



REQUEST FOR QUALIFICATIONS

2023-045

**Kitsap County Department of Community Development
PUBLIC LISTING FOR DEVELOPMENT CONSULTANT SERVICES**

Response Deadline: Wednesday, September 20, 2023 @ 3:00 pm

**Planning and Environmental Programs
Kitsap County Department of Community Development
619 Division Street, MS-36
Port Orchard, WA 98366-4699**

Request for Qualifications Development Consultant Services

Description

Kitsap County has experienced substantial growth in recent years. The County's steady growth is challenging for much of the available land supply in both urban and rural areas due to critical areas or environmental features, such as streams, slopes, or wetlands. When land is available for development, often a range of professional consulting services are needed for the typical landowner.

Kitsap County Department of Community Development (DCD) wishes to provide superior customer service by establishing an accessible list of professional, licensed contractors who may be able to assist landowners with their development.

Kitsap County Code (KCC) authorizes DCD to keep a list of consultants qualified to prepare documents required for land segregations (KCC 16.04.180), zoning and land use review (KCC 17.100.090), timber harvest (KCC 18.16.210), and critical area review (KCC 19.100.170). These sections state in more detail:

List of Qualified Consultants.

As a resource to applicants, the department will maintain a list of arborists, habitat biologists, hydrogeologists, geological engineers, geologists, land surveyors, and wetlands scientists who, at the time of listing, are licensed in the state of Washington and meet the minimum qualifications of Kitsap County Code to prepare certain documents required by this title. The list will contain those consultants who have responded to Kitsap County's call to be listed. Kitsap County makes no representation or guarantee as to the quality of services performed by those listed and reserves the right to discontinue the list at any time.

This Request for Qualifications seeks responses from multiple development consultants in the various fields identified to help create and maintain a robust list of industry professionals who may be able assist applicants with development feasibility, proposals, applications, monitoring, compliance, and permitting needs. A key objective is to provide a single resource where applicants can review a menu of potential consultants and contact them as needed.

This Request for Qualifications will not result in a contract for services from Kitsap County and does not guarantee any future contract for services from any third party. Inclusion on the consultant list is not required in order to provide services to those seeking permits in Kitsap County. However, inclusion will mean that your contact information will be available to those seeking these services. This includes, but may not be limited to, a hard-copy list for customers

in the DCD lobby or at outreach events, electronic communication of the list via response to customer email inquiries, and posting the list on the DCD website. DCD's list of consultants will have a disclaimer stating there is no warranty of work provided by professionals or received by users of the services. Users will also be provided a guide on how to consider using the list. The list will be updated at regular scheduled intervals.

Responders are solely responsible for all costs incurred in the development and submission of a response to this RFQ. All materials submitted in response to this RFQ become the property of Kitsap County as well as a public record subject to the Public Records Act, chapter 42.56 RCW.

Schedule

Once the response deadline, stated above and below, has passed, DCD will review all responses received and evaluate compliance with the requirements stated below. All consultants meeting the requirements below will be added to DCD's consultant list within 60 days after the close of the RFQ.

RFQ submittal packages shall be submitted no later than Wednesday September 20, 2023. Proposals received after the response deadline will not be considered.

Required Qualifications

To be considered for this list, interested professionals must be an arborist, habitat biologist, hydrogeologist, geological engineer, geologist, land surveyor, or wetlands scientist. Respondents to the RFQ must also be licensed to do business in the state of WA and meet minimum qualifications or otherwise maintain proper certification for their field of expertise. Respondents must be bonded and insured. See Attachment B for minimum qualifications in Kitsap County Code and definitions for above-noted professions.

Errors on submissions may delay or prevent respondent's information being added to the list.

Response Format

The response form for the Statement of Qualifications (SOQ) is shown as Attachment A. Please note, if respondent provides more than one professional service, multiple submittals are required.

Evaluation Criteria

The SOQs will be evaluated using the following criteria:

- Completion of Attachment A.

- Meeting the minimum education, experience, and licensing qualifications for the industry (arborist, habitat biologist, hydrogeologist, geological engineer, geologist, land surveyor, or wetlands scientist) set forth in Attachment B.
- Licensed to do business in the state of Washington.
- Bonded.
- Insured.

SOQ Submittal and General Guidelines

To be considered responsive to this RFQ, the respondent's SOQ must follow the directions presented and include the information shown in Attachment A.

