



**KITSAP COUNTY
DEPARTMENT OF PUBLIC WORKS**

REQUEST FOR QUALIFICATIONS

**Engineering Consultant
Services for:**

**SR 104 Holding Lanes – ATMS
(Active Traffic Management System)
CRP# 1636**

June 2023

**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 QUALIFICATIONS SR 104 Holding Lanes – ATMS (Active Traffic Management System)

1.0 OBJECTIVE

Kitsap County Department of Public Works (KCDPW) is soliciting Statements of Qualifications from qualified firms with Active Traffic Management System design experience. Specialties involved in the design phase of this federally funded project include: Civil Engineering, Traffic Engineering, Public Outreach and Regulatory Permit Processing. The selected firm is expected to assist KCDPW during bidding and construction as well as assisting in the testing and making the ATMS fully operational in future phases.

2.0 BACKGROUND AND AGENCY NEEDS

The Kingston-Edmonds Ferry is operated by Washington State Ferries (WSF) and is part of a larger, regional transit and community system that includes WSF, Washington State Department of Transportation (WSDOT), Kitsap Transit, Kitsap County, Port of Kingston, the Kingston community and local businesses. For decades the ferry vehicle queue has extended through Kingston's downtown along State Route 104 causing heavy congestion in the downtown area, blocking intersections, commercial driveways, and impeding local access.

A previous effort identified a parcel near the Lindvog Road NE and SR 104 intersection which could be converted into a vehicle holding lot to remove ferry bound vehicles from the roadway network. The lot would also have an active traffic management system (ATMS) that controls when drivers are to proceed to the ferry terminal. Due to the lack of available funding for the full holding lot, it was decided to pursue a phased project which would focus on utilizing/improving the shoulder of eastbound SR 104 west of Lindvog Road to accommodate holding ferry traffic and a new ATMS to control the release of vehicles to the ferry terminal.

Under current conditions the existing shoulder west of Lindvog Rd NE is used for holding ferry traffic and Washington State Patrol (WSP) staff distribute tallies and release vehicles as space is available in downtown Kingston. Staffing by WSP is based on availability which results in significant gridlock within downtown Kingston when staffing is not available.

The Port of Kingston led the efforts engaging Perteet for the design of the holding lot and the phased approach. Perteet developed an Active Traffic Management System (ATMS) concept which utilizes detection, signing, and signaling tools to create an efficient and safe operating system. This concept includes modification to the shoulder along SR104, northwest of the intersection with Lindvog Road NE in conjunction with ATMS elements. These documents are available via the link provided in Appendix A of this RFQ.

3.0 SCOPE OF WORK

The work to be performed by the Consultant consists of designing and developing Plans, Specifications and Estimate (PS&E) for a bid ready project for an Active Traffic Management System (ATMS) to manage eastbound WSF ferry traffic through Kingston on SR 104 (vicinity Lindvog Rd. to ferry toll booths) and improving the SR 104 eastbound shoulder west of Lindvog Road.

The general scope of work for the project includes:

- Assistance to County in achieving obligation of federal funds for the Construction Phase including steps necessary to receive an approved NEPA.
- Construction staging – traffic impacts
- Design and PS&E for:
 - The ATMS program
 - Intelligent Traffic Systems (ITS) operating system
 - Detection, signal modification, and signage (on and off site)
 - Improvements to the eastbound mainline shoulder in the vicinity of Lindvog Road (holding lane, approximately 400')
 - Associated improvements in the vicinity of the Lindvog/SR 104 intersection.

All prospective consultants be 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 \$194,000 (exclusive of construction support and testing). The County has secured Federal Highway Funds ((STBG(US)) for the PE and Construction phases of the project. The PE consultant DBE goal is **0%**.

Expected time period for this work will be from September 2023 through Fall of 2024.

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 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 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:

Tim Beachy, P.E.
Capital Improvements Project Manager – Public Works
614 Division Street MS-26
Port Orchard, WA 98366-4699
Ph: 360.307.4383
tbeachy@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 of project: June 21, 2023
- Second Advertisement of project: June 28, 2023
- SOQs due: July 19, 2023
- Short list for interviews by: July 21, 2023
- Interviews (Zoom or Teams): July 27, 2023
- Announce final selection by: July 31, 2023

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 an RFQ response.

5.06 ADDENDUMS TO THE RFQ

Any revisions, updates, clarifications, of 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

A team of project stakeholders 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 for a combined final score.

Part 3

The evaluation team makes a recommendation to the Public Works Director and WSDOT Olympic Region Development Services Engineer to obtain approval to begin negotiations with the selected Proposer. Contract negotiations shall then commence with the selected Proposer following directions provided in the LAG Manual. 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 Active Traffic Management System projects and with proposed team members.
- Experience and background of key personnel on Active Traffic Management System projects.
- Experience with federally funded projects
- Experience with WSDOT plans, specifications, estimates and construction practices.
- Experience with environmental planning and permitting processes.
- Proposer's experience/history of coordination with project stakeholders.
- Past performances/references.

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 shall be provided at the time of the invitation. Interviews will be held virtually. 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 that 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 expected 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:

Tim Beachy, P.E., Capital Improvements Project Manager, at 360.307.4383 or tbeachy@kitsap.gov

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

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 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 and accessing the Request for Proposals/Qualifications page:

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

Documents available are the Phased Approach Memorandum and STIP.