

# **Request for Proposals**

## **Architectural, Engineering, and Related Services for North King County Access Base**

**RFP No. KC001658**

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**June 2026**



**King County**

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**REQUEST FOR PROPOSALS**  
**ARCHITECTURAL, ENGINEERING, AND RELATED SERVICES FOR NORTH KING**  
**COUNTY ACCESS BASE**  
**RFP NO. KC001658**

**I. PROPOSAL INVITATION**

- A. King County requests proposals from firms interested in providing services described in the Scope of Work, Attachment 1.

**Proposal Due Date: July 21, 2026**

**Time: 1:30 p.m. (no later than)**

Proposal Submittal: Upload Proposal to [E-Procurement](#) Supplier Portal

Pre-Proposal Conference: A Pre-Proposal Conference will not be held for this RFP.

Interviews, if applicable: **August 18, 2026**

Primary Contract Specialist: Debbie Hall, [debhall@kingcounty.gov](mailto:debhall@kingcounty.gov), 206-263-7873

Backup Contract Specialist: Corinne Easter, [corinne.easter@kingcounty.gov](mailto:corinne.easter@kingcounty.gov), 206-477-8556

First Ad Date: **June 23, 2026**

Contract Type:	Phased Project-Specific		
Phase 1 Estimated Price:	\$538,000	Phase 1 Estimated Period of Performance:	6 months
Total Estimated Price (all phases):	\$3,500,000	Total Estimated Period of Performance:	3 years

This information is available in alternate formats for individuals with disabilities upon advance request by calling 206-263-9400, TTY relay: 711.

- B. In order to participate in a solicitation, all interested firms must register in the E-Procurement Supplier Portal. Registered firms can view solicitation documents at: <https://kingcounty.gov/procurement/supplierportal>.
- C. King County's current advertised contracting opportunities can be viewed on the Solicitation Abstracts page at: <https://kingcounty.gov/procurement/solicitations>.

**II. PROPOSAL REQUIREMENTS**

- A. Proposal Submittal. Proposers shall submit the Proposal to King County per the process, time, and date set forth above. Late Proposals will not be accepted or considered.
1. King County reserves the right to reject any and all Proposals at any time. The County may cancel this procurement at any time, even after the issuance of the Notice of Intent to Award.
  2. King County reserves the right to reject any Proposer found to be debarred by a local, state, or federal agency.

3. All costs incurred in the preparation of a Proposal and participation in this RFP and negotiation process shall be borne by the