



# **KITSAP COUNTY PUBLIC WORKS SEWER UTILITY DIVISION**

## **REQUEST FOR QUALIFICATIONS 2025 – 012**



**Integrated Design, Engineering,  
and Analysis Services**



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## Section 1. Background

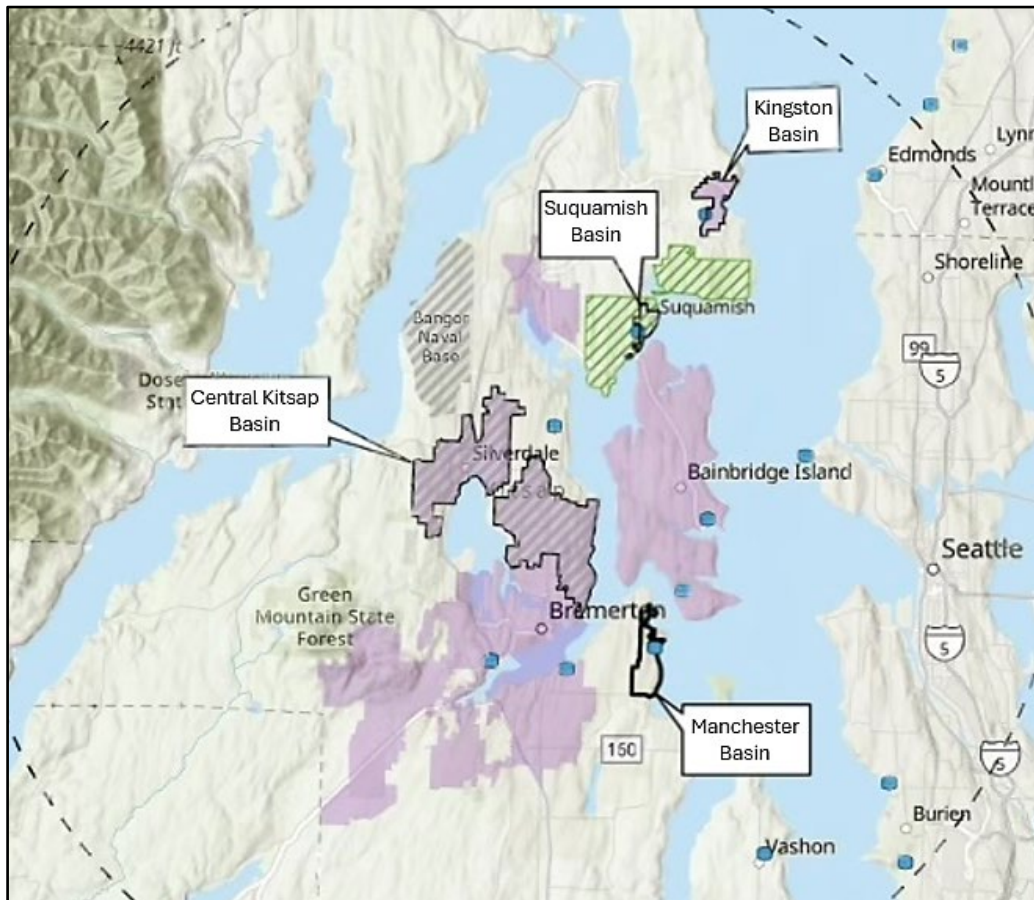
### 1.1 Introduction

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, IPS, and several pump stations that convey flow to the regional processing facility, the Central Kitsap Treatment Plant (CKTP). Additionally, the CKTP treats solids from three other wastewater treatment plants: Manchester Wastewater Treatment Plant (MTP), Kingston Wastewater Treatment Plant (KTP), and Suquamish Wastewater Treatment Plant (STP). This section summarizes the conveyance and collection system between all four treatment plants. Further details are available in the excerpts from the 2025 Draft Sewer General Plan, provided in Attachment A.

