



**KITSAP COUNTY
DEPARTMENT OF PUBLIC WORKS**

REQUEST FOR PROPOSALS

**Construction Management and Inspection
Services for:**

**North Kitsap Road Maintenance and Operations
and Household Hazardous Waste Collection
Facilities**

Response Deadline: 3:00 P.M. October 14, 2022

**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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REQUEST FOR PROPOSALS

Construction Management and Inspection Services

1.0 OBJECTIVE

The Kitsap County Department of Public Works (KCPW) is soliciting proposals from qualified firms for Construction Management and Inspection services for the North Kitsap Service Center (NKSC).

2.0 BACKGROUND AND AGENCY NEEDS

The NKSC is comprised of a Road Operation and Maintenance facility and a Household Hazardous Waste Collection Facility, located on 16 acres of County owned property at the SE corner of the intersection of SR307 (Bond Road NE) and NE Rova Road, in North Kitsap County.

The Road Operations and Maintenance building facility is 18,500 square feet in size, including supervisory and crew space and equipment/vehicle service bays. Up to 35 employees will be assigned to this facility.

The Household Hazardous Waste Collection facility is 10,000 square feet in size, including product sorting and temporary storage areas. Up to 8 employees will be assigned to this facility.

The parcel is currently undeveloped and completely forested. The project will clear forested area, utilize native and import material to level the site for site use and building construction, will install embankment walls in both cut and fill orientation, and will install stormwater conveyance, water quality and rate control facilities.

Information relating to the NKSC project can be found on the County's project page, located at [North Road District Operation Facility | Kitsap County Projects Pages \(arcgis.com\)](https://www.kitsapcounty.com/projects/nksc)

The selected firm will provide construction oversight for KCPW throughout site and building development, including full Construction Management and Inspection services.

3.0 SCOPE OF WORK

The selected firm will provide all work required for Construction Management and Inspection services for this project. The selected firm must provide continuous and sufficient oversight of the Contractor's work to ensure the project is constructed according to approved plans and specifications.

The Construction Management Team (CMT) will coordinate closely with KCPW and the County's Architect throughout the duration of this project. The professional services required to complete this project are as outlined below:

1. Bid Phase
The CMT will complete the following tasks:
 - A. Review and provide insight and recommendations relating to bid specifications and final construction drawings prior to bid document finalization.

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KCPW's Project Manager may conduct a pre-bid meeting to allow bidders to ask questions and seek clarification.

The CMT will:

- B. Attend the pre-bid meeting and answer applicable questions;
- C. Provide input, along with KCPW and Architect staff, on the meeting notes and/or addenda resulting from the meeting.
- D. Assist in providing accurate responses to prospective bidder technical questions in a timely manner.
- E. In the event an addendum is required, provide assistance with preparation of the Addenda.
- F. Assist with the bid evaluation.
- G. Take photos and videos documenting preconstruction conditions.
- H. Manage all photographic records for the project.
- I. Set up an electronic and hard copy tracking system for all required records relating to the project.
- J. Accumulate, organize and maintain a complete record of construction.

2. Construction Phase

The CMT will provide continuous oversight of the Contractor's work and observe all work in progress to ensure the work is proceeding in accordance with the Contract documents and regulatory approvals and conditions. The CMT will collaborate with KCPW and Architect to provide solutions to unanticipated design or site issues that may emerge once construction begins.

A. Construction Management Plan

1. The CMT will provide a detailed Construction Management Plan for KCPW approval. At a minimum, the Construction Management Plan will describe in detail:
 - a. How the CMT will manage the construction process and provide the required oversight of the contractor's work on this project; and
 - b. How the CMT will help resolve construction issues with the Contractor, KCPW and Architect; and
 - c. How the CMT will maintain timely construction management and inspection services in the event that CMT personnel are unavailable or require a lengthy absence from this project.

2. Participation in Construction Meetings

- a. The CMT will plan and facilitate pre-construction and construction meetings with the Contractor, KCPW and Architect throughout the project.
- b. CMT will record, distribute and track construction meeting minutes; and
- c. CMT will advise KCPW and Architect, as necessary, of any issue that arise, and work with appropriate project contacts to resolve those issues.

