



**KITSAP COUNTY
DEPARTMENT OF PUBLIC WORKS**

REQUEST FOR QUALIFICATIONS

**Engineering Consultant
Services for:**

**Little Boston Rd, Shipbuilders Creek
Fish Passage Culvert (CRP# 1642)**

May 2025

**Kitsap County Department of Public Works
614 Division Street, MS-26
Port Orchard, WA 98366-4699
360.337.5777**



Kitsap County Public Works
An APWA Accredited Agency



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1.0 OBJECTIVE

Kitsap County Department of Public Works (KCDPW) is soliciting Statements of Qualifications from qualified firms with fish passage and stream restoration design experience. Specialties involved in the design phase of this federally funded project include Civil Engineering, Structural Engineering, Geotechnical Engineering, and Environmental and Regulatory Permitting. The selected firm is also expected to assist KCDPW during future bidding and construction phases (s).

2.0 BACKGROUND AND AGENCY NEEDS

In 2018, The Port Gamble S'Klallam Tribe (PGST) and the U.S. Navy approached the County to discuss replacing a partial fish barrier on the PGST reservation as a mitigation project with the U.S. Navy under a Memorandum of Agreement between the PGST, Jamestown S'Klallam, and Lower Elwa Klallam Tribes. The PGST, as the project sponsor, identified Shipbuilders Creek as top priority for natural resource conservation efforts, and would like to see the stream restored to a more natural condition.

Since the creek flows under a county road and through a county culvert, it was collectively decided that Kitsap County should manage the design and construction of the project and be the recipient of up to \$1,500,000 in Navy mitigation funding allocated to complete the project.

The project was added to the County's 6-year Transportation Improvement Program (TIP) in 2023, as Little Boston Rd, Shipbuilders Creek Fish Passage Culvert (CRP# 1642). And in 2024, the County entered into a Cooperative Agreement with the U.S. Navy to oversee the project and receive federal reimbursement for design and construction.

The Little Boston Rd, Shipbuilders Creek Fish Passage Culvert project is located in the census-designated place of the Port Gamble Tribal Community, unincorporated Kitsap County, Washington (Figure 1). The creek flows through the roadside ditch before it passes under Little Boston Rd NE through a 24-inch diameter reinforced concrete pipe that is 40 feet in length.

