



**KITSAP COUNTY
DEPARTMENT OF PUBLIC WORKS**

REQUEST FOR PROPOSALS (RFP)

Engineering Consultant Services for:

**AMERICANS WITH DISABILITIES ACT (ADA)
TRANSITION PLAN**

November 2022

Kitsap County Department of Public Works
614 Division Street, MS-26
Port Orchard, WA 98366-4699
360-337-7035

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REQUEST FOR PROPOSAL

Professional Services for Development of an ADA Transition Plan

1.0 OBJECTIVE

The Americans with Disabilities Act (ADA) passed on July 26, 1990 as Public Law 101-336 (42 U.S.C Sec. 12101 et seq) became effective on January 26, 1992. The current text of the ADA includes changes made by the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009.

The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. The Act prohibits discrimination against disabled persons with the United States. Title II of the ADA requires State and Local Governments to make their programs, services and activities accessible to those with disabilities.

The US Access Board published the Public Right-of Way Accessibility Guidelines (PROWAG). FHWA states that PROWAG is a recommended best practice and can be considered the state of the practice that could be followed for area not fully addressed by the present ADA standards.

The Kitsap County Department of Public Works (KCDPW) is soliciting proposals from qualified firms to develop an ADA Transition Plan within County rights-of-way in accordance with all applicable laws and guidelines.

2.0 BACKGROUND AND AGENCY NEEDS

Kitsap County is located in Western Washington surrounded by the Puget Sound. Under County jurisdiction are the following urban growth areas (UGA): Kingston UGA, Silverdale UGA, Central Kitsap UGA, Bremerton East UGA, Bremerton West UGA, Gorst UGA, Poulsbo Urban Transition Area, and Port Orchard UGA. In addition to the UGAs, there are smaller unincorporated areas classified as Local Areas of More Intense Rural Development (LAMIRD); Manchester Rural Village, Keyport Rural Village, Port Gamble Rural Historic Town, George's Corner, and Suquamish Rural Village.

The UGAs and LAMIRDs have varying levels of pedestrian facilities located within their boundaries. They have sidewalks, curb and gutter, paths, and signals. The county also has signals in the rural areas that have pedestrian crossing amenities.

3.0 SCOPE OF WORK

The consultant will develop an ADA Transition Plan and Self Evaluation for all County rights-of-way. The purpose of the plan is to identify deficiencies in County policies, procedures, and physical assets, and to provide a path to correction of the deficiencies. The successful consultant team will adhere to the guidance for local agencies in the State of Washington as found in WSDOT's Local Agency Guidelines (LAG) Manual, Chapter 29- Section 504 and the Americans with Disabilities Act. <https://wsdot.wa.gov/publications/manuals/fulltext/M36-63/Lag29.pdf>

Though not intended to be an all-inclusive list, the following sequence of work is anticipated:

- Review current federal standards and evaluate County policies and procedures relative to ADA federal requirements.

- Review existing County facilities' data of County rights-of-way; identify, plan, and conduct additional survey work as needed to augment existing data. Document data, analysis and findings of the combined self-evaluation survey of County rights-of-way.
- Support the County in establishment and activities of an ADA Advisory Committee, ADA Coordinator, and Department Liaisons.
- Conduct, with support from the County, outreach to and engagement of key stakeholders to support analysis, strategizing, prioritizing, and review of the process and draft/final Transition Plan.
- Prepare and ADA Transition Plan to meet federal requirements and local needs. The Plan shall include a financially constrained implementation strategy and monitoring/reporting process.

4.0 CONTRACT TIMEFRAME

The consultant contract to complete the transition plan is anticipated to not exceed \$250,000. Kitsap County intends to execute the contract in April 2023 with a term of Twelve (12) months. At the sole discretion of KCDPW, the contract may be extended for six months or for one (1) year intervals.

5.0 CONSULTANT SELECTION PROCESS

It is the County's intent to select a consultant based on the proposal, interview, and 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 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 the response to this RFP become the property of the County.

To be considered responsive to this RFP the Consultant must follow the directions presented in this solicitation and include the information required.

