



## ADDENDUM NO. 1 REQUEST FOR PROPOSALS 2024-011 KITSAP COUNTY

**TO:** All Respondents

**FROM:** Glen McNeill. Purchasing Supervisor

**CLOSING DATE:** [03/06/2024] [unchanged]

**REF NO.:** 2024-011 RFP STORMWATER ASSET MANAGEMENT/ENHANCED MAINTENANCE PLANNING PROJECT

**DATE:** 02/27/2024

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Addendum 1 to Request for Proposal 2024-011 will address questions received.

1. The RFP states that proposals must include a “project budget” (Proposal Requirements – page 9) and the Selection Criteria will include 15 points for “4. project costs of proposed work plan/approach” (Selection Criteria – page 10). Should the project budget/costs be reflected as proposed labor hours budget or preliminary labor hours estimate? We are looking for the budget in financial terms for how the consultant proposes to complete the items in the SOW. It should be itemized and totaled. If I'm understanding her two terms correctly, I believe it would be closer to the proposed labor hours budget vs. a preliminary hours estimate (labor hours per task, multiplied by the hourly rate, and totaled, vs. just an estimate of how many labor hours they expect to utilize).
2. For A. Review/Assess Background Info and Existing System – please provide an estimate on how many meetings with County is anticipated. As most of the background info is documentation, most of this task will likely be spent on reviewing these documents/systems. To thoroughly map the issue and challenges, interviews with key stakeholders will be necessary. Most of these could be accomplished at one meeting, depending on the complexity of questions and the availability of staff. We are estimating no less than two interview meetings. See initial list in Q2.
3. For B. Gap Analysis – please provide anticipated stakeholder groups to be interviewed. Stormwater leadership staff - Program Manager, Asset Manager, Water Quality Manager, O&M Supervisor. Stormwater user groups - at least one representative from each (GIS, retrofit, inspections). Other stakeholders TBD - could include a representative from Finance, other utilities (Sewer), Dept of Community Development, or PW Senior Management.
4. Is the current Level of Service for Kitsap County defined and if so can you please provide that information for review? This is one of the elements we are seeking to define through this project.

5. For C. Strategic Asset Management Plan (SAMP) Development, 1. Evaluate... Determine asset values - Does the County have the asset information available electronically or will field verification be required? If there is anticipated field verification can the County provide the number of hours anticipated? **We have asset information electronically available and do not anticipate any field verification will be needed.**
6. For C. Strategic Asset Management Plan (SAMP) Development, 1. Evaluate... Determine local costs for repair, renewal, and replacement of asset – Does the County have existing contractor records for review, or is the County looking for a comparison of other communities to validate existing contracts? **We anticipate this as part of the review portion of this task and could include the County's previous records for repair/renewal/replacement, and potentially consideration of industry-standard costs for the same.**
7. Please provide an example of the Stormwater Division's current tools and decision-making processes. **A full list will be part of the information provided in the review task. An example of a current tool could be the County's CMMS (Cartegraph), and an example of the decision-making process could be prioritization by condition and age.**
8. Can the County provide a list of the asset classes needing individual framework of condition assessment and standard operating procedures? **This will be part of the information provided in the review task and will include working with our GIS group to investigate the current CMMS (Cartegraph). As an example, Stormwater asset classes will include assets such as gravity pipes, catch basins, ponds, bioretention facilities, etc.**

END OF ADDENDUM NO. 1