3. Construction Documentation and Inspection

- a. The CMT will conduct inspections and observations of the work to ensure it is completed in accordance with the plans, specifications and regulatory requirements;
- b. CMT will prepare an anticipated construction timeline/schedule, to include identification of when key personnel will be required on-site.

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- c. CMT will recommend corrections to the Contractor, as needed;
- d. CMT will coordinate clear and constructive communication lines between all interested parties throughout the project;
- e. CMT will manage photographic records for the project (document construction activities, materials, etc.);
- f. CMT will prepare Inspector Daily Reports;
- g. CMT will review, manage and process substitution requests;
- h. CMT will review for acceptance, Manufacturer's Certifications of Compliance;
- i. CMT will review Contractor submittals for approval;
- j. CMT will scrutinize monthly payment requests from the Contractor, and provide recommended pay estimates to KCPW for approval;
- k. CMT will report project progress and issues requiring KCPW resolution;
- l. CMT will prepare construction Change Orders, with KCPW and Architect input, as necessary. CMT will negotiate with the Contractor and make recommendations to KCPW to approve/disapprove the Change Order;
- m. CMT will prepare cost estimates to verify change order claims;
- n. CMT will report cost and schedule impacts to KCPW;
- o. CMT will coordinate (or ensure Contractor coordinates) inspections with regulatory agencies and local jurisdictions;
- p. CMT will conduct Prevailing Wage Rate interviews;
- q. CMT will support documentation relating to tracking Disadvantaged Business Enterprise (DBE) goals as may be established for this project;
- r. CMT will review and approve certified payroll documentation;
- s. CMT will coordinate field testing services and verify compliance with all required special inspections provided by the Contractor;
- t. CMT will conduct final inspections with the Contractor and prepare punch lists for substantial completion; and
- u. CMT will prepare Physical and Final Acceptance letters.

4. Post-Construction Phase

- A. CMT will administer the close-out process; and
- B. CMT will verify all Contractor reporting and project completion requirements have been met with appropriate agencies; and
- C. CMT will review Contractor's Operation and Maintenance Manuals for content and completion; and
- D. CMT will assist in claims analysis and dispute resolution; and
- E. CMT will prepare an electronic record of the construction management files and records and provide to KCPW; and
- F. CMT will review and approve the Contractor's As-Built drawings; and
- G. CMT will close out all construction files.

4.0 ESTIMATE AND SCHEDULE

The Maximum Anticipated Construction Cost for the NKSC project is \$27,000,000.00.

This contract is expected to be executed in December 2022 with a term of two (2) years. At the sole option of KCPW the contract may be extended for up to two (2) years at one (1) year intervals.

5.0 REQUEST FOR PROPOSALS (RFP) PROCESS

Proposers are solely responsible for all costs incurred in the development and submission of the response statement to this RFP or any other presentations whether in response to this RFP or to any subsequent requirements of the consultant selection and contract negotiation process. To be considered responsive to this RFP the Consultant must follow the directions presented in this solicitation and include the information required.

5.01 PROPOSAL SUBMITTAL AND GENERAL GUIDELINES

Proposal submittal packages shall be submitted no later than **3:00 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 PROPOSAL SUBMITTAL CONTENT

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

- The firm/consultant 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 Proposal is limited to ten (10) numbered pages (8½"x11") and shall be inclusive of any resumes/bios, photos, graphics, etc.). The cover letter will not be included in the ten (10) page count. A cover page (title page) will not be included in the ten (10) page count.

Responses should be typewritten and concise and organized in such a manner that allows the reviewer to evaluate the firm's proposal quickly and easily. The firm/consultant must demonstrate competence, qualifications, experience and the Construction Management and Inspection approach for this project. The nature and form of response are at the discretion of the respondent, but at a minimum, must include the following:

A. Firm Background

1. General information about the firm, including a description of the firm's background, the number of years the firm has been in business, the current or previous names, or additional assumed business names, and any other pertinent information.

