



KITSAP COUNTY PUBLIC WORKS CAPITAL FACILITIES DIVISION

REQUEST FOR QUALIFICATIONS 2025 – 039



On-Call Facility Condition Assessment Services



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Section 1. Background

1.1 Introduction

The Kitsap County Capital Facility Division (the County) is requesting Statements of Qualifications (SOQs) from qualified 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).

The term “Respondent” is defined to be the entire team responding to this RFQ, regardless of the organization of the team. For example, where a profile is requested of the Respondent this is intended to be both the lead responder and any proposed partners or subconsultants needed to meet requirements that the lead responder can’t fulfil internally.

Section 2. Project Overview

2.1 Agency Needs

The Owner desires to have a firm(s) available for On-Call Facility Condition Assessment on various projects including but not limited to existing facilities, structures, roads, bridges, and stormwater systems. No specific projects have been identified at this time.

2.2 Estimate and Schedule

Anticipated maximum total value of resultant contract(s): \$250,000. At the sole option of the Owner the contract amount(s) may be increased to meet ongoing needs of Kitsap County.

The contract(s) are expected to be executed in 2025 with a term of three (3) years. At the sole option of the Owner the contract may be extended for up to two (2) years at one (1) year intervals.

Section 3. Engineering Services

3.1 Introduction

The purpose of this contract is to provide on-call professional services required to support the County in assessing, evaluating, and planning for maintenance, upgrades, and compliance across its various facilities.

The Consultant shall provide services on a work order basis. The exact disciplines required and the amount of work for each discipline has not been determined. The Consultant should be capable of adding disciplines expeditiously as necessary to meet the needs of specific work orders. There is no guarantee that all services in this Scope of Work will be used.

3.2 Scope of Work



TASK 100 - PROJECT MANAGEMENT

The Consultant shall provide and manage the services required to meet the objective of this task, including but not limited to the following:

1. Coordinate Consultant work with efforts performed by County staff and other consultants or contractors.
2. Prepare a project management plan, including:
 - a. Detailed project schedule;
 - b. Identification of the project team and organization structure;
 - c. Scope of services;
 - d. Communication plan;
 - e. Quality management plan;
 - f. Risk analysis plan.
3. Administer work and prepare monthly status reports for each active work order. Monthly reports briefly describe:
 - a. The previous month's activities and the planned activities for the next month;
 - b. Issues and/or concerns that may affect the project scope, schedule, and/or budget;
 - c. Compare work accomplished to what was planned;
 - d. Compare actual task expenditures to approved task budgets and shall include documentation supporting amounts invoiced.
4. Ensure the availability of staff for adherence to the project schedule and quick response to issues.
5. Regular monitoring of in-house and sub-consultant work for adherence to scope, schedule, budget, and quality.
6. Maintenance of project files which include, but are not limited to, condition assessment data, photos, assumptions, meeting notes, working drawings, phone logs, emails, and memos.
7. Conducting a project kickoff meeting that shall include appropriate County staff and members of the Consultant's team for the County to advise of preferred schedule of upcoming work orders; finalize the assets to be assessed; review Database criteria; and identify other methodology development, site, or regulatory constraints that may be present and will affect schedule. The Consultant shall be responsible for preparing a meeting agenda and a meeting summary.
8. In addition to the meetings identified in the tasks below, conduct regular progress meetings with County staff and appropriate members of the Consultant's team to discuss progress and quality of the condition assessments, and resolve project issues. Consultant shall prepare meeting agendas and summaries.
9. Ensuring all documents utilize standard software already available to the County or easily obtainable. Unless otherwise noted, reports shall utilize Microsoft Word and Adobe PDF.

Potential Deliverables:

- Project Management Plan, including:
 - Project Schedule
 - Project Team and Organization Structure
 - Scope of Services
 - Communication Plan
 - Quality Management Plan



- Risk Analysis Plan
- Monthly Status Reports, including:
 - Budget Report
 - Updated Schedule
 - Project Issues
- Project Files Management Log
- Meeting Agendas and Summaries

Note: The Project Management Plan and monthly reporting shall incorporate all project elements, including ADA assessment activities and Transition Plan development.

