



Kitsap County Board of County Commissioners
and Kitsap County Sheriff's Office
Facilities Needs Assessment
Request for Qualifications (RFQ) 2016-101

NOTICE TO CONSULTANTS FOR
PROFESSIONAL ARCHITECTURAL, ENGINEERING AND PLANNING SERVICES TO
PREPARE ALTERNATIVES TO ADDRESS AGING AND/OR FUNCTIONALLY
OBSOLETE COUNTY BUILDING FACILITIES

Response deadline: Wednesday, February 10, 2016 3:00PM

1. Overview

The Kitsap County Board of County Commissioners and the Sheriff's Office are seeking a qualified and affordable external consulting agency to conduct an assessment of countywide law enforcement facilities that will determine appropriate facility needs and siting criteria for potential precincts within the county with a focus on a new precinct in the Silverdale/Central Kitsap area. An optional facility needs assessment and siting criteria for the Kingston precinct office may be included in this study.

1.1 Organizational Overview

Kitsap County is located on the Kitsap Peninsula in Washington State across the Puget Sound from Seattle. It comprises a total land mass of 393 square miles. The County occupies a unique portion of the State of Washington, directly between the urban areas of Seattle and Tacoma and the wilderness of the Olympic Mountains. It is bounded by the Hood Canal on the west, Puget Sound on the east, and Mason and Pierce Counties to the south.

Kitsap County was founded in 1857 with the county seat being Port Orchard. The residents are governed by three elected County Commissioners, and are served by a variety of agencies and government departments.

The Kitsap County Sheriff's Office (KCSO) is the regional law enforcement service provider to all who live, work or visit Kitsap County, and has primary jurisdiction in the non-incorporated areas of the County. The total County Population in 2014 was 254,183 with approximately 170,000 living in the unincorporated area. Kitsap County ranks 36th in size among Washington counties and is the 3rd most densely populated county in the state.

KCSO maintains a current staffing of 118 Commissioned personnel, 27 Support Staff and 50 volunteers. Of these positions, 87 Commissioned personnel, 4 Support Staff and 50 volunteers work out of the Patrol Division, which is currently based at the Silverdale Precinct Office. The main office in Port Orchard houses the Sheriff and his administration, the Civil/Records Division, the Detectives Division, Property and Evidence, armory, and all associated Jail and Sheriff's Office Records.

1.2 Target Audience

Consultants specialized in assessing and analyzing current facilities and forecasting the needs of KCSO over the next 20 years, and must have the ability to create assessments that fulfill project goals within a limited budget.

Consultants must demonstrate relevant and recent experience with public safety facilities.

1.3 Scope of Project

As part of the redevelopment of the Central Kitsap Community Campus, the Silverdale Precinct operational elements located at 3951 Randall Way, Silverdale WA 98383 (Assessor Account #172501-4-042-2009) no longer meets the needs of the community it serves and current law enforcement operations. These operations and future needs are not intended to be integrated in the long-term redevelopment vision of the Campus. As such, alternative locations will need to be identified before redevelopment proceeds forward.

Similar to the Central Kitsap area, the Kingston Precinct office may face similar redevelopment pressures within the 20-year planning horizon. The proposed scope of work may include an optional element to assess the facility and siting needs for a Sheriff's Office Precinct in North Kitsap.

Kitsap County is requesting Statements of Qualifications (SOQ) from interested professional architectural, engineering and planning consulting firms to perform a thorough, objective and independent Services and Needs Assessment of existing Sheriff's Office facilities that will help determine spatial, usage and site locational requirements for a new Silverdale Precinct Office. The countywide assessment is intended to support and guide efforts to determine the future needs of the Silverdale/Central Kitsap precinct facility. The countywide assessment will

identify existing conditions of operational and support services, level of service standards as well as review of demographic, calls for services and population indicators to determine future service demands countywide and for Silverdale and the Central Kitsap area. Additionally, the Kingston precinct may be an optional scope of work assessment.

Budget for this assessment is limited and selection will be reviewed against criteria set forth in Section 4 of this SOQ.