### **2.2.1 Central Kitsap Treatment Plant**

The 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). The CKTP sewer system collects flow from 45 pump stations including PS-1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 30, 31, 32, 33, 34, 35, 36, 37, 39, 40, 51, 61, 62, 63, 64, 65, 67, 68, 69, 70, 80, and 81. The flows are collected and conveyed to CKTP through two 30 inch diameter force mains.

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 the solid's treatment processes for proper treatment and disposal. The treated effluent is then discharged to Port Orchard Bay in accordance with its NPDES Permit. The CKTP treats wastewater from residential and non-residential customers in its service area as well as the City of Poulsbo, Navy Yard City in Bremerton, the Naval Base Kitsap (NBK) Keyport, and Bangor US Navy installations.

The 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.

### **2.2.2 Manchester Wastewater Treatment Plant**

The Manchester Wastewater Treatment Plant (MTP) is an activated sludge treatment system located south of CKTP in Manchester, Washington with a monthly flow capacity rating of 0.46 MGD. The MTP collection system includes approximately 64,000 feet of gravity pipe and 16,200 feet of force main piping. All sewer flows within the basin are conveyed and treated at MTP.

Additionally, there are seven pump stations within the Manchester sewer system, including PS-45, 46, 47, 48, 49, 50, and 74. The pump station capacity ranges from 150 gallons per minute (gpm) at PS-50 to 669 gpm at PS-48. Most of the pump stations in the system have a capacity of about 200 gpm. MTP also features a plant influent pump station.

### **2.2.3 Kingston Wastewater Treatment Plant**

The Kingston Wastewater Treatment Plant (KTP) is located north of CKTP, in Kingston, Washington. KTP holds a monthly flow capacity rating of 0.292 MGD. The KTP collection system includes approximately 57,400 feet of gravity pipe and 26,000 feet of force main piping. Approximately 1,000 feet of pipe within the system is privately owned.

Additionally, there are seven pump stations within the Kingston sewer system, including PS-41, 42, 43, 52, 71, 72, and 73. The pump station capacity ranges from 20 gallons per minute (gpm) at PS-



52 to 450 gpm at PS-71. All sewer flows within the basin are conveyed and treated at KTP. The treated effluent from KTP is conveyed and discharged to Appletree Cove.

### **2.2.4 Suquamish Wastewater Treatment Plant**

The Suquamish Wastewater Treatment Plant (STP) is located north of CKTP and south of KTP, in Suquamish, Washington. STP holds a maximum monthly flow rating of 0.4 MGD and a peak flow of 1.0 MGD. The STP collection system includes approximately 55,000 feet of gravity pipe and 9,400 feet of force main piping. At STP, Waste activated sludge (WAS) is thickened with an RDT, stored at in the TSST, and sent to CKTP for further treatment and disposal.

Additionally, there are two pump stations within the Suquamish sewer system, including PS-53 and PS-53. The pump station capacity of PS-53 and 54 is 360 gpm and 350 gpm, respectively. All sewer flows within the basin are conveyed and treated at STP. The treated effluent from STP is conveyed and discharged to Port Madison of the Puget Sound in accordance with the NPDES Permit.

### **2.2.5 General Sewer Plan and Capital Facilities Plan**

The 2025 Sewer General Plan is currently at 90% completion and expected to be reviewed and approved by Department of Ecology by mid-2025. This plan 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 Draft Sewer General Plan mentioned in Section 2 are included in the RFQ Attachment A. Additional information can be available upon request.

The current 6-year capital facilities plan includes work on several lift stations across multiple service areas. These stations include (include the 6-year CIP lift station projects). Additional projects are listed in the 6-year CIP in RFQ Attachment A.

Both plans provide a framework for managing growth within the context of a countywide wastewater service network, with the overall goal to protecting public health and the quality of Kitsap and the Puget Sound's water resources. The scope of the RFQ defined in Section 3 are based upon the needs identified in these plans.

## **2.3 Project Schedule**

The nature of prospective preliminary engineering design services is to serve on an as needed basis. This contract and scope of work in Section 3, is envisioned to be completed within a 2-Year timeframe once formally awarded, with the option to extend for an additional 3-Years.