B. Project Organization and Staffing

1. Provide an organization chart showing all proposed team members with a description of their responsibilities for this project. Include professional qualifications/resumes of each member of the project team. (only provide information relating to individuals that will actually be assigned to this project).

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2. Describe the portion of work that will be performed by a sub-consultant, if any, and information about the professional qualifications of proposed sub-consultant.

C. Description of Related Experience

1. Describe the firm's experience and qualifications that demonstrate the firm and team members have recent experience performing Construction Management and Inspection services. Include at least three (3) like-kind projects (site work and vertical construction management) that the firm has completed. For each project, provide the following information:
 - Name, address and telephone number of the client.
 - Name of the firm's project manager and personnel who worked on each project, with a brief description of their responsibilities.
 - Budget and actual Construction Management and Inspection costs.
 - The elements of the projects that are common to the project proposed.
 - Summary of the firm's role/responsibility in overall project.
 - Summary of the firm's deliverables.
2. Describe the firm's familiarity with Kitsap County permit and building codes, and related processes.

D. Describe the firm's approach to managing all aspects and phases of this project.

- Describe office support functions, methods, tools, software
- Communication tools in office and field environments
- Scheduling of on-site work, review and approval of submittals, construction inspections
- QA/QC

E. (Optional) Identify any other relevant information pertinent to this RFP section.

5.03 COUNTY PROJECT MANAGER

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

Jacques Dean
 Road Superintendent – Public Works
 614 Division Street MS-26
 Port Orchard, WA 98366-4699
 Ph: 360.337.4671 <mailto:jdean@kitsap.gov>

5.04 ANTICIPATED SCHEDULE

The following schedule has been established for the submission and evaluation of the proposals 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 of RFP: September 28, 2022

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- **Proposals due:** **3:30 P.M. October 14, 2022**
 - Short list for interviews: October 28, 2022
 - Interviews (if necessary): November 8, 2022
 - Announce final selection: November 14, 2021

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 proposal.
- to reject any or all responses.
- to issue subsequent requests.

This RFP 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 RFP. All such costs shall be borne by each company submitting an RFP response.

5.06 ADDENDUMS TO THE RFP

Any revisions, updates, clarifications, of the RFP 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

A team of KCPW staff will evaluate the proposals. Proposals will be evaluated based on the firm's clear ability to successfully perform Construction Management and Inspection services. Proposals will be rated according to the criteria detailed below. This may result in the selection of a firm, or a short list of firms, who will be asked to provide additional information at an oral interview.

KCPW reserves the right to request interviews of selected consultants, to make selections on the basis of initial proposals, or to reject all proposals.

6.01 EVALUATION CRITERIA

Proposals will be evaluated and given a score based upon the quality of response to each of the following topic areas. Maximum number of points achievable is 100.

- A. Organizational Background, Experience and Expertise – 40 points maximum
 - i. Qualifications of proposed team members (who are actually assigned to this project) – 20 points
 - Year of experience
 - Quantity of similar projects
 - Education
 - Years with the firm
 - ii. Comprehension, responsiveness and demonstrated success – 10 points

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- Illustrates that the team clearly understands objectives and technical requirements
 - Firm's demonstrated success with similar projects
- iii. Public sector experience – 15 points

- B. Quality of Firm's approach to this project – 50 points maximum
 - i. Appropriate allocation of personnel to this project
 - ii. Demonstrated system of project management both in the field and office
 - iii. Demonstrated system of communication

- C. Clarity of proposal – 10 points maximum
 - i. Is the proposal easy to read and understand?
 - ii. Do graphics further clarify the written narrative?
 - iii. Responsiveness to all areas of the RFP

7.0 CONTRACT NEGOTIATION PROCESS

Negotiation of the Scope of Work and Budget will occur immediately following final selection of the successful firm.

8.0 COUNTY CONTACT INFORMATION

Questions regarding this RFP should be directed to:

Jacques Dean, Road Superintendent, at 360.337.4671, or <mailto:idean@kitsap.gov>

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling 360.337.5777.

The Kitsap County Board of Commissioners, 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.