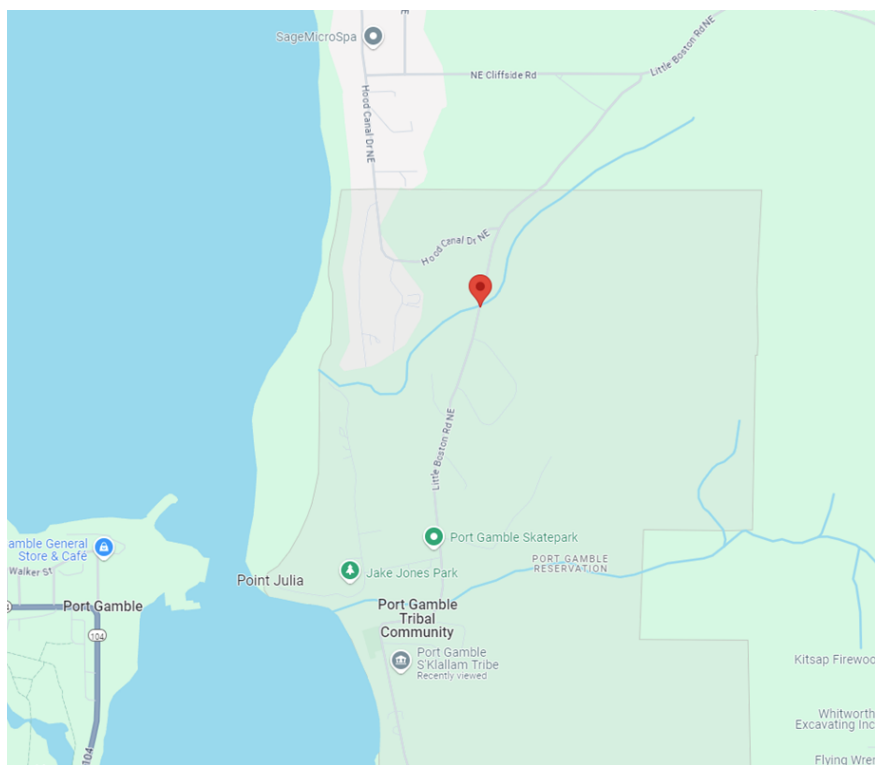


Figure 1. Project Location (47.863951, -122.565520)

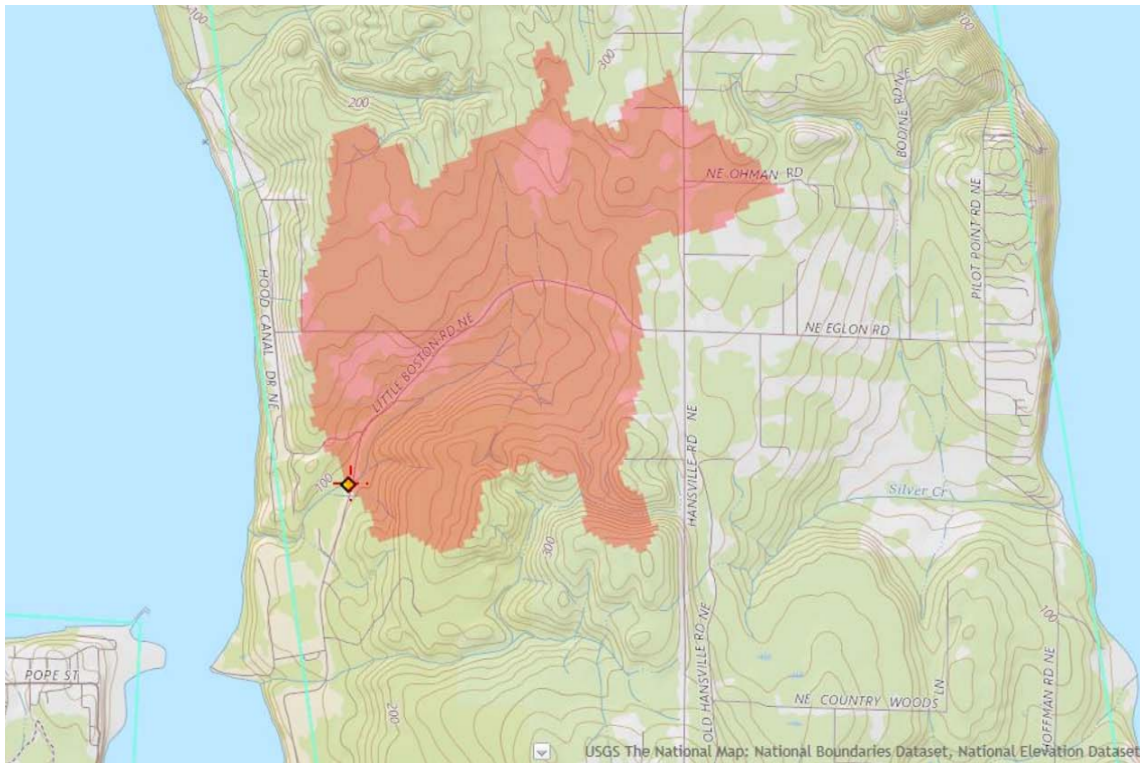


Figure 2. Drainage Basin

Shipbuilders Creek drains a 998-acre basin (Figure 2) through the culvert and is classified as a Type F - Fish Bearing stream by the Department of Natural Resources (DNR), with approximately 1.24 miles of fish bearing stream upstream of the culvert (Figure 3).

