REQUEST FOR PROPOSALS (RFP)
2016-134
KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS
CONSULTANTS FOR PAVEMENT CONDITION SURVEY

RESPONSE DEADLINE: TUESDAY, APRIL 26, 2016 @ 2:00 p.m.

The Kitsap County Department of Public Works is soliciting proposals from qualified firm's to perform a pavement condition survey on 620 lane-miles of County arterial and collector roadways.

After selection, a detailed project scope and budget will be negotiated with the chosen firm or individual to be followed by completion of a Professional Services Agreement. It is expected that this agreement will be a "Unit Cost" contract based on the actual lane-miles surveyed.

PROJECT DESCRIPTION

Kitsap County is requesting proposals for pavement condition ratings for approximately 620 lane miles of Arterial and Collector roadways, in 0.10 mile segments. The survey shall be driven in one direction and the contractor will be required to survey 100% of one lane for each road / road segment. See Exhibit "A" for project roadway information.

SCOPE OF WORK

The pavement condition shall be evaluated according to the classification, severity and extent criteria defined in the current edition of "Pavement Surface Condition Field Rating Manual for Asphalt Pavement", published by the Northwest Pavement Management Association (NWPMA).

The following distresses are listed by the NWPMA as Core Program Defects and shall be evaluated and included in the survey:

Flexible Pavement (620 lane-miles)

a) Rutting and Wear
b) Alligator Cracking
c) Longitudinal Cracking
d) Transverse Cracking
e) Raveling and Aging
f) Flushing/Bleeding
g) Patching (maintenance and utility)
h) Corrugation and Waves
i) Sags and Humps
j) Pavement Edge Condition

Kitsap County will provide the contractor with a list of roads and associated road log numbers to be surveyed, along with a shape file of the County road system. Discrepancies in reference point locations that are greater than a total of 30 lineal feet shall be reported to the County in EXCEL spreadsheet format. Contractor's data collection mileposts must be accurately associated with the County's linear referencing system to within +/- 0.5% (0.005 mile).

The Contractor shall provide a detailed, written Quality Management Plan (QMP) that addresses both quality control and quality assurance for each phase of the project, and that will verify that the Contractor is able to meet reasonable and industry-accepted measures of accuracy and repeatability. The County has intentionally left the design and implementation of the QMP report elements up to the Contractor in order to accommodate the Contractor's procedures. The QMP must be reviewed and approved by the County before production survey work begins. The Plan should (at a minimum) address the following phases and activities:

> Before Data Collection:
> Project schedule, project team, training requirements, equipment calibration and acceptance procedures, control sites and ground truth determination plan, pilot project data collection reporting plan, production survey control data collection plan, data processing, accuracy and precision evaluation, corrective action procedures, and reporting to agency.
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> During Production Survey:
> Processing and agency report, production data collection and processing, control site (known and/or blind) testing plan, ongoing accuracy and precision verification plan, corrective action plan, routine equipment inspection and calibration procedures, real-time data checks, periodic reports to agency documenting control site and routine accuracy / precision check data, and periodic reports of production survey processed data
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> After Completion of Production Survey:
> Final data review, validation, and feedback, review for missing segments, final report of data accuracy and precision over entire project area, data delivery / final report plan.

The Contractor shall submit a work schedule before the start of work under the contract that reflects continuous rating activity until all field data has been collected and reported in a manner that complies with the field data collection requirements and the approved QMP. Periodic schedule updates may be requested by the contracting agency.

Prior to conducting the survey, the Contractor shall survey and analyze a five (5) lane-mile test section. The results of the survey will be discussed with Kitsap County the next day to determine and fine tuned before the Contractor proceeds with the remainder of the survey.

FINAL DELIVERABLE
Upon completion of the services and tasks noted above, the Contractor will submit final deliverables for review and approval by the County. The final deliverables, unless otherwise requested, shall consist of:

The Contractor shall supply Kitsap County with the results of the pavement condition survey on compact disks in a format compatible for electronic downloading of the data directly into Mobility (www.crab.wa.gov), the County's pavement management system.

An excel spreadsheet (Microsoft EXCEL 2010) reporting distress conditions by type, severity, and extent (per this document) or each 0.100 mile segment of every road log surveyed.

An excel spreadsheet (Microsoft EXCEL 2010) listing every road log / road log segment not rated with a comment describing reason for lack of survey (i.e., construction, inaccessible due to road obstruction, etc.).

An excel spreadsheet listing every road log / road log segment that, per vendor, appears to have invalid or incorrect data associated with it (i.e. incorrect milepost, reference point > 30 feet, etc.).

An electronic (Microsoft Office 2010) and hard copy report summarizing the project's quality control / quality assurance acceptance criteria and achievements (i.e. What % of the data routinely collected for repeatability checks met established acceptance criteria? What % of control / blind site data met established acceptance criteria, linear referencing data quality statistics, etc.?)

Contract Term
The field survey shall be completed prior to September 30, 2016 and the final pavement condition ratings, and other contract deliverables, provided by October 31, 2016. Adverse weather conditions could revise these dates, and will be reviewed as necessary.

Proposal (Submittal) Requirements
Three hard copies and one electronic copy (CD or thumb drive) of each proposal is requested.

The Proposal should not exceed ten (10) single sided pages, not including a one page cover letter.

Proposals (submittals) shall include, at a minimum, the following:

A. Firm Information: Firm name, phone and email address. Name of Principal-in-Charge and Project Manager who would assume responsibility for this project.

B. Team Structure: Identify the team structure and the general project responsibilities of each member. Also provide the name and role of all sub-consultants. Discuss the team's ability to proactively perform the proposed work.

C. References: Submit two to five client references for similar projects in size and scope that were successfully completed by the proposing firm or individual within the last three years. Briefly describe each project and for each reference provide up-to-date individual contact name with e-mail address and phone number.

D. Qualifications: Submit statements pertaining to qualifications and experience of key personnel assigned to this project. Identify each by their proposed role and include for each their name and up-to-date, pertinent resume.

E. Proposed Approach: Submit a descriptive narrative of your proposed approach and timeline to successfully perform the work required. Include number of working days necessary to complete all work and submit final product.

F. Quality Management Plan: Submit a draft of the Quality Management Plan you propose to use for this project. Please include a statement reflecting your firm's policies, attitude, and commitment to QA/QC as well as a statement reflecting proposer's ability to provide agency with meaningful periodic quality reports during production data collection phase of project.

G. Experience with Washington State and NWPMA rating guidelines: Submit a description of the proposer's familiarity with relevant Washington State regulations and guidelines, and field experience with data collection using NWPMA rating guidelines.

H. Cost: Submit **total** cost to complete all project requirements and deliverables requested by the County. Proposal shall include the unit costs or itemized task costs which were used to determine the total cost for the project.

Proposal Evaluation:
The following criteria will form the basis of the selection process of the successful proposer:

- The proposed methodology for accomplishing the work.
- The qualifications of the proposed staff and consultants.
- Meeting and/or exceeding the requirements of the above Scope of Work.
- The proposer's prior experience with pavement surveys of this type.
- Evaluation of prior customer's satisfaction with the work of the proposer.
- Proposer's availability and timeline to perform the project.
- Cost of the service.

Proposals (submittals) will be scored by a County evaluation committee using the criteria set forth above. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of proposal information may be conducted with the Proposers whose submittals are found to be potentially acceptable.

The County may request oral presentations/interviews with all proposing firms, with a "short list" of proposing firms, or enter into negotiations with the highest scoring firm only.

The County may enter into negotiation discussions with one or more Proposers. The objective of the negotiations shall be to reach agreement on all provisions, including contract terms and conditions of the proposed contract. In the event negotiations are not successful, the next highest ranked firm will be contacted for negotiations. This process may be continued until a contract is successfully negotiated or the County rejects all proposals.

This is not a low bid contract. Proposer's will be evaluated on the totality of their submittal, including proposed costs.

Method of Payment:
The Contracting Agency intends to issue this contract on a unit cost per lane-mile basis. Kitsap County and the Proposer will negotiate the final Scope of Work and Budget after the selection process is complete. Failure to reach a satisfactory project cost will result in Kitsap County negotiating with the next most qualified proposer. Progress payments may be made at agreed to intervals upon completion of Scope of Work items.

Deadline for Submittal of Proposals:
Three hard copies and one electronic copy (CD or thumb drive) of each proposal is requested.

Please submit by mail to:	OR	**For hand delivery, express , or courier:**
Colby Wattling, Buyer		Colby Wattling, Buyer
Kitsap County Purchasing Office		Kitsap County Administration Building
614 Division Street, MS-7		Purchasing Office – Fourth Floor
Port Orchard, WA 98366		619 Division Street
		Port Orchard, WA 98366

Sealed proposals will be accepted no later than 2:00 pm on April 26, 2016, at which time they will be recorded and forwarded to the County's Road Superintendent. Any questions regarding this project should be directed to Jacques Dean, Road Superintendent, at 360-337-4671 or jdean@co.kitsap.wa.us

PROPOSED SCHEDULE:
Proposals Due……..... **April 26, 2016 2:00 PM**
Proposal Review.....……..... April 29 - May 6, 2016
Proposers Interviews (if needed)……. May 16 - May 20, 2016
Contract Negotiation.....……..…….. May 30 – June 17, 2016
Contract Executed by Board of Commissioners…… July 11, 2016
Notice to Proceed.....……...……..…… July 12, 2016

KITSAP COUNTY encourages disadvantaged, minority and women owned consultant firms to respond.

An information packet for this project may be obtained at
http://www.kitsapgov.com/purchasing/bids.htm

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

Date of Publication April 8, 2016

The recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 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 consultants 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 qualifications 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