



**KITSAP COUNTY  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSALS  
2018-142**

**Engineering Consultant  
Services for:**

**Newberry Hill Road  
@ Anderson Creek- Culvert Replacement**

**Response Deadline:**

**August 14, 2018 3:00 PM**

**Kitsap County Department of Public Works  
614 Division Street, MS-26  
Port Orchard, WA 98366-4699  
360.337.5777**



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# REQUEST FOR PROPOSALS NEWBERRY HILL ROAD CULVERT REPLACEMENT

## 1.0 OBJECTIVE

The Kitsap County Department of Public Works will be replacing an existing 36" CMP culvert with a fish passable replacement and intends to procure consulting services to determine the most cost effective alternative and complete the design for a bid ready project. Construction of this project is currently scheduled for the summer of 2021.

Kitsap County is soliciting Proposals from consulting firms with experience in Civil Engineering, Structural Engineering, Geotechnical Exploration, Fish Passage Design, Environmental Investigations, Stream Assessments, and Regulatory Permit Processing.

The general scope of the project is to remove the existing 36" CMP culvert and replace it with a fish passable alternative that will restore stream connectivity and improve stream function.

## 2.0 BACKGROUND AND AGENCY NEEDS

The existing 36" culvert is undersized and approximately 160 long with a 5% slope. The bottom is rusting out on the outlet end and is perched 4 feet. There is 30 feet of fill over the culvert and the roadway prism slopes are near 1.5:1 (H:V).

Kitsap County seeks to provide the most cost effective, long term replacement of this culvert that meets all fish passage requirements of the Washington Department of Fish and Wildlife and the laws of the state of Washington. The proposed option must also consider the safety and sustainability of the NW Newberry Hill Road.

## 3.0 SCOPE OF WORK

Work to be performed by the selected consultant involves preparing a Type, Size, Location (TS&L) Technical Memorandum (TM), including an assessment of potential environmental impacts or benefits resulting from the project, preliminary and final design plans, special provisions (and engineer's estimate for a bid ready packet to replace the culvert under Newberry Hill Road at Anderson Creek. The general scope of work includes addressing the following aspects of the project:

- TS&L TM with justification for a preferred alternative
- Upon approval of the TS&L TM, proceed with the preparation of preliminary and final project design documents including plans, specifications and engineer's estimate (PS&E).
- Prepare supporting engineering reports to include a hydraulics report, scour analysis and a drainage report that includes enhancements meeting Department of Ecology and Kitsap County Stormwater Manual requirements.

- Prepare supporting environmental documentation.
- Provide support documents and applications for the procurement of environmental and regulatory permits to the County.
- Participate in and provide materials for presentations to elected officials and the public.
- Conduct soils analyses as appropriate.
- Conduct utility coordination.
- Determine right of way needs and acquisition areas. Right of way plan, legal descriptions and property appraisal and negotiations will be completed by the County.
- Consultant services expected during construction include engineering support and geotechnical monitoring if needed.
- Preliminary survey and a basemap for the design will be completed and provided by the County following completion of the TS&L TM.
- Construction staking and construction management operations will be performed by the County.
- Preparation of a traffic control plan with detour routes and signing.
- Preparation of a construction schedule and determination of required number of working days.
- Load rating on the completed alternative if required.

All design work and documents shall meet/follow Kitsap County Standards, WSDOT LAG Manual, WSDOT Design Manuals, WSDOT/APWA Standard Specifications for Road Bridge and Municipal Construction and applicable state and federal regulations.

#### **4.0 FUNDING AND SCHEDULE**

It is anticipated this project will be completed using local county road funds, however the county may be seeking federal funding.

If selected, consultant services are expected to commence in October of 2018 with TS&L Alternative Memorandum completed in Spring 2019

#### **5.0 REQUEST FOR PROPOSAL (RFP) PROCESS**

The County intends to select a consultant based on the Proposal and qualifications 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 RFP or any other presentations, whether in response to this RFP or to any subsequent requirements of the consultant selection and contract negotiation process. All materials submitted in response to this RFP become the property of the County.

## 5.01 PROPOSAL SUBMITTAL AND GENERAL GUIDELINES

Proposal submittal packages shall be submitted no later than **3:00 P.M. on Tuesday, August 14, 2018**. Submittal packages may be hand delivered to:

**Please submit by mail to**

Colby Wattling  
Kitsap County Purchasing Office  
614 Division Street, MS-7  
Port Orchard, WA 98366

**OR**

**For hand delivery, express or courier**

Colby Wattling  
Kitsap County Administration Building  
Purchasing Office – Fourth Floor  
619 Division Street  
Port Orchard, WA 98366

This RFP will be posted on Kitsap County website (<https://spf.kitsapgov.com/das/Pages/Online-Bids.aspx>). **\*Proposers are responsible for checking for updates, revisions or edits to this RFP.\***

**Proposals received after response deadline will not be considered.**

## 6.0 CONSULTANT SELECTION PROCESS

### 6.01 PROVIDED INFORMATION

Provided information pertaining to this project is listed in Appendix A of this document. The County's Project Manager is available for questions, but will not meet with any potential proposers prior to the response due date for this RFP.