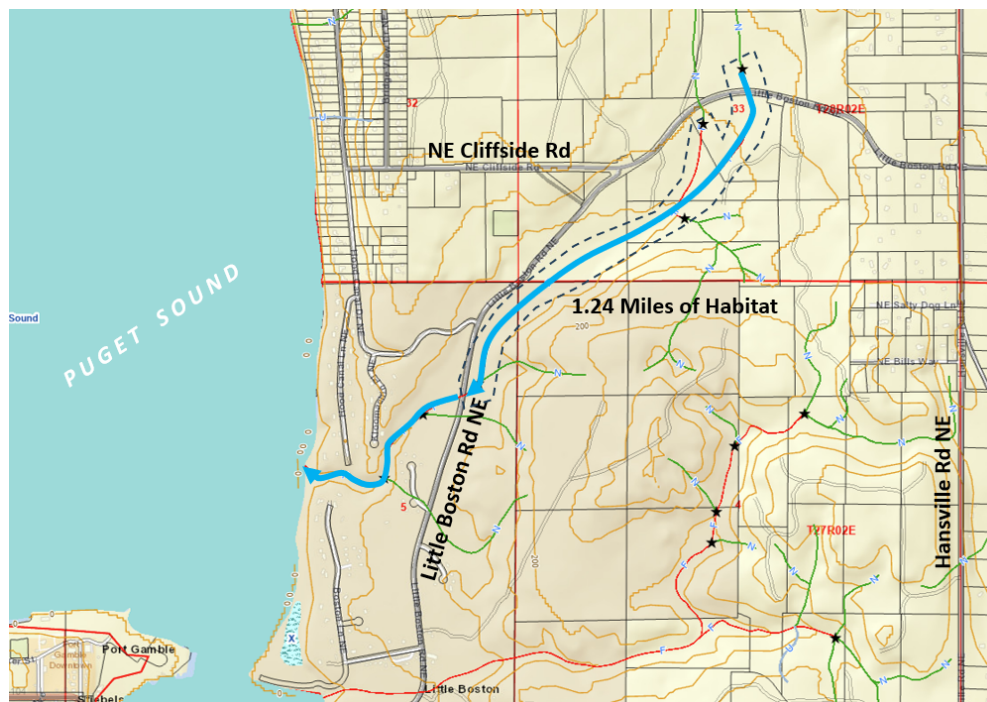


Figure 3. Shipbuilders Creek, DNR Type F Stream

The existing culvert is a partial barrier to anadromous fish (33% passable) and is documented in WDFW's Fish Passage and Diversion Screening Inventory Database as Site ID 600794. Its replacement with a fish passable structure is a top priority for the Port Gamble S'Klallam Tribe and is critical in restoring both habitat and natural stream processes on one of only two streams within The Port Gamble S'Klallam Tribal Community.

The PGST worked with Loving Engineering on a conceptual scoping plan (Included in Appendix A) in 2018 that proposed realigning the stream approximately 150 feet north of the existing culvert, in a location that appears to be the original location of the stream channel crossing. Since then, a sanitary sewer lift station was constructed in the area between the existing and proposed crossings.

County staff reviewed field conditions and leveraged on-call contracts for a wetland report and topographic survey (Included in Appendix A). Based on a preliminary evaluation of the topography, realigning the stream does not appear to be a feasible alternative and the selected consultant will have to evaluate alternative crossing locations.

Kitsap County is seeking professional engineering consulting services for preliminary and final design, inclusive of required cultural and environmental reporting and regulatory permitting, for a bid-ready fish passage project. The project must meet the required fish passage design criteria in Washington Administrative Code (WAC) 220-660 and WDFW's Water Crossing Design Guidelines (2013).