## **2.4 RFQ Intent**

The intention of this RFQ is to solicit for an engineering firm to assist the Owner in on call services including, but not limited to the optimization and evaluation of existing pump stations and other infrastructure, and the assessment of potential impacts caused by private developments and general capacity increases. The result of this preliminary engineering design and optimization contract will yield a subset of small works project aiming to address needs identified in the 6-year CIP and General Sewer Plan. Section 3 – Engineering Services, provides preliminary extent of intended deliverables and scope that will be built into the advertised contract once awarded.



## Section 3. Engineering Services

### 3.1 General

This RFQ is for engineering design and planning services, including, as required on an as needed basis:

- Perform Pump Station Condition Assessments to determine asset health scores including, but not limited to PS 41, 53, 54, and 71.
- Engineering evaluation of previously developed pump station asset health scores including, but not limited to PS 41, 53, 54, and 71.
- Assess and provide design recommendations to improve the efficiency, capacity, and optimization of existing pump stations.
- Ensure compliance with all standards, regulations, and requirements.
- Develop preliminary and final design plans for pump stations and wastewater systems, as needed.
- Assess potential impacts to pump stations by private development projects.
- Prepare written formal documentation for all project deliverables and services performed (i.e. technical memorandums, specifications, drawings, proposals).
- Participate in troubleshooting operational deficiencies of existing lift stations.
- Engage in preliminary design to optimize existing infrastructure.
- Assist in other miscellaneous engineering services as needed.

The County will be using SYNCHRO for all document handling. The selected team will receive training in its use.

## 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 April 4<sup>th</sup>, 2025.**

Submit SOQ 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@co.kitsap.wa.us](mailto:Purchasing@co.kitsap.wa.us)

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 March 6, 2025
- Deadline for Questions March 20<sup>th</sup>, 2025, at 5:00 PM (local time)
- SOQ Submission Date April 4<sup>th</sup>, 2025, at 2:00 PM (local time)
- Notice of Shortlist Selection for Interviews April 8<sup>th</sup>, 2025
- In Person Interviews April 15<sup>th</sup>, 2025
- Notice of Firm selection April 18<sup>th</sup>, 2025
- Initial Scope Submission from selected Firm May 12<sup>th</sup>, 2025

#### 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 "Integrated Design, Engineering, and Analysis Services, RFQ 2025-012."

#### 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
  - Mechanical Design Lead
  - Condition Assessment Lead

The Condition Assessment Lead does not need to be a distinct individual on the team, but it must be clearly identified who will oversee the pump station condition assessments. Respondents may identify additional personnel they deem to be critical to project success. Identify the firm affiliation of each proposed personnel on the organizational chart. While Owner may determine to score a select number of Key Personnel, the overall strength of the Project Team will be considered in the evaluation.

- 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 design and optimization of existing facilities, permitting assistance, funding assistance, value engineering, 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 representative 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

As briefly described in Section 1.1 (Introduction), 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 - Sample Contract Standard Provisions

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 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) is 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.

<b>Table 3. Evaluation Criteria and Points for Statements of Qualifications</b>	
<b>Evaluation Criteria</b>	<b>Points</b>
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
<b>Total for Statement of Qualifications (Maximum SOQ Score):</b>	<b>100</b>

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 intends to 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.



<b>Table 4. Evaluation Criteria and for Interview</b>	
<b>Criteria</b>	<b>Description</b>
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.

## RFQ Attachment A Project Background Documents

The following informational documents are provided to support SOQ development.

Background documents are accessible from a Microsoft SharePoint site hosted by the Owner. Respondents may access the site by clicking this link [Kitsap County Bids](#) or by requesting access to the Procurement Contact. The following documents are available:

- Kitsap County Sample Contract for Professional Services
- 2025 Draft Sewer General Plan Excerpts
- 6-Year Capital Facilities Plan (2025-2030)
- CONSOR Format for Asset Health Scores