



ADDENDUM NO. 1 REQUEST FOR PROPOSALS 2025-035 KITSAP COUNTY

TO: All Respondents

FROM: Glen McNeill. Purchasing Supervisor

CLOSING DATE: 09/03/2025 @2:00 pm [**Unchanged**]

REF NO.: 2025-035 STORMWATER COMPREHENSIVE PLAN/SMAP UPDATE

DATE: 08/20/2025

Addendum 1 to Request for Proposals 2025-035 is to answer questions received.

QUESTIONS SUBMITTED IN THE FORMAT RECEIVED:

a) Solicitation Number: 2025-035
<i>b) Page 4, 5. <u>Format, Submission, Copies, Signature</u></i> <i>c) "Bidders shall submit: one (1) original, marked "original", and one (1) electronic copy of their Proposal."</i>
<i>b) Page 12, SUBMITTAL REQUIREMENTS</i> <i>c) "Submit one (1) digital submission of no more than ten (10) sheets (double sided or not, including resumes of team members), plus a cover and a one-page cover letter."</i>
d) Please clarify which submission instruction is correct: (1) original AND (1) electronic copy <u>OR</u> (1) digital submission?
<i>b) Page 12-13, SUBMITTAL REQUIREMENTS</i> <i>c) "Submission must include the following information: Proposal Certification Form (Exhibit B), Exceptions and Assumptions Form (Exhibit C) if applicable, References and contact information.....(Exhibit D)."</i>
d) Please clarify if Exhibits B, C, and D are excluded from the 10-page (double-sided) limit.
<i>b) Page 13, SUBMITTAL REQUIREMENTS</i> <i>c) "Submission must include the following information: Copy of the Offeror's current Certificate of Liability Insurance...."</i>
d) Please clarify if the Certificate of Insurance is excluded from the 10-page (double sided) limit.
<i>b) Page 12, SUBMITTAL REQUIREMENTS</i> <i>c) "Submit one (1) digital submission of no more than ten (10) sheets (double sided or not, including resumes of team members), plus a cover and a one-page cover letter."</i>

d) Can the cover letter be 1 page, double sided?
<p>b) Page 12, <i>ESTIMATE AND SCHEDULE</i></p> <p>c) <i>"KCPW anticipates the costs of the professional services for this project to be less than \$250,000, depending on the agreed upon scope of work. The consultant selected will be subject to Federal EEO requirements."</i></p> <p>b) Page 13, <i>EVALUATION CRITERIA</i></p> <p>c) <i>Evaluation shall be based on the following:5. Project Budget – 15 points</i></p> <p>d) How is "Project Budget" being evaluated and how does the County want the cost presented in the proposal?</p>
<p>b) Page 6, <i>Negotiations, Award</i></p> <p>c) <i>"...Should the evaluation process result in a top-ranked Proposal, County may limit negotiations to that Bidder and not negotiate with any lower-ranking Bidder..."</i></p> <p>b) Page 12, <i>ESTIMATE AND SCHEDULE</i></p> <p>c) <i>"KCPW anticipates the costs of the professional services for this project to be less than \$250,000, depending on the agreed upon scope of work. The consultant selected will be subject to Federal EEO requirements."</i></p> <p>b) Page 13, <i>EVALUATION CRITERIA</i></p> <p>c) <i>Evaluation shall be based on the following:5. Project Budget – 15 points</i></p> <p>d) Assuming \$250K is the budget, are all 15 evaluation points given to bidders that proposed to complete Tasks A-F within budget or are they ranked in another manner?</p>
<p>b) Page 12, <i>ESTIMATE AND SCHEDULE</i></p> <p>c) <i>"Services are expected to begin by January 1, 2026 at the latest, and the Consultant may negotiate an earlier start. The project must be completed prior to December 31, 2026."</i></p> <p>b) Page 13, <i>EVALUATION CRITERIA</i></p> <p>c) <i>Evaluation shall be based on the following:6. Proposed Schedule – 10 points</i></p> <p>d) Similarly, all work is to be done by 12/31/26, all bidders that present a schedule to complete by that time period will receive the 10 points or are they ranked in another manner?</p>

1. Could you please clarify how you would like the proposal to be submitted? Page 4, Section 5B and C, of the RFP requests an original copy (in a sealed envelope) and an electronic copy (thumb drive), but page 12, Submittal Requirements section, of the RFP requests just a digital submission (without stating if email to purchasing@kitsap.gov is preferable).
2. References Requirement: Section 41 states that four references are required, but the reference form indicates only three. Can you confirm the correct number of references needed?
3. Submission Format: The "Format, Submission, Copies, Signature" section requires one original and one electronic copy, but the evaluation criteria only call for one digital submission. Will an electronic-only submission be acceptable?

COUNTY RESPONSE:

Clarification of Submission Format:

A single electronic (digital) submission of no more than ten (10) sheets (double sided or not, including resumes of team members), plus a cover and a one-page cover letter is requested. Please submit to purchasing@kitsap.gov. A hard copy is not required.

Cover, cover letter, Exhibits B, C, D and Certificate of Insurance may be excluded from the 10-sheet total. Cover letter may be double sided.

References:

The instruction in Section 41 to submit four (4) references is a typo. Please submit **three (3)** references.

Evaluation of Budget:

The \$250,000 figure represents the County's estimate based on similar project scopes and past experience. However, the actual project budget may vary depending on the final negotiated scope of work and tasks. We encourage bidders to propose budgets that appropriately reflect the scope and scale of their proposed approach to Tasks A-F.

Budget Presentation: Bidders have flexibility in how they structure and present their cost proposals. Bidders may organize their budget by task, phase, labor category, or any format that clearly communicates their cost structure and demonstrates value.

Budget Evaluation Methodology: Points allocated to "Project Budget" will be awarded based on a comparative ranking system rather than a simple pass/fail against the \$250,000 threshold.

Evaluation will consider:

- Cost competitiveness relative to other proposals
- Value proposition and cost-effectiveness
- Reasonableness of costs relative to proposed scope and deliverables
- Budget justification and transparency

Proposals that demonstrate strong value while maintaining cost competitiveness will score higher in this category.

Evaluation of Schedule:

The December 31, 2026 completion date is firm and non-negotiable due to the County's NPDES permit mandate requiring completion and reporting of SMAP updates by March 2027.

Schedule Evaluation Methodology: Similar to budget evaluation, points for "Proposed Schedule" will be awarded through comparative ranking rather than simply meeting the deadline. Factors include:

- Ability to complete work in advance of the December 31, 2026 deadline

- Realistic and well-structured project timeline
- Demonstration of efficient project management and resource allocation
- Contingency planning and risk mitigation in scheduling

Proposals showing on-time completion dates with realistic, well-planned schedules will receive higher scores in this category.

END OF ADDENDUM NO. 1