1.4 Analysis

The Consultant shall assess existing operations and facilities of the Sheriff's Office to determine facility and site locational needs for the Silverdale Precinct Office. The project will include but not limited to:

- Assessments shall be based on a 20 year planning horizon consistent with the 2016 Kitsap County Comprehensive Plan update process.
- How might future demand for services influence operations and staffing levels (annexations, incorporations, zoning changes, population growth)?
- Assess current facilities for adequate level of service, office space, property and evidence storage, armory, laboratory, locker room & fitness facilities, E.O.C., training & meeting space, equipment and vehicle storage, parking, access, etc..
- Assess existing patrol sectors and response to calls for services.▪ Evaluate whether combining facilities that may offer operational efficiencies.
- From the countywide assessment, develop spatial and usage needs, as well as siting criteria for the Silverdale Precinct Office.
- Identify cost estimate for Silverdale Precinct Office demolition.
- Identify community resource/outreach office space needs that may remain on the Central Kitsap Community Campus.

Optional Scope of Work Analysis

- From the countywide assessment, develop spatial and usage needs, as well as siting criteria for the Kingston Precinct Office.

Silverdale Precinct
3951 Randall Way
Silverdale, WA. 98383

Kingston Office
26076 Illinois Ave. NE
Kingston, WA. 346

1.5 Assumptions and Agreements

- The project must be completed within 90-days of the contract being signed.
- Cost proposal will include complete evaluative services, travel, lodging, meals and incidentals.

2. Procurement Overview

2.1. General Information

Standard conditions by which the contract will be governed are detailed in Appendix A.

2.2 Point of Contact

Questions concerning this Request for Qualification must be directed in writing by mail or email to:

Colby Wattling, Buyer
614 Division St, MS-7
Port Orchard, WA 98366
cwattling@co.kitsap.wa.us.

2.3. Submission Deadline and Address

Statement of Qualifications (SOQ) must be submitted in one (1) original and four (4) copies with one electronic form (CD/disk) **no later than 3:00 pm (PST), February 10, 2016**. The SOQ must contain all sections in 3.3 Statement of Qualifications Contents. **Faxes, emailed and late response will not be accepted.** SOQ's must be delivered (hardcopy forms) to:

<u>By Mail</u> Colby Wattling Kitsap County Department of Administrative Services Purchasing Office 614 Division Street MS-7 Port Orchard, WA 98366	OR	<u>Express, Courier, or Hand delivery</u> Colby Wattling Kitsap County Department of Administrative Services Purchasing Office – Fourth Floor 619 Division Street Port Orchard, WA 98366
--	-----------	---

2.4. Request for Qualifications Amendments

Kitsap County reserves the right to amend the RFQ at any time prior to the SOQ due date by issuing written addenda. All written addenda to the RFQ will become part of the original RFQ.

2.5 ACH Preference

The Kitsap County Auditor is requiring that all vendor payments be processed through Direct Deposit via Automated Clearing House (ACH). Please contact the Kitsap County Auditor at (360) 337-7129 if you wish to arrange an alternative payment method. No other payment method will be available unless agreed to by the Kitsap County Auditor in writing prior to commencement of work and/or purchase.

3. Statement of Qualifications (SOQ) Submission Requirements

3.1. General

The vendor and all subcontractors, if any, must furnish evidence of experience in providing these services. Preference will be given to those with relevant experience.

3.2. Statement of Qualifications Format

3.2.1 These instructions, formats and approaches for the development and presentation of SOQ information are designed to ensure the submission of data essential to the understanding and comprehensive evaluation of the vendor's proposal. There is no intent to limit the content of the SOQs or in any way inhibit a presentation in other than the vendor's favor. The vendor may include such additional information or data as may be appropriate, but may not exclude any portion requested in this document.

3.2.2 SOQs should be submitted on double-sided (8 ½" x 11") paper without permanent binding; loose-leaf binding is permissible. Any attachments or exhibits must be reduced to letter size. Ink and paper colors must not prevent entire SOQ from being photocopied. The use of divider tabs is required.