The respondent shall submit one (1) original (containing original signatures) and 3 individually bound copies of the SOQ. Provide clear distinction between the original SOQ and the copies. RFQ responses shall be sent to:

Kitsap County
Administrative Services - Purchasing
619 Division Street, MS-20
Port Orchard, WA 98366

Changes, revisions, or other modifications to this RFQ will be issued through a written addendum and published on the Kitsap County website at <http://spf.kitsapgov.com/das/Pages/Online-bids.aspx> . It is the responsibility of all respondents to check for addenda.

County Contact Information

All questions regarding this project should be directed to Glenn McNeill, Purchasing Coordinator, Administrative Services at GSMcNeill@kitsap.gov (email preferred) or (360) 337-7150. Questions to, or communications with, other Kitsap County staff may disqualify offerors from the evaluation process.

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

Statement of Qualifications
Professional Consulting Services

Category of Professional Service, from Attachment B below: _____

Business name of Professional Service: _____

Consultant Name: _____

Contact Phone number(s): _____

Website/Email Contact: _____

Service provided (max two lines):

UBI No.:

License No: _____

Certification: _____

Required Education; Other Qualifications: _____

Bonded

Insured

Consultant Signature

Date

Qualifications/Definitions for Development Consultants

Qualified Professional or Qualified Consultant, KCC 22.150.505

In accordance with WAC [365-195-905](#)(4), a qualified professional must have obtained a B.S. or B.A. or equivalent degree in biology, soil science, engineering, environmental studies, fisheries, geology, geomorphology or related and relevant field to the subject in question, have related work experience and meet the following criteria:

- A. A qualified professional for wetlands must have a degree in biology, ecology, soil science, botany, or a closely related field and a minimum of three years of professional experience in wetland identification and assessment associated with wetland ecology in the Pacific Northwest or comparable systems.
- B. A qualified professional for habitat management plans or shoreline mitigation plans must have a degree in wildlife biology, ecology, fisheries, or closely related field and a minimum of three years professional experience related to the subject species/habitat type.
- C. A qualified professional for geologically hazardous areas, geotechnical and hydrogeological reports must be a professional engineering geologist or geotechnical engineer, licensed in the state of Washington. In designing soft armoring techniques, a qualified professional may also have similar qualifications as that required for habitat management plans.
- D. A “qualified professional for critical aquifer recharge areas” means a Washington State licensed hydrogeologist, geologist, or an engineer qualified in experience and training in aquifer recharge.

Note: Where the above general definition conflicts with the below specific definition, code requires the more restrictive interpretation be used.

Arborist

“Arborist” means a person who is qualified as an arboriculturist or an arborist. Qualifications may include:

- A. International Society of Arboriculture (ISA) Board Certified Master Arborist; or
- B. ISA Certified Arborist; or
- C. ISA Certified Arborist Municipal Specialist; or
- D. ISA PNW Tree Risk Assessment Qualification (TRAQ); or
- E. American Society of Consulting Arborists (ASCA) Registered Consulting Arborist (RCA)

Geological Engineer, RCW 18.220.010(4), (5)

“Geological Engineer” or “Engineering Geologist” means a means a person who is qualified to practice the specialty of geology affecting the planning, design, operation, and maintenance of engineering works and other human activities where geological factors and conditions impact the public welfare or the safeguarding of life, health, property, and the environment, who has met the qualifications in geology established under Chapter 18.220 RCW, and has been issued a license in engineering geology by the Washington State Geologist Licensing Board.

Geologist, KCC 19.150.360

“Geologist” means a person who is licensed in the state of Washington and meets all experience and training requirements in accordance with Chapter 308-15 WAC, as now or hereafter amended.

Hydrogeologist, KCC 19.150.410

“Hydrogeologist” means a person who is qualified to engage in the practice of hydrogeology, has met the qualifications in hydrogeology established under chapter 18.220 RCW, and has been issued a license in hydrogeology by the Washington State Geologist Licensing Board.

Land Surveyor, RCW 18.43.020(11)

“Land Surveyor” means a person who meets the requirement of chapter 18.43 RCW and is qualified to practice land surveying as attested to by his or her legal registration as a professional land surveyor.

Wetlands Specialist, KCC 19.150.685

“Wetlands specialist” means a person with experience and training in wetland issues who is able to submit substantially correct reports on wetland delineations, classifications, functional assessments and mitigation plans. Substantially correct is interpreted to mean that errors, if any, will be minor and do not delay or affect the site plan review process. Qualifications of a wetlands specialist include:

- A. Certification as a professional wetland scientist (PWS) or wetland professional in training (WPIT) through the Society of Wetland Scientists;
- B. A Bachelor of Science degree in the biological sciences from an accredited institution and two years of professional field experience; or
- C. Five or more years professional experience as a practicing wetlands biologist with a minimum three years professional experience delineating wetlands.