



**REQUEST FOR  
QUALIFICATIONS 2021-135**

**ENVIRONMENTAL CONSULTING SERVICES  
INTEGRATED AQUATIC VEGETATION MANAGEMENT PLAN**

**DUE DATE: Tuesday August 24, 2021@ 2:00PM**

**1.0 PROJECT DESCRIPTION**

**The Kitsap County Purchasing Office** is interested in soliciting qualifications from environmental consultants to develop an updated integrated aquatic vegetation management plan (IAVMP) for Long Lake, located near Port Orchard, in south Kitsap County, Washington.

This Request for Qualifications is intended to help Kitsap County select a qualified and experienced consultant.

The selected consultant shall prepare an IAVMP consistent with state and local regulations, and an existing grant agreement with the Washington State Department of Ecology. The selected consultant will interface with the Kitsap County Board of Commissioners and appropriate staff leads. All proposals shall be based on a period of performance commencing on award of the contract. All work must be completed within the schedule mutually agreed upon by the County, consultant, and Department of Ecology.

Request for Qualifications will be received by the Kitsap County Administrative Services Department, Purchasing Office, **614 Division Street, MS-7, Port Orchard, WA 98366**, before the date and time indicated above.

**2.0 PROJECT SCOPE:**

All work shall be performed in accordance with, and conform to, the requirements of Kitsap County, state law, the Department of Ecology grant agreement. The IAVMP The consultant shall complete, but not necessarily be limited to, the following requirements:

1. Prepare a detailed aquatic plant map
2. Prepare draft of updated IAVMP to Ecology for approval.
3. Make updates to draft IAVMP for final IAVMP.
4. Plan and participate in public outreach meetings and workshops:
  - a. An onsite tour of aquatic plants in Long Lake
  - b. One or more virtual workshops for property owners on WDFW-approved methods to control aquatic vegetation including cutting, raking and sand-filled burlap bottom barriers. Workshop will also include basic plant identification education and methods to control the spread

- c. Be available to lend expertise when county staff has inquiries

### 3.0 CRITERIA FOR SELECTION

The County may use the following criteria during the selection process:

1. Qualifications of project team
2. Quality and clarity of project plan and ability to stay in budget.
3. Demonstrated experience with lake projects.
4. Quality of references.
5. Knowledge of water quality issues in Long Lake.

### 4.0 SUBMITTAL REQUIREMENTS

Responses shall be submitted to the Purchasing Agent at the location specified below in a sealed envelope or package provided by the offeror and shall include the offeror's name and address, the Request for Qualifications (RFQ) name and number, and the submittal due date clearly identified on the outside of the envelope or package. The offeror is responsible for the timely delivery of submitted offers, regardless of the delivery method. Offerors should allow sufficient time to ensure timely receipt by the County. Offers received after the submittal due date and time will not be opened or considered. The timeliness of offer submissions is determined by the County.

The summary of qualifications should include, at a minimum, a coversheet that contain pertinent contact information (i.e., firm name, address, phone numbers, email addresses and name of project manager), as well as identification of all key personnel. An electronic copy (flash or thumb drive) of the response must be received at the address noted below **no later than 2:00PM (PST) Tuesday August 24, 2021.**

. Responders are solely responsible for ensuring that summary of qualifications is delivered on time.

The firm shall submit the following information with their submittal, **limited to ten (10) pages maximum**, 8 1/2 X 11-page size, single-spaced, 12 point font.

#### Letter of Interest

A letter of interest shall be submitted that indicates the following:

- A high-level description of the firm's qualifications to execute the scope of work shown above.
- The number of years the firm has been in business.
- The number of years of experience the firm has conducting each component of the scope of work shown above.
- The availability of the firm's resources to complete all components of the project within appropriate and reasonable timelines.
- The firm's contact information (address, telephone, email).
- Additional data or recommendation, if desired.

#### Statement of Qualifications

- A. Firm Background
  1. General information about the firm, including a description of the firm’s background, the names and number of years the firm has been in business, and current or previous names, or additional assumed business names, and any other pertinent firm information.
- B. Project Organization and Staffing
  1. Provide an organization chart showing all proposed team members and describing their specific responsibilities for this project. Include professional qualifications/resumes of each member of the project team.
  2. Describe the portion of work that will be performed by a sub-consultant, if any, and information about the professional qualifications of proposed sub-consultants.
- C. Description of Related Experience
  1. Describe the firm’s experience with lake management and developing conceptual Design. Include at least three similar projects the firm has completed. For each project, provide the following information:
    - Name, address and telephone number of the client.
    - Name of the firm’s project manager and personnel who worked on each project with a brief description of their responsibilities.
    - Budget and actual project cost.
    - The elements of the projects that are common to the projects proposed above.
    - Summary of the firm’s role/responsibility in overall project.
    - Summary of the firm’s deliverables.
  2. Describe the firm’s familiarity with Kitsap County.
  3. Describe the firm’s ability to complete work on schedule.
  4. List any outstanding litigation the firm is involved as a named defendant.
  5. (Optional) Identify any other relevant information pertinent to this RFQ section.
- D. Project Approach
  1. Describe your Firm’s approach to this project.

Consultants may submit a physical copy of their response; however, a PDF electronic copy of RFP response must be provided.

**By mail to:**  
 Glen McNeill, Purchasing Supervisor  
 Kitsap County Purchasing Office  
 614 Division Street, MS-7  
 Port Orchard, WA 98366

**OR**

**For hand delivery, express, or courier:**  
 Glen McNeill, Purchasing Supervisor  
 Kitsap County Administration Building  
 Purchasing Office – Fourth Floor  
 619 Division Street  
 Port Orchard, WA 98366

Sealed proposals will be accepted no later than no later than **2:00PM (PST) Tuesday August 24, 2021** at which time they will be recorded and forwarded to the County Administrator. Any questions regarding this project should be directed to Glen McNeill at [gsmcneill@co.kitsap.wa.us](mailto:gsmcneill@co.kitsap.wa.us). Additional information supplied based on questions asked by perspective respondents will be provided by Kitsap County via posting on the County’s website.

**ATTACHMENT A: Long Lake Map**

**ATTACHMENT B: Department of Ecology grant agreement**

**ATTACHMENT C: Professional Services Template**