3.2.3 Vendors must submit one (1) original and four (4) copies of the SOQ, as well as an electronic copy (CD/disk). The original should be clearly marked on the outside cover as such. All signatures in the original SOQ must be in blue ink.

3.3 SOQ Contents

Each of the major sections identified below should be separately tabbed, for easy identification. Every page of the SOQ must be numbered sequentially, including attachments and appendices.

3.3.1 Letter of Interest

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

- The firm's desire to develop services and needs assessments, to evaluate site alternatives, and to develop conceptual designs.

- The availability of the firm's resources for completing all components of the project within appropriate and reasonable timelines.
- The firm's contact information (address, telephone, email).
- Additional data or recommendation, if desired.

3.3.2 Statement of Qualifications

The nature and form of response are at the discretion of the respondent, but at a minimum, must include the following:

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 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 subcontractor, if any, and information about the professional qualifications of proposed sub-consultants.

C. Description of Related Experience

1. Describe the firm's experience with preparing services and needs assessments, evaluating site alternatives, 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. (Optional) Identify any other relevant information pertinent to this RFQ section.
- D. Project Approach
1. Describe your Firm's approach to this project.

3.4 Procurement Schedule

The Procurement Schedule outlines the tentative schedule for important action dates and times. All dates after the SOQ submission due date are approximate and may be adjusted as conditions indicate, without amending this document. It is the vendor's sole responsibility to periodically check the website for amendments to this document.

Figure 1. *PROCUREMENT SCHEDULE*

Item	Action	Date
1.	Kitsap County Issues RFQ	January 13, 2016
2.	Vendor may submit written questions and comments until 3:00 p.m. Pacific Time	January 25, 2016
3.	Kitsap County will Issue responses.	January 27, 2016
4.	Vendor must submit SOQ by 3:00 p.m. Pacific Time	February 10, 2016
5.	Anticipated Contract Start Date	March 2016

4. Evaluation Criteria

SOQ's will be evaluated based on the firm's clear ability to develop a services and needs assessment, to evaluate site alternatives, and to develop conceptual designs, consistent with the project description contained in this request. The responses will be rated according to the criteria detailed below. This may result in the selection of a firm, or a short list of firms, who will be asked to provide additional information at an oral interview. The County and the selected finalist(s) will begin the development of a final project scope and fee negotiations following the selection process.

Kitsap County reserves the right to request interviews of selected consultants, to make selections on the basis of initial proposals, or to reject all proposals.

Each SOQ will be evaluated and given a score based upon the quality of response to each of the following topic areas. Maximum number of points achievable is **100**.

A. Project Timeline & Budget - *30 points maximum*

i. Timeline – 15 points

- Demonstrates the ability to create/monitor project timelines
- Demonstrates the ability to meet project timelines
- Demonstrates the ability to exceed project timelines

ii. Budget – 15 points

- Ability to create/monitor total project budget (soft and hard costs)
- Methods of proven successes of staying within project budget

B. Organizational Background, Experience & Expertise - *50 points maximum*

i. Qualifications of Proposed Members – *15 points*

- Years of experience
- Quantity of similar projects
- Education
- Years with the firm

ii. Comprehension, Responsiveness and Demonstrated Success – *15 points*

- Illustrates that the team clearly understands objectives and technical requirements
- Responsiveness to all aspects of the RFQ
- Firm's demonstrated success with similar projects

iii. Public Sector Experiences, including Community Engagement – *20 points*

C. Clarity of SOQ - 20 points maximum

- Is the SOQ easy to understand?

- Do the graphics further clarify the written items?
- Did the firm stay within the maximum allotted pages?

