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:

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Gary Kaczynski, P.E.  
Capital Improvements Project Manager – Public Works  
614 Division Street MS-26  
Port Orchard, WA 98366-4699  
Ph: 360.337.4689  
Fax: 360.337.4867  
[gkaczynski@co.kitsap.wa.us](mailto:gkaczynski@co.kitsap.wa.us)

#### **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: September 10, 2020
- Second Advertisement of project: September 17, 2020
- SOQs due: October 8, 2020
- Short list for interviews by: October 16, 2020
- Interviews: October 30, 2020
- Announce final selection by: November 6, 2020
- Contract negotiation complete by: November 25, 2020
- Board of County Commissioner approval: December 14, 2020
- “Notice to Proceed”: December 16, 2020

#### **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 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.

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## **6.0 CONSULTANT EVALUATION PROCESS**

A team of County staff 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 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 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 similar projects and with proposed team members.
- Experience and background of key personnel on similar projects.
- Teams previous working relationships and/or relevance to teaming on this project.
- Experience with Kitsap County and/or WSDOT plans, specifications, estimates and construction practices.
- Experience with environmental planning and permitting processes.
- Experience with Low-Impact-Development Techniques.
- Approach to the project.
- Proposer's quality assurance/quality control program.
- Proposer's approach to project management and project delivery.
- Experience with roundabout design
- Experience with public outreach strategies and procedures.
- Proposer's experience/history of coordination with utilities and project stakeholders.
- Past performances/references.

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## **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. It is possible that interviews will be held virtually, via Zoom. 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**

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.

## **8.0 COUNTY CONTACT INFORMATION**

Questions regarding this project should be directed to Gary Kaczynski, P.E., Capital Improvements Project Manager, at 360.337.4689.

Persons with disabilities may request this information be prepared and supplied in alternate forms 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 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 bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids 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.

## **APPENDIX A: AVAILABLE REFERENCE DOCUMENTS**

Access to reference documents will be via the County Current Projects website at:

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

Documents available there will be:

- NW Greaves Way at Old Frontier Road NW Traffic Study (2019)
- Waaga Way Extension Drawings