

**KITSAP COUNTY  
PUBLIC WORKS SEWER UTILITY  
DIVISION**

**REQUEST FOR QUALIFICATIONS  
2026 – 015**



**Kitsap County Code:  
Title 13 Update**



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## Section 1. Background

### 1.1 Introduction

Kitsap County Public Works (Owner) is requesting Statements of Qualifications (SOQs) from prospective Professional Consulting Firms for services outlined in Section 3 (Professional Services), Section 4 (Procurement Process) provides the intended timeline from RFQ Publication to Notice of Firm Selection. 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

Kitsap County Public Works is committed to protecting aquifers, surface waters, and the Puget Sound through its wastewater management program. This program delivers essential sewer services that safeguard neighborhoods, local waterways, and public health throughout Kitsap County. The approximate vicinity of the program’s service area is shown in Figure 1.

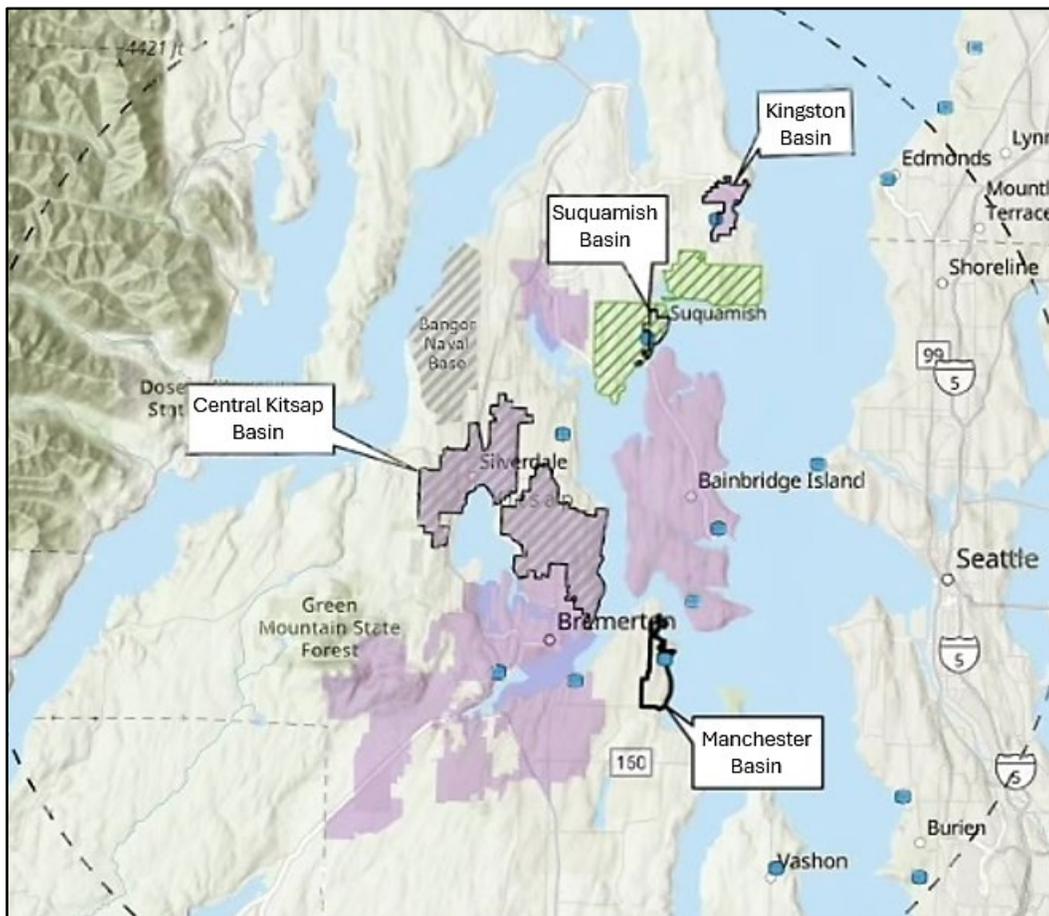


Figure 1. Approximate Sewer Utility Vicinity



## 2.2 Kitsap County Sewer Utility Division

Since the 1950s, the Kitsap County Sewer Utility has operated and maintained a wastewater collection and treatment system serving communities across the Kitsap Peninsula. The system includes gravity pipelines, force mains, manholes, inverted siphons, and pump stations that convey wastewater to the regional treatment facility, the Central Kitsap Treatment Plant (CKTP). In addition to treating wastewater from its primary service area, CKTP also processes solids from the Manchester, Kingston, and Suquamish Wastewater Treatment Plants.