5. Statement of Qualification Process

5.1 Acceptance of SOQs

- 5.1.1** Each vendor may submit one (1) SOQ. Alternate SOQs will not be allowed and will cause the rejections of the alternate SOQ and any other SOQ submitted by the vendor.
- 5.1.2** Kitsap County will accept all SOQs properly submitted. After receipt of SOQs, Kitsap County reserves the right to sign a contract, without negotiation, based on terms, conditions and premises of the RFQ and the SOQ of the selected vendor. SOQs must be responsive to all requirements in the RFQ in order to be considered for contract award.
- 5.1.3** The SOQ and its conditions must remain valid for six (6) months from the date of SOQ submission.
- 5.1.4** Kitsap County reserves the right to waive minor irregularities in SOQs, providing such action is in the best interest of Kitsap County. Where Kitsap County may waive minor irregularities, such waiver shall in no way modify the RFQ requirements or excuse the vendor from full compliance with RFQ and other contract requirements if the vendor is awarded the contract.
- 5.1.5** Kitsap County also reserves the right to request SOQ clarification or correction, reject any or all SOQs received, or cancel the procurement, according to the best interest of Kitsap County.

5.2 SOQ Amendment and Rules for Withdrawal

- 5.2.1** Prior to the SOQ due date a submitted SOQ may be withdrawn by submitting a written request to the point of contact identified in Procurement Overview, Point of Contact of this RFQ. Withdrawal notice must be signed by the vendor's authorized agent.
- 5.2.2** Vendors are allowed to make amendments to their SOQs if the change is submitted by the SOQ due date subject to the conditions outlined in section 3. The submission should be clearly labeled as Amendment to SOQ. Unless requested by Kitsap County, Kitsap County will not accept any amendments, revisions, or alterations to proposals after the SOQ due date.

5.3 Cost of Preparing SOQs

All costs incurred by the vendors during the preparation of their SOQs and for other procurement related activities will be the sole responsibility of the vendors. Kitsap County will not reimburse them for any such costs.

5.4 Disposition of SOQs

- 5.4.1** The successful SOQ will be incorporated by reference into the resulting contract and will be a matter of public record. If the SOQ includes material that is considered by the vendor proprietary and confidential under Washington State Law, the vendor shall clearly designate the material as such, explaining why such material should be considered confidential.
- 5.4.2** The vendor must identify each page or section of the SOQ that they believe is proprietary and confidential, with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the vendor if the identified material were to be released. A general statement that an entire SOQ is proprietary is not acceptable.
- 5.4.3** All material submitted by vendors becomes the property of Kitsap County, which is under no obligation to return any material submitted by a vendor in response to this RFQ. Kitsap County shall have the right to use all systems concepts, or adaptations of those ideas, contained in any SOQ, and this right will not be affected by selection or rejection of the SOQ.

5.5 Public Disclosure, Freedom of Information and Privacy Act

Vendors should be aware that all materials associated with the procurement are subject to the terms of the Washington State Public Records Act (RCW 42.56), the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations of these Acts. By submission of a SOQ, the vendor agrees that the Privacy Act of 1974, Public Law 93-579, and the Regulations and General Instructions issued pursuant thereto, are applicable to this RFQ, and all sub-contractors hereunder.

5.6 Use of Subcontractors

The prime contractor will be responsible for all the work to be performed under this contract. Vendors must identify proposed subcontractors in their SOQs, if any, in the manner described within the SOQ submission instructions.

NOTE: In the event that a contract is procured, the contractor shall not assign or subcontract the performance of this agreement or any portion thereof to any other contractor without the written approval of Kitsap County.

Appendix A

KC-

CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services (the Contract) is entered into by Kitsap County, a municipal corporation, having its principal offices at 614 Division Street, Port Orchard, Washington, 98366 (the County) and , having its principal offices at (the Contractor).

SECTION 1. EFFECTIVE DATE OF CONTRACT

The Contract will become effective on and terminate on. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of Kitsap County.

SECTION 2. SERVICES TO BE PROVIDED

- 2.1 A description of the services to be performed by the Contractor is set forth in Exhibit A: Description of Services, which is attached to the Contract and incorporated by this reference.
- 2.2 The Contractor agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor or facilities will be furnished by the County.
- 2.3 The Contractor will perform the work specified in the Contract according to standard industry practice.
- 2.4 The Contractor will complete its work in a timely manner and in accordance with the schedule agreed to by the parties.
- 2.5 The Contractor will confer with the County from time to time during the progress of the work. The Contractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by the County.