TASK 200 – Asset Management

The consultant shall develop in conjunction with Kitsap County an asset management plan including condition assessment methodology. The consultant shall provide and manage the services required to meet the objective of this task, including but not limited to the following reference documents:

- FTA Facility Condition Assessment Guidebook
- ASTM E1557-09R2020 Uniformat
- ASTM E2018-24 PCA
- Construction Specification Institute
- WSDOT Specs

Asset Management software / Condition Assessment Database

- May support County implementation of software or database
- Required to maintain a database in the interim should County not have system already in place.
- Cartegraph by OpenGov is the current Asset Management software used by the County

Potential Deliverables:

- Asset Management Plan

TASK 300 - Facility Condition Assessment (FCA)

Assess the condition of Kitsap County facilities and infrastructure. The Consultant shall provide and manage the services required to meet the objective of this task, including but not limited to the following:

1. General Support
 - a. Perform visual and non-destructive assessments of county-owned facilities.
 - b. Evaluate architectural, structural, mechanical, electrical, plumbing (MEP), and building envelope systems, see FTA Facility Condition Assessment Guidebook Table 3 Components list for a minimum standard:
 - i. Field assessment
 - ii. Documentation review
 - iii. Interviews with pertinent staff and tenants



- c. Assign Facility Condition Index (FCI) ratings.
- d. Document deficiencies, code issues, and maintenance backlog.
2. Code & ADA Compliance Reviews
 - a. Assess facilities for compliance with:
 - i. International Building Code (IBC)
 - ii. ADA Accessibility Guidelines
 - iii. OSHA and state/local workplace safety codes
 - b. Conduct field assessments of physical barriers to access, including:
 - i. Parking lots and exterior paths of travel
 - ii. Building entrances and doorways
 - iii. Corridors, ramps, elevators, and restrooms
 - iv. Signage, service counters, drinking fountains, etc.
 - c. Utilize standardized ADA evaluation checklists and tools.
 - d. Coordinate with Kitsap County staff to review facility usage patterns and program access implications.
3. **ADA Transition Plan Development**
 - a. Develop a comprehensive ADA Transition Plan including:
 - i. Inventory of identified accessibility barriers
 - ii. Prioritization criteria based on risk, usage, feasibility, and cost
 - iii. Cost estimates for barrier remediation
 - iv. Proposed timelines and phasing strategies
 - v. Departmental responsibilities and implementation tracking framework
 - b. Ensure ADA Transition Plan is aligned with County capital planning processes and updated in the Asset Management Database.
 - c. Assist in public communication or stakeholder presentations (as requested).
4. Cost Estimating & Capital Planning Support
 - a. Provide ROM (rough order of magnitude) cost estimates for identified improvements.
 - b. Assist in prioritizing capital improvements across the portfolio.
 - c. Support long-range facility planning and budget development.

Potential Deliverables:

- Individual Facility Assessment Reports (including ADA findings)
 - Scoring Buildings and components with state of good repair rating scale (i.e. Table 5 of FTA Facility Condition Assessment Guidebook)
 - Capital Repair Prioritization Matrices
 - Cost Estimates (short-, mid-, long-term)
- ADA Barrier Inventory Spreadsheet and Maps
- Draft and Final ADA Transition Plan (print and digital)
- Presentations to County Staff or Boards
- Project Planning Activities - up to 10% design, feasibility studies

TASK 400 - Energy & Sustainability Assessments

Support Kitsap County to meet requirements of WA Clean Building Performance. Including but not limited to: assess the energy usage and condition of Kitsap County facilities and infrastructure. The Consultant shall provide and manage the services required to meet the objective of this task, including but not limited to the following:



1. Energy & Sustainability Assessments

- a. Benchmark building energy use using tools such as ENERGY STAR Portfolio Manager.
- b. Energy audits and utility rebate coordination.
- c. Support for Clean Building Performance Standards
- d. Review HVAC, lighting, and building envelope systems for efficiency.
- e. Recommend upgrades for cost savings, emissions reduction, and long-term sustainability.
- f. Evaluate potential for renewable energy integration (solar, battery storage, etc.).

2. Cost Estimating & Capital Planning Support

- a. Provide ROM (rough order of magnitude) cost estimates for identified improvements.
- b. Assist in prioritizing capital improvements across the portfolio.
- c. Support long-range facility planning and budget development.

Potential Deliverables:

- Energy Benchmarking and Recommendations
- Energy Management Plan
- Operations and Maintenance Program
- Capital Repair Prioritization Matrices
- Cost Estimates (short-, mid-, long-term)
- Presentations to County Staff or Boards

TASK 500 – Space Utilization & Operational Assessments

On a case-by-case basis, Assess the Space Utilization & Operational usage and condition of Kitsap County facilities and infrastructure. The Consultant shall provide and manage the services required to meet the objective of this task, including but not limited to the following:

1. Space Utilization & Operational Assessments

- a. Review layout, use of space, workflow, and circulation within facilities.
- b. Conduct interviews with department staff.
- c. Identify underutilized or overcrowded areas.
- d. Provide recommendations to optimize functionality, improve accessibility, and enhance user safety and workflow. Recommendations should consider ADA program access standards where applicable

TASK 600 – Life Cycle Cost Analysis

On a case-by-case basis Assess the Life Cycle Cost of Kitsap County facilities and infrastructure. The Consultant shall provide and manage the services required to meet the objective of this task, including but not limited to the following:

1. Data Collection & Validation

- a. Collect baseline data: construction costs, energy/fuel use, labor, materials, operational hours, etc.
- b. Review maintenance and rehabilitation history and cost records.
- c. Confirm useful life and deterioration curves for asset types (use historical data or industry benchmarks).



