



**ADDENDUM NO. 1
REQUEST FOR PROPOSALS 2026-017
KITSAP COUNTY**

TO: All Respondents

FROM: Glen McNeill. Purchasing Supervisor

CLOSING DATE: Wednesday **05/08/2026 @2:00 pm**

REF NO.: **2026-017 RFP Revision of Kitsap County Code Title 12 & Stormwater Design Manual**

DATE: 04/30/2026

This first addendum to RFP 2026-017 RFP Revision of Kitsap County Code Title 12 & Stormwater Design Manual answers questions and clarifications received.

- 1. Regarding the SOQ Submittal Content (starting on page 9 of 20), is there an overall page limit for submissions? There is a reference to a page limit for the cover letter but not the submission as a whole.**

Proposals shall not exceed 10 pages, inclusive of all content (e.g., resumes, graphics, and appendices). The cover page and one-page cover letter are not included in the page limit. Pages may be single-sided or double-sided, however, each side with content will be counted as one page. All pages shall be 8.5" x 11".

- 2. If there is a page limit, do resumes and reference project sheets count against the page limit?**

Proposals shall not exceed 10 pages, inclusive of all content (e.g., resumes, graphics, and appendices). The cover page and one-page cover letter are not included in the page limit. Pages may be single-sided or double-sided, however, each side with content will be counted as one page. All pages shall be 8.5" x 11".

- 3. Regarding the SOQ Submittal Content (page 9 of 20) and the Evaluation Criteria (page 11 of 20), the listed criteria and bulleted list of what the proposals are to include do not appear to match the SOQ Submittal Content on page 9. For example, the evaluation criteria and requested content discuss technical approach; however, that is not a section in the SOQ Submittal Content. The last section in the SOQ Submittal Content appears more geared to project management approach (schedule, quality, budget, etc.) vs. technical approach. Will there be a revision to the SOQ contents, or is it acceptable for firms to add in a Technical Approach section?**

Submittal Content Clarification - TECHNICAL APPROACH (Optional but Recommended)
Proposers are encouraged to include a brief description of their technical approach to completing the scope of work. This may include understanding of the project, methodology, key considerations, and approach to code/manual development.

END OF ADDENDUM NO. 1