SECTION 3. CONTRACT REPRESENTATIVES

The County and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

County's Contract Representative

Contractor's Contract Representative

SECTION 4. COMPENSATION

- 4.1 A description of the compensation to be paid to the Contractor is set forth in Exhibit B: Compensation, which is attached to the Contract and incorporated by this reference.
- 4.2 The total amount payable under the Contract by the County to the Contractor in no event will exceed \$.
- 4.3 Unless otherwise provided in the Contract, the Contractor may submit an invoice to the County once a month for payment of work actually completed to date. Subject to the other provisions of the Contract, the County generally will pay such an invoice within 30 days of receiving it.
- 4.4 The Contractor will be paid only for work expressly authorized in the Contract.
- 4.5 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.
- 4.6 If the Contractor fails to perform any substantial obligation and the failure has not been cured within 10 days following notice from the County, the County may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.

SECTION 5. AMENDMENTS AND CHANGES IN WORK

- 5.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified by the Contractor and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by the County.
- 5.2 In order to be effective, any Contract renewal, amendment or modification must be in writing, be signed by both parties and be attached to the Contract. Work under a renewal, an amendment or a modification may not commence until the renewal, amendment or modification has been approved by the County and has become effective.

SECTION 6. HOLD HARMLESS AND INDEMNIFICATION

- 6.1 The Contractor will hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the Contractor's acts, errors or omissions in the performance of the Contract. Provided, however, that the Contractor's obligation under this provision will not extend to injury, sickness, disability, death or damage caused by or arising out of the sole negligence of the County, its officers, officials, employees or agents.
- 6.2 With regard to any claim against the County, its officers, officials, employees and agents by any employee of the Contractor, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section will not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. It is clearly agreed and understood by the parties to the Contract that the Contractor expressly waives any immunity the Contractor might have had under such laws. By executing the Contract, the Contractor acknowledges that the foregoing waiver has been mutually negotiated by the parties and that the provisions of this Section will be incorporated, as relevant, into any contract the Contractor makes with any subcontractor or agent performing work under the Contract.
- 6.3 The Contractor's obligations under these provisions include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by the Contractor, the Contractor's employees, agents or subcontractors.

SECTION 7. INSURANCE

- 7.1 **Professional Legal Liability.** The Contractor will maintain professional legal liability or professional errors and omissions coverage appropriate to the Contractor's profession. The coverage will have a limit of not less than \$1 million per occurrence. The coverage will apply to liability for a professional error, act or omission arising out of the Contractor's services under the Contract. The coverage will not exclude bodily injury or property damage. The coverage will not exclude hazards related to the work rendered as part of the Contract or within the scope of the Contractor's services under the Contract, including testing, monitoring, measuring operations or laboratory analysis where such services are rendered under the Contract.
- 7.2 **Workers' Compensation and Employer Liability.** The Contractor will maintain workers' compensation insurance as required by Title 51, Revised Code of Washington, and will provide evidence of coverage to the Kitsap County Risk Management Division. If the Contract is for over \$50,000, then the Contractor

will also maintain employer liability coverage with a limit of not less than \$1 million.

7.3 **Commercial General Liability.** The Contractor will maintain commercial general liability coverage for bodily injury, personal injury and property damage, subject to a limit of not less than \$1 million per occurrence. The general aggregate limit will apply separately to the Contract and be no less than \$2 million. The Contractor will provide commercial general liability coverage that does not exclude any activity to be performed in fulfillment of the Contract. Specialized forms specific to the industry of the Contractor will be deemed equivalent provided coverage is no more restrictive than would be provided under a standard commercial general liability policy, including contractual liability coverage.

7.4 **Automobile Liability.** The Contractor will maintain automobile liability insurance as follows (check ONE of the following options):

Not Applicable.