### 6.02 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 Proposals to:

Tim Beachy,  
Project Manager  
614 Division Street MS-26  
Port Orchard, WA 98366-4699  
Phone: 360.307.4383  
[tbeachy@co.kitsap.wa.us](mailto:tbeachy@co.kitsap.wa.us)

### 6.03 ANTICIPATED RFP SCHEDULE

The following schedule has been established for the submission and evaluation of Proposals and selection of the Consultant. Except for the Proposal due date, these are tentative dates only and the County reserves the right to adjust these dates at its sole discretion:

- Proposals due: August 14, 2018
- Proposal review complete by: August 21, 2018
- Announce final selection: August 27, 2018

#### **6.04 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.

#### **6.05 PROFESSIONAL SERVICES AGREEMENT**

A standard consultant agreement as per the WSDOT LAG Manual will be utilized for this project.

### **7.0 PROPOSAL SUBMITTAL CONTENT**

To be considered responsive to this RFP, the Proposal must follow the directions presented and include the information required below.

Submit one (1) original (containing original signatures) and four (4) individually bound copies of the Proposal. The Proposal shall contain no more than eight (8) 8 ½" x 11" sheets of paper, double sided or not, and be inclusive of any resumes/bios, photos etc., plus a cover and a one page cover letter.

#### **7.01 PROPOSAL COVER AND COVER LETTER**

Clearly label the Proposal cover and the subject line in the cover letter with "PROPOSAL for NW Newberry Hill Road Culvert Replacement". The cover letter shall be limited to one page and shall identify the consultant name and contact person with his/her title, mailing address, email address, phone number, and the name of the proposed project manager. A duly authorized officer, employee, or agent of the consulting firm must sign the cover letter.

#### **7.02 CONSULTANT TEAM STRUCTURE**

Provide the team structure, identifying any sub-consultants, including names of lead persons with titles and general project responsibilities, and the physical location of each lead person.

#### **7.03 TEAM/PERSONNEL QUALIFICATIONS AND EXPERIENCE**

The Proposal will be evaluated for the team's and individual team members qualifications, general background, and experience in relation to the stated Scope of Work.

#### **7.04 PROJECT APPROACH**

The Proposal will be evaluated on the approach to the work and proposed solutions for completing the culvert replacement. It should be noted that KCPW anticipates Newberry Hill Road will be closed for a portion of the project and minimizing closure time will be important.

#### **7.05 PAST PERFORMANCES/REFERENCES**

References may be used to verify the accuracy of information provided by the Proposer. Provide three recent references who can be contacted concerning your firm's/team's

performance with regard to the Scope of Work. In listing the references, include the name of the client, telephone number, e-mail address, contact person, and the specific work your firm did for the client. Also provide three recent references who may be contacted concerning the performance of your firm's/team's proposed project manager(s). The County reserves the right to contact references other than those submitted by the respondent.

## **8.0 CONSULTANT EVALUATION PROCESS**

A team of County staff will evaluate the Proposals based on the evaluation criteria described below.

### **8.01 EVALUATION CRITERIA**

The Proposals shall 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 team/personnel on similar projects
- Experience with Kitsap County and/or WSDOT plans, specifications, estimates and construction practices
- Experience with environmental site investigations and permitting processes
- Approach to the project
- Proposed Solution(s)
- Past performances/references

### **8.02 INTERVIEWS**

Following evaluation of the Proposals, the highest-ranking firm(s) may be interviewed (by phone) to help clarify information provided in the Proposal and to give the County's evaluation team an opportunity to talk to the project manager and key personnel.

## **9.0 CONTRACT NEGOTIATION PROCESS**

Negotiation of the detailed scope of services and terms of the agreement for this project will follow the guidelines provided in Chapter 31.3 of the LAG Manual. It is expected that this agreement will be an "Actual Cost plus Fixed Fee" Contract.

## **10.0 COUNTY CONTACT INFORMATION**

Questions regarding this project should be directed to Tim Beachy, Project Manager at 360.307-4383.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling 360.337.5777 or emailing Tim Beachy at [tbeachy@co.kitsap.wa.us](mailto:tbeachy@co.kitsap.wa.us)

Kitsap County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of

the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

## **APPENDIX A: AVAILABLE REFERENCE DOCUMENTS**

Documents available on County website:

<https://spf.kitsapgov.com/das/Pages/Online-Bids.aspx>

- Request for Proposal
- Project vicinity map
- Photos of the site
- Newberry Hill Road Widening Project Plans in vicinity of culvert (2005)