5.01 PROPOSAL SUBMITTAL AND GENERAL GUIDELINES

Proposal submittal packages shall be submitted electronically **no later than 2:00 PM (PST) on the date listed below in the schedule to:**

<http://kcowa.us/RFP>

Proposals received after the response deadline will not be considered.

Persons with disabilities may request that this information be prepared and supplied in alternate forms by calling collect to **(360) 337-5777 or TTY (360) 337-5455**.

5.02 PROPOSAL SUBMITTAL CONTENT

The Proposal 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, and 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 ten (10) 8½”x11” sheets (may be double sided) and shall be inclusive of any resumes/bios, photos, graphics, etc. The cover letter will not be included in the 10-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 proposals to the project manager:

Christy DeGeus
Traffic Manager
Kitsap County Public Works
614 Division Street MS-26
Port Orchard, WA 98366-4699
Ph: 360-337-7035
cdegeus@kitsap.gov

5.04 ANTICIPATED SCHEDULE

The following schedule has been established for the submission and evaluation of the Proposals and Consultant selection. This is the tentative RFP schedule and Kitsap County reserves the right to adjust these dates at its sole discretion:

First advertisement of RFP	Monday December 5, 2022
Second advertisement of RFP	Monday December 12, 2022
Final questions due	Friday December 16, 2022
Submittals due	Friday January 27, 2023
Interviews	Will schedule
Final announcement	Wednesday February 22, 2023
Notice to proceed	Monday April 24, 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 RFP
- to reject any or all responses
- to issue subsequent requests

This RFP solicitation does not commit Kitsap County to enter into a contract or proceed with the procurement of the project. Kitsap 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 RFP. All such costs shall be borne by each consultant submitting a response.

5.06 ADDENDUMS TO THE RFP

Any revisions, updates, or clarifications of the RFP will be posted on the Kitsap County webpage at: <http://kcowa.us/RFP>. Proposers are encouraged to subscribe to updates or register as provided for on the webpage.

6.0 EVALUATION PROCESS

A team of County staff will evaluate the Proposals, and conduct interviews according to the consultant evaluation criteria and the three-part process described below:

Part 1

Evaluation of the written Proposal package submitted by each Proposer, resulting in a short-listing of Proposers who will be invited to an interview. Proposers 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 Proposal for a combined final score.

Part 3

The County's evaluation team makes a recommendation to the Public Works Director 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 in writing 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 Proposals 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.

- Project Understanding – Explain your understanding of the project, components, and challenges.
- Project Approach – Based on your understanding of the project, propose how your team will develop a project-specific approach.
- Project Team and Experience – Identify project manager and team members, explaining their roles, responsibilities, and expertise, and any sub-consultants. Identify estimated man-hours and classifications needed for non-engineering services. Provide three (3) examples of similar projects that demonstrate your team's level of experience on similar projects.
- Project Management Approach – Describe your project management approach, with an emphasis on your quality control and quality assurance measures and protocol.
- Project Collaboration, Communication, and Coordination – Elaborate on your experience and proposed approach for this project.

6.02 INTERVIEWS

Following evaluation of the Proposals, at least three (3) of 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 RFP. Additional interview information will be provided at the time of the invitation. The intent of the interviews is to help clarify and verify information provided in the Proposal and to give the County’s evaluation team an opportunity to meet the project manager and key personnel that shall have direct involvement with the project and to learn more about their proposed approach, relevant experience, and expertise.

Proposals and the interview will be scored as follows:

Project Understanding	0-25 points
Project Approach	0-25 points
Project Manager, Team, and Experience	0-15 points
Project Management Approach	0-15 points
<u>Project Collaboration, Communication, Coordination</u>	<u>0-20 points</u>
Maximum Points Available	100 points

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 of the LAG Manual. It is expected that this will be a “Actual Costs plus Fixed Fee” Contract.

8.0 KITSAP COUNTY CONTRACT INFORMATION

Questions regarding this project should be directed to:

Christy DeGeus, Traffic Manager

Ph: 360-337-7035

cdegeus@kitsap.gov

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling 360-337-5777 or help@kitsap1.com.

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.