3.0 SCOPE OF WORK

The work to be performed by the consultant consists of the design and ultimately the plans, specifications, and engineer's estimate (PS&E) for the project and is anticipated to include, but not be limited to:

- Topographic survey and base mapping will be provided by the County. However, should the County not have the resources needed to meet the needs of the project, the Consultant will be expected to provide survey and/or base mapping expertise and resources.
- Constructability analyses including alternative roadway closures and construction phasing to minimize impacts to existing traffic.
- Public outreach with the Tribal Community and other stakeholders. This includes participating in and providing materials (including artistic renderings of the project) for outreach and presentations to elected officials and the public.
- Coordination with utility providers. This includes identifying conflicts with the utilities in the plans, participating in, and providing materials for this coordination effort.
- Geotechnical soils analysis and groundwater monitoring as appropriate, including a review of the previous reports and findings.
- Cultural resources review and analysis as appropriate.
- Securing all environmental and regulatory permits prior to and required for construction.

- All other related road and site improvements and mitigation necessary to accomplish the above tasks, which may include retaining walls, drainage improvements, and landscaping.
- Engineering support during bidding and construction (construction services). Construction Management is anticipated to be performed by the County.

All design work and PS&E shall follow Kitsap County Standards, WSDOT Design Manuals, WSDOT/APWA Standard Specifications for Road Bridge and Municipal Construction, as well as applicable state and federal regulations.

All prospective consultants are advised that this is a federally funded project and will be held to Federal EEO requirements. Consultants will also be held to the ADA and Civil Rights language of Kitsap County.

4.0 ESTIMATE AND SCHEDULE

Kitsap County anticipates the costs of the consulting services for this project to be approximately \$400,000. The County has federal funding for the Preliminary Engineering and Construction phases of the project.

The services are expected to start in August of 2025 and run through completion of construction, currently anticipated by December 2027.

5.0 CONSULTANT SELECTION PROCESS

It is the County's intent to select a consultant based on the qualifications and abilities of the firm/team and key project individuals. Proposers may be individual firms or teams as appropriate to meet the specific needs of the project. Proposers are solely responsible for all costs incurred in the development and submission of the response statement to this RFQ or any other presentations, whether in response to this RFQ or to any subsequent requirements of the consultant selection and contract negotiation process.

To be considered responsive to this RFQ, the Consultant must follow the directions presented in this solicitation and include the information required.

5.01 SOQ SUBMITTAL AND GENERAL GUIDELINES

SOQ submittal packages shall be submitted no later than **4:30 P.M.** on the date listed below in the schedule to:

<https://www.kitsapgov.com/pw/report/request-for-proposal>

Submittals received after the response deadline will not be considered.

5.02 SOQ SUBMITTAL CONTENT

The SOQ submittal package shall include a cover letter. The cover letter is limited to one page and shall include:

- The firm/consultant's name and a contact person with name, title, mailing address, e-mail address, phone number.

- Name and title of the proposed project manager (if not the contact person) and his/her contact information (mailing address, e-mail address, and phone number)

The SOQ is limited to 8 numbered pages (8½"x11") and shall be inclusive of any resumes/bios, photos, graphics, etc. The cover letter will not be included in the 8-page count.

5.03 COUNTY PROJECT MANAGER

Work performed under the resulting agreement shall be under the direction of the County's project manager. Please direct questions and inquiries regarding the request for qualifications to the project manager:

Matthew Oxford, Capital Projects Manager
Kitsap County Department of Public Works
614 Division Street MS-26
Port Orchard, WA 98366-4699
Ph: (360) 307-4383
moxford@kitsap.gov

5.04 ANTICIPATED SCHEDULE

The following schedule has been established for the submission and evaluation of the SOQs and selection of the Consultant. These are tentative dates only, and the County reserves the right to adjust these dates at its sole discretion:

- | | |
|-----------------------------------|----------------------|
| • First advertisement: | May 27, 2025 |
| • Second Advertisement: | June 3, 2025 |
| • SOQs due: | June 17, 2025 |
| • Short list for interviews by: | June 27, 2025 |
| • Interviews (In-person/Virtual): | July 10, 2025 |
| • Announce final selection by: | July 11, 2025 |

5.05 ACCEPTANCE/REJECTION OF RESPONSES

The County reserves the right and holds at its discretion the following rights and options:

- to waive any or all informalities in any SOQ.
- to reject any or all responses.
- to issue subsequent requests.

