



KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS

REQUEST FOR QUALIFICATIONS

**Engineering Consultant
Services for:**

On-Call Environmental Services

AUGUST 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



The Kitsap County Public Works Roads Division (KCPW-Roads) is soliciting interest from qualified consulting firms with expertise in on-call environmental services that may be associated with KCPW-Roads projects.

PROJECT DESCRIPTION

KCPW-Roads anticipates selecting one to three firms to provide consulting services on an on-call basis, and that each firm may subsequently be asked to prepare specific proposals for more than one project or task.

The selected consultant will be responsible for the preparation of permit applications, technical studies and other environmental documentation for projects. The selected consultant must be willing and able to work collaboratively with other members of the project team including both KCPW-Roads staff and other consultants on task orders issued.

PROJECT SCOPE

The task order process will consist of KCPW-Roads staff contacting the consultant and requesting services for a specific task or project. The consultant will then develop a detailed scope and budget for each task order.

KCPW-Roads will enter into an on-call agreement for environmental services with the consulting firm(s) that can best demonstrate experience and ability to perform services that include but are not limited to:

- Environmental Permits: including but not limited to SEPA, NEPA, Shoreline Substantial Development, Flood Plain, HPA, Water Quality Certifications, DAHP approvals and other federal, state, and local permits.
- Environmental/Cultural Studies: Wetland, Stream and Ordinary High-Water Mark Delineations; Cultural Resource Assessments; Biological Assessments; Biological Evaluations and Assessments; soil and groundwater contamination assessments; Critical Aquifer Recharge Assessments and forage fish surveys.
- Mitigation Planning, Design and Monitoring: Preparation of mitigation plans, design and monitoring documents, habitat assessments and management plans, planting plans, regulatory agency coordination and permit negotiation and monitoring.

ESTIMATED 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:

Request for Qualifications/Proposals Advertised	8/5/25
Statement of Qualifications (SOQ) Due	9/9/25
SOQ Evaluation Due	10/7/25
Consultant Selection/Notification	10/9/25
Execute Contract	November/December 2025

BUDGET

The anticipated maximum total value of contract(s) is \$150,000. The contract term will be for a period of two (2) years. At the sole option of KCPW-Roads the contract may be extended for up to two (2) years at one (1) year intervals and the contract amounts may be increased to meet ongoing needs.

CONTRACT

The Contract will consist of a Negotiated Hourly Rate Agreement found at the following link: [LA AEPS Negotiated Hourly Rate Agreement](#).

GENERAL REQUIREMENTS

PRE-SUBMITTAL INQUIRIES AND ADDENDUM

It is the responsibility of each Proposer to examine the entire solicitation and, as necessary, seek clarification. The Proposer shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the solicitation.

Questions regarding this solicitation should be directed to Michele Filley by email only at mfilley@kitsap.gov.

EXPENSES INCURRED

KCPW-Roads shall not be responsible for any costs associated with participation in this solicitation that include, but are not limited to, preparation, submission, presentation/interviews, negotiation process and contract execution. All expenses related to the SOQ/proposal submission process are the sole responsibility of the Proposer.

MODIFICATION/WITHDRAWAL OF PROPOSALS

Written requests to modify or withdraw a submittal received by KCPW-Roads prior to the scheduled submission deadline will be accepted. Requests to modify or withdraw a submittal must be directed to Michele Filley by email only at mfilley@kitsap.gov.

CANCELLATION

This solicitation may be cancelled at any time and all submittals may be rejected in whole or in part if KCPW-Roads determines such action to be in the best interest of the County.

REJECTION

KCPW-Roads retains the right to reject any or all submissions for good cause and in particular, to reject a submittal not accompanied by any data required by the submittal in any way that is incomplete or irregular. In the event only a single responsive submittal is received, KCPW-Roads reserves the right to reject the submission, re-evaluate the solicitation and re-advertise.

NO RESPONSE RECEIVED

In the event that no responses are received to the solicitation by the due date and time, KCPW-Roads reserves the right to re-publish the solicitation. The solicitation will be re-published in the same place and manner with an extension of the due date for receipt of submittals.

SUBMITTAL INSTRUCTIONS

Submittal packages must be received no later than **4:30 P.M. on the due date listed in the schedule**. Proposals received after the response deadline will not be considered.

Proposers are encouraged to subscribe to updates or register at:

https://public.govdelivery.com/accounts/WAKITSAP/subscriber/new?topic_id=WAKITSAP_20

SUBMITTAL CONTENT

To be considered responsive to this solicitation, the SOQ/Proposal must follow the directions presented and include the information required below:

- Submit one (1) **electronic pdf form** of the SOQ/Proposal to: [Requests For Proposals & Qualifications \(kitsapgov.com\)](#).
- No more than eight (8) numbered, letter-sized (8 ½" x 11") pages (shall be all inclusive of any resumes/bios, photos etc.), plus a one-page cover letter. The cover letter will not be included in the 8-page count. See below for cover letter requirements. Do not include a back cover.
- Font size shall be 11 point or larger.

COVER LETTER

The cover letter shall be 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, and
- Name and title of the proposed Project Manager (if not the contact person) and their contact information (mailing address, e-mail address and phone number).
- A duly authorized officer, employee, or agent of the consulting firm must sign the cover letter.

Submittals that do not follow this format may be rejected.

Any revisions, updates, clarifications, of the solicitation will be posted on the County's webpage at the address listed above.

EVALUATION PROCESS

A team of KCPW-Roads staff will evaluate the SOQ/proposals based on the criteria described below.

EVALUATION CRITERIA

Initial Screening

Submissions will be initially screened for responsiveness and the minimum qualifications outlined in this solicitation. Those submittals that do not clearly meet the minimum qualifications may be considered nonresponsive and may not be further evaluated.

Evaluation Criteria

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

EVALUATION CRITERIA	POINTS
Firm Background and Qualifications of Key Personnel <ul style="list-style-type: none">- General information about the firm and team members/key personnel, including a description of the firm's services related to this solicitation, location and any other pertinent firm information. This includes technical expertise related to solicitation needs, Public Works project experience, on-call contract management and experience.- Describe the team member's experience with similar services in Kitsap County and the Puget Sound region.- For the contact person/project manager, describe relevant experience including role, period of performance and key elements related to solicitation needs. For other team members, summarize relevant experience.	30
Project Approach <ul style="list-style-type: none">- Describe the team members' experience managing and administering municipal on-call contracts.- Describe the portion of work that will be performed by a subcontractor, if any, and information about the professional qualifications of proposed subconsultants.	25
Comprehension, Responsiveness to Solicitation <ul style="list-style-type: none">- Overall quality of submittal and responsiveness to all aspects of the solicitation.	15
Firm Response to Task Orders and Demonstrated Success <ul style="list-style-type: none">- Include staff availability and responsiveness, ability to create/monitor project timelines, ability to meet/exceed project timelines and change management. Implements solid QA/QC procedures; includes response to errors and omissions.	30
Total	100

CONTRACT NEGOTIATION

KCPW-Roads will negotiate with the selected firm(s) and reserves the right to negotiate any aspect of the fee schedule and/or scope of work for purposes of executing the Agreement. Should KCPW-Roads and the selected firm(s) not reach a mutual agreement, negotiations will be terminated and KCPW-Roads will move to the next highest ranked firm and proceed with negotiations.

ADA/TITLE VI INFORMATION

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

Consultants will be held to ADA and Civil Rights language for Kitsap County.

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.

The Kitsap County Board of Commissioners, in accordance with 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.