Title 13 of the Kitsap County Code establishes the regulatory framework governing the Sewer Utility to protect public health, safeguard water quality, and ensure compliance with applicable state and federal requirements. Through this effort, Title 13 will undergo a comprehensive review and update to improve organization, functionality, and alignment with current standards and long-term implementation needs.

## 2.3 Project Schedule

This contract and scope of work in Section 3 is expected to be completed within a 2-Year timeframe once formally awarded.

## 2.4 RFQ Intent

The intention of this RFQ is to solicit qualifications from a Professional Consulting Firm to assist the Owner with a comprehensive review, evaluation, and rewrite of the existing Kitsap County Title 13 Code. The selected firm will review the current Kitsap County Code language, evaluate its effectiveness and applicability, and compare it with best practices and regulatory frameworks from comparable jurisdictions. This effort is intended to improve clarity, consistency, enforceability, and alignment with current standards and regulations. The outcome of this engagement will be an updated and refined Title 13 Code, suitable for adoption consideration. Section 3 provides a preliminary description of the intended scope of work and deliverables to be incorporated into the contract once awarded.

# Section 3. Professional Services

## 3.1 General

This RFQ is for professional planning, policy, and technical services related to Kitsap County Code updates, including:

- Review and evaluate the existing Title 13 code provisions for clarity, consistency, and effectiveness.
- Conduct a comparative analysis of the Code from comparable jurisdictions to identify best practices and emerging regulatory trends.
- Identify gaps, redundancies, and inconsistencies within the current language and provide recommendations for improvement.
- Prepare proposed revisions and a comprehensive rewrite of the Title 13 code, incorporating recommended updates and refinements.
- Ensure proposed code updates align with applicable federal, state, and regional standards and regulations.



- Provide technical and policy-based recommendations to improve implementation, administration, and enforcement of the codes.
- Prepare written documentation for all deliverables and services performed (i.e., technical memorandums, draft and final code language, summaries of recommended changes).
- Coordinate with Owner staff to review draft revisions and incorporate feedback.
- Assist with stakeholder engagement or work sessions, as requested, to present and explain proposed code updates.
- Provide additional related professional services as needed to support the code update and adoption process.

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 17, 2026.**

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@kitsap.gov](mailto:Purchasing@kitsap.gov).

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 24, 2026                 |
| • Deadline for Questions                       | April 3, 2026, at 2:00 PM PST  |
| • SOQ Submission Date                          | April 17, 2026, at 2:00 PM PST |
| • Notice of Shortlist Selection for Interviews | May 8, 2026                    |
| • In Person Interviews                         | May 13, 2026                   |
| • Notice of Firm selection                     | May 15, 2026                   |
| • Initial Scope Submission from Selected Firm  | June 5, 2026                   |

## 4.3 In Person Interviews

The 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 Kitsap County Public Works Annex, located at 8600 SW Imperial Way, Bremerton, WA 98312. 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 "Kitsap County Code: Title 13 Update, RFQ 2026-015."

## 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 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
  - Planning / Policy Lead
  - Technical Writing Lead
  - Communications / Outreach Lead
  - QA/QC Lead
- 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).

Key Personnel Roles are not required to be separate individuals; however, the Respondent must clearly identify the team members responsible for each role, especially those who will be overseeing compliance with applicable RCWs. Legal or code compliance experience is preferred for the QA/QC Lead.

Respondents may identify additional personnel they deem to be critical to project success, but each proposed team member must be identified on the organizational chart. While the Owner may determine to score a select number of Key Personnel, the overall strength of the Project Team will be considered in the evaluation.

### **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 the Respondent’s ability to conduct comparative analyses of codes from comparable jurisdictions and experience with comprehensive code updates. It should also ensure regulatory compliance, quality of work, the Respondent’s ability to meet project schedules, facilitate cooperation with other members of the project team and third-party interests, and demonstrate responsiveness to the 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 representatives 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 any and 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) are 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>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.



**Table 4. Evaluation Criteria and for Interview**

<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.

## Section 7. RFQ Attachments

The following documents in Attachments A and B are provided to support SOQ development.

### Additional Links:

- [Kitsap County Public Works Website](#)
- [Title 13 WATER AND SEWERS](#)



## 7.1 Attachment A

- Kitsap County Sample Contract for Professional Services



## 7.2 Attachment B

- 2025 Standards for Sanitary Sewer Construction