The Contractor will maintain commercial automobile liability insurance with a limit of not less than \$1 million each accident combined bodily injury and property damage. The aggregate limit will be at least \$2 million. Coverage will include owned, hired and non-owned automobiles.

The Contractor will maintain automobile liability insurance or equivalent form with a limit of not less than \$100,000 each accident combined bodily injury and property damage. The aggregate limit will be at least \$300,000. If a personal lines automobile liability policy is used to meet this requirement, it must include a business rider and must cover each vehicle to be used in the performance of the Contract and the certificates of insurance must evidence that these conditions have been met. If the Contractor will use non-owned vehicles in performance of the Contract, the coverage will include owned, hired and non-owned automobiles.

7.5 **Miscellaneous Insurance Provisions.**

A. The Contractor's liability insurance provisions will be primary with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees and agents.

B. When such coverage is required, the Contractor's commercial general liability insurance and automobile liability insurance will include the County, its officers, officials, employees and agents as an additional insured with respect to performance of services.

C. When such coverage is required, the Contractor's commercial general liability insurance and automobile liability insurance will contain no special

limitations on the scope of protection afforded to the County as an additional insured.

- D. Any failure to comply with reporting provisions of the policies will not affect coverage provided to the County, its officers, officials, employees or agents.
- E. The Contractor's insurance will apply separately to each insured against whom claim is made or suit is brought, subject to the limits of the insurer's liability.
- F. The Contractor will include all subcontractors as insureds under its policies or will furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors will be subject to all of the requirements stated in these provisions.
- G. The insurance limits mandated for any insurance coverage required by the Contract are not intended to be an indication of exposure, nor are they limitations on indemnification.
- H. The Contractor will maintain all required policies in force from the time services commence until services are completed. Certificates, policies and endorsements scheduled to expire before completion of services will be renewed before expiration. If the Contractor's liability coverage is written as a claims-made policy, then the Contractor must evidence the purchase of an extended-reporting period or "tail" coverage for a three-year period after completion of the services.

7.6 Verification of Coverage and Acceptability of Insurers.

- A. The Contractor will place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-VII, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- B. The Contractor will furnish the County with properly executed certificates of insurance or a signed policy endorsement which will clearly evidence all insurance required in this Section within 10 days after the effective date of the Contract. The certificate will, at a minimum, list limits of liability and coverage. The certificate will provide that the underlying insurance contract may not be canceled, or allowed to expire, except on 30-days' prior written notice to the County. Any certificate or endorsement limiting or negating the insurer's obligation to notify the County of cancellation or changes must be amended so as not to negate the intent of this provision.
- C. The Contractor will furnish the County with evidence that the additional-insured provision required above has been met. Acceptable forms of

evidence are the endorsement pages of the policy showing the County as an additional insured.

- D. Certificates of insurance will show the certificate holder as Kitsap County and indicate “care of” the appropriate County office or department. The address of the certificate holder will be shown as the current address of the appropriate County office or department.
- E. The Contractor will request that the Washington State Department of Labor and Industries, Workers Compensation Representative, send written verification to Kitsap County that the Contractor is currently paying workers’ compensation.
- F. Written notice of cancellation or change will be mailed to the County at the following address:

Risk Management Division
Kitsap County Department of Administrative Services
614 Division Street, MS-7
Port Orchard, WA 98366
- G. The Contractor or its broker will provide a copy of all insurance policies specified in the Contract upon request of the Kitsap County Risk Manager.

SECTION 8. TERMINATION

- 8.1 The County may terminate the Contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the best interests of the County. The County may terminate the Contract upon giving the Contractor 10-days’ written notice. In that event, the County will pay the Contractor for all costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.
- 8.2 If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, the County may summarily terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by County to the Contractor. No costs incurred after the effective date of the termination will be paid.
- 8.3 If the Contractor breaches any of its obligations under the Contract, and fails to cure the breach within 10 days of written notice to do so by the County, the County may terminate the Contract. In that event, the County will pay the Contractor only for the costs of services accepted by the County. Upon such termination, the County, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by the

County in completing the work and all damages sustained by the County by reason of the Contractor's breach.