2. Life Cycle Cost Modeling

- a. Identify and define project alternatives (e.g., asphalt vs. concrete pavement).
- b. Use Life Cycle Cost Analysis tools/software to model alternatives.
- c. Include:
 - i. Initial capital costs
 - ii. Scheduled and unscheduled maintenance
 - iii. Operations (energy, staffing, etc.)
 - iv. Rehabilitation and replacements
 - v. Salvage value
 - vi. Discount rates and inflation factors
- d. Sensitivity & Risk Analysis
 - i. Conduct sensitivity analysis on key assumptions (e.g., discount rate, service life, inflation).
 - ii. Identify risks and uncertainty factors that may impact the LCCA results.

Potential Deliverables:

- LCCA Methodology Plan
- Interim data summary/memo
- Draft and Final LCCA Report (PDF and editable formats)
- All models and data files used in the analysis
- Presentations to County Staff or Boards

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 Thursday October 23rd, 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

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 | September 25, 2025 |
| • Deadline for Questions | October 16 th , 2025, at 2:00 PM (local time) |
| • SOQ Submission Date | October 23 rd , 2025, at 2:00 PM (local time) |
| • Notice of Shortlist Selection for Interviews | October 30 th , 2025 |
| • In Person Interviews | November 4 th , 2025 |
| • Notice of Firm selection | November 7 th , 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 Kitsap County Public Works, located at 507 Austin Ave, Port Orchard, WA 98366. 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 "On-Call Facility Condition Assessment, RFQ 2025-039."

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. 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
- 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. The County expects that the Key Personnel identified will be available to work on the project in accordance with the proposed roles.

- Provide resumes for all Key Personnel in SOQ Appendix A (Resumes).

5.3.5 Part 4 – Relevant Project Experience

In general, this section of the Statement of Qualifications (SOQ) should demonstrate the Respondent's capabilities and approach in managing, performing, and successfully completing Facility Condition Assessment (FCA) projects. The description should address Respondent's experience with the following:

- **Experience and Qualifications in Facility Condition Assessments**
 - Experience within the past 10 years conducting facility condition assessments and the RFQ SOW, including evaluation of architectural, structural, mechanical, electrical, plumbing, life safety, and site systems. Demonstrated ability to assess a range of building types and sizes, and to deliver practical, prioritized recommendations with cost estimates.
 - Possible experience to highlight include Facility Condition Assessments at the following facility types:
 - Office Buildings
 - Courthouses
 - Juvenile Detentions
 - Jails
 - Fairgrounds Buildings
 - Inpatient Recovery Centers
- **Experience with Public Sector and On-Call Contracts**
 - Experience working with cities, counties, or other public agencies under on-call, task order, or indefinite delivery contracts. Ability to manage multiple assignments, respond quickly, and coordinate effectively with agency staff and stakeholders.
- **Key Personnel and Team Qualifications**
 - Qualifications, relevant experience, and availability of proposed team members. Demonstrated past performance of key staff on similar projects. Clarity of roles and involvement in reference projects.
- **Project Management Approach and Responsiveness**
 - Approach to project planning, quality control, scheduling, communication, and responsiveness. Ability to meet deadlines, adapt to changing scopes, and ensure high-quality deliverables.
- **Client References and Past Performance**
 - Quality of references and past performance on similar work. Responsiveness, quality of work, and ability to meet budget and schedule. 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.

- **Value-Added Services**

- Ability to provide additional support such as integration with asset management systems, lifecycle cost modeling, funding assistance, or sustainability planning and Space Utilization & Operational Assessments.

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 successful Respondent 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 Respondent, as determined by evaluation of the SOQ responses and interviews. If the County is unable to reach agreement with the highest ranked Respondent, it may negotiate with the second highest ranked Respondent, proceeding in turn to each Respondent, 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

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.

| Table 3. Evaluation Criteria and Points for Statements of Qualifications | |
|---|--|
| Evaluation Criteria | Points |
| 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 | 30 |
| Part 4 – Relevant Project Experience | 70 |
| SOQ Appendix A (Resumes) | Scored as portion of Part 3 and Part 4 |
| Total for Statement of Qualifications (Maximum SOQ Score): | 100 |

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.

| Table 4. Evaluation Criteria and for Interview | |
|---|---|
| Criteria | Description |
| 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 Respondent 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 negotiate a Contract with the County.



RFQ Attachment A

Kitsap County Sample Contract for Professional Services