This RFQ solicitation does not commit the County to enter into a contract or proceed with the procurement of the project. The County assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne by each company submitting a SOQ.

5.06 ADDENDA TO THE RFQ

Any revisions, updates, or clarifications to the RFQ will be posted on the County's webpage at: <https://www.kitsapgov.com/pw/report/request-for-proposal>, and

Proposers are encouraged to subscribe to updates or register as provided for on the page.

6.0 CONSULTANT EVALUATION PROCESS

County staff will evaluate the SOQs and conduct interviews according to the consultant evaluation criteria and the three-part process described below:

Part 1

Evaluation of the SOQ packages submitted by each Proposer, resulting in a short-listing of Proposers who will be invited to an interview. Proposers submitting SOQs will be notified if they have been selected for an interview or not.

Part 2

Interviews will be conducted, and Proposers will be evaluated on the interview in addition to the SOQ.

Part 3

The evaluation team makes a recommendation to the Public Works Director to obtain approval to begin negotiations with the selected Proposer. Contract negotiations shall then commence with the selected Proposer. Proposers not selected will be notified of the selection outcome. If the selected Proposer and the County are unable to agree on the final scope and fee for the design services for the contract, the County reserves the right to terminate the negotiations with the selected Proposer and initiate contract negotiations with the next highest rated Proposer.

6.01 EVALUATION CRITERIA

The SOQs will be evaluated and ranked based on the criteria listed below. The County reserves the right to give each criterion such weight as it deems appropriate.

- Experience and background of the project manager on grant-funded (state/federal) Fish Passage projects, and with proposed team members.
- Experience and background of key personnel on Fish Passage and Stream Restoration projects
- Experience with federally funded projects
- Experience with WSDOT plans, specifications, estimates, and construction requirements.
- Experience with cultural and environmental permitting for both state/federal processes.
- Proposer's experience/history of coordination with project stakeholders.
- Past performances/references.
- Proposer's Quality Control/Quality Assurance measures

6.02 INTERVIEWS

Following evaluation of the SOQs, the highest-ranking firms will be invited to participate in the interview process. The county will notify Proposers as soon as possible for scheduling of interviews. The project manager will schedule interviews with the contact person provided in the SOQ. Additional interview information will be provided at the time of the invitation. Interviews will be held in person or virtually, at the county's discretion.

The intent of the interviews is to help clarify and verify information provided in the SOQ and to give the evaluation team an opportunity to meet the project manager and key personnel who will have direct involvement with the project and to learn more about their relevant experience and expertise.

7.0 CONTRACT NEGOTIATION PROCESS

Negotiation of the detailed Scope of Work for this project will follow the outline and expectations provided in Chapter 31.4 of the LAG Manual. It is anticipated that this will be an “Actual Costs plus a Fixed Fee” Contract.

Be advised that prior to executing an agreement, Kitsap County must verify consultant status with the System for Award Management (SAM) at www.sam.gov/portal/public/sam to determine if the consultant has been excluded from bidding on a federal aid contract.

8.0 COUNTY CONTACT INFORMATION

Questions regarding this project should be directed to Matthew Oxford, Capital Projects Manager, at (360) 307-4383 or moxford@kitsap.gov.

Persons with disabilities may request that this information be prepared and supplied in alternate forms by calling (360) 337-5777.

Americans with Disabilities Act (ADA) Information

Kitsap County, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability in all of its programs and activities. This material can be made available in an alternate format by calling (360) 337-5777.

Title VI Statement

Kitsap County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

APPENDIX A: AVAILABLE REFERENCE DOCUMENTS

Access to reference documents will be via the Kitsap County website by accessing the Request for Proposals/Qualifications page:

<https://www.kitsapgov.com/pw/report/request-for-proposal>

Available reference documents:

- Scoping Map (Loving Engineering, 2018)
- Topographic Survey (Sitts & Hill, 2025)