SECTION 9. ASSIGNMENT, DELEGATION AND SUBCONTRACTING

- 9.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of the County.
- 9.2 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

SECTION 10. INDEPENDENT CONTRACTOR

- 10.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an agent, an employee or a servant of the County. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in the Contract.
- 10.2 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and the Contractor is not entitled to any County benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Kitsap County employees.
- 10.3 The Contractor will have and maintain complete responsibility and control over all of its subcontractors, employees, agents and representatives. No subcontractor, employee, agent or representative of the Contractor will be or be deemed to be, or act or purport to act, as an employee, agent or representative of the County.

SECTION 11. NONDISCRIMINATION

The Contractor, its assignees, delegates or subcontractors will not discriminate against any person in performance of any of its obligations under the Contract on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status or the presence of any disability.

SECTION 12. OWNERSHIP OF MATERIALS/WORKS PRODUCED

- 12.1 All reports, drawings, plans, specifications, all forms of electronic media, and data and documents produced in the performance of the work under the Contract will be "works for hire" as defined by the U.S. Copyright Act of 1976 and will be

owned by the County. Ownership includes the right to copyright, patent, and register, and the ability to transfer these rights.

- 12.2 All design work done by the Contractor will be done on AutoCAD, release 12 or higher or other systems mutually agreed upon, an electronic copy of which will be submitted to the County upon request or at the end of the job. Should a construction project result from the work of the Contractor, the record drawings from the Contractor will be transposed onto the electronic design drawings and submitted to the County.
- 12.3 An electronic copy of all word processing documents will be submitted to the County upon request or at the end of the job using the word processing program and version specified by the County.

SECTION 13. PATENT/COPYRIGHT INFRINGEMENT

The Contractor will hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any claimed action, cause or demand brought against the County, where such action is based on the claim that information supplied by the Contractor or subcontractor infringes any patent or copyright. The Contractor will be notified promptly in writing by the County of any notice of such claim.

SECTION 14. DISPUTES

Differences, disputes and disagreements between the Contractor and the County arising under or out of the Contract will be brought to the attention of the County at the earliest possible time so that the matter may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by the County's contract representative or designee. All rulings, orders, instructions and decisions of the County's contract representative will be final and conclusive.

SECTION 15. CONFIDENTIALITY

The Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by the County or acquired by the Contractor in performance of the Contract, except upon the prior express written consent of the County or an order entered by a court of competent jurisdiction. The Contractor will promptly give the County written notice of any judicial proceeding seeking disclosure of such information.

SECTION 16. CHOICE OF LAW, JURISDICTION AND VENUE

- 16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.

16.2 Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

SECTION 17. MISCELLANEOUS

17.1 **No Waiver.** The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.

17.2 **Tax Payments.** The Contractor will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts.

17.3 **Personnel Removal.** The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representatives from assignment to perform services under the Contract upon receipt of a written request to do so from the County's contract representative or designee.

17.4 **Legal Compliance.** The Contractor and its subcontractors, employees, agents and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract.

17.5 **Records Inspection and Retention.** The County may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six years after termination of the Contract.

17.6 **Successors and Assigns.** The County, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.

17.7 **Severability.** If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.

17.8 **Entire Agreement.** The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the contract. Any

oral or written representations or understandings not incorporated in the Contract are specifically excluded.

17.9 **Notices.** Any notices will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representatives provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.

17.10 **Survival.** Those provisions of the Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, but are not necessarily limited to, the following: Sections 6.1-6.3 (Hold Harmless and Indemnification), 8.3 (Termination), 13 (Patent/Copyright Infringement), 14 (Disputes), 15 (Confidentiality), 16.1-16.2 (Choice of Law, Jurisdiction and Venue), 17.1 (Miscellaneous – No Waiver), 17.5 (Miscellaneous – Records Inspection and Retention) and Section 17.7 (Miscellaneous – Severability).

DATED this ____ day _____, 200__.

DATED this ____ day _____, 200__.

.