

**KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS  
NOTICE TO CONSULTANTS FOR  
INSPECTION AND ASSESSMENT OF TRAFFIC SIGNAL AND LUMINAIRE  
STRUCTURES  
REQUEST FOR PROPOSALS (RFP)**

The Kitsap County Department of Public Works is soliciting proposals from qualified firms to provide inspection and assessment of the structural integrity of its traffic signal and luminaire poles, mast arms, and foundations. Kitsap County has 53 signal structures and 33 street light poles to be inspected. The inspection shall be non-destructive. Firms should be experienced and certified in structural assessment work.

**PROJECT DESCRIPTION**

Kitsap County has 53 signal pole structures located throughout the county. In addition, there are 33 metal luminaire pole structures owned and maintained by the county. Signal and light structures have been in place exceeding 20 years.

Consultant will visually inspect all the structures and evaluate their structural integrity. All evaluation shall be non-destructive type testing.

The consultant will be responsible for all equipment necessary to reach all parts of the structures, and all temporary traffic control.

The consultant will provide a summary report of the condition of all structures with recommended remedial and further actions if needed.

**SUBMITTAL OF PROPOSALS**

Proposals should include the following information: Firm name, phone and fax numbers; Name of Principal-in-Charge and Project Manager who would assume responsibility for this project. The Proposal should not exceed eight (8) single sided pages, not including a one page cover letter.

The proposal should include a detailed description of the proposed project approach considering the scope of work outlined above.

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.

Provide the qualifications of the proposed team members focusing on their experience and expertise with similar projects, working with public agencies. Also, outline team member's availability to complete the work.

**EVALUATION CRITERIA**

Proposals submitted will be evaluated and ranked based on the following criteria:

- Project approach by consultant – 40%
- Project team experience and qualifications – 40%
- Project Management approach, delivery and quality control – 20%

#### **REQUEST FOR PROPOSALS TENTATIVE SCHEDULE**

- Request for proposals received – September 15, 2016
- Final Consultant selection – September 22, 2016
- Contract negotiations complete – October 7, 2016
- Contract execution by Commissioners – October 24, 2016
- Notice to proceed to consultant – November 1, 2016
- Project completion - December 31, 2016

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

Please submit one original and five copies of your proposal to:

Reception on the 3<sup>rd</sup> floor  
Kitsap County Department of Public Works  
507 Austin Drive  
Port Orchard, WA 98366-4699

Or mail to:  
Kitsap County Department of Public Works  
614 Division Street (MS-26)  
Port Orchard, WA 98366-4699

Sealed proposals will be accepted no later than 4:30 pm on September 15, 2016, at which time they will be recorded and forwarded to the County's project manager. Any questions regarding this project should be directed to Jeff Shea, P.E., County Traffic Engineer at 360-337-7035 or [jshea@co.kitsap.wa.us](mailto:jshea@co.kitsap.wa.us).

Persons with disabilities may request that this information be prepared and supplied in alternate forms by calling 60-337-5777 or TTY 360-337-5455.

Dates of Publication August 17, 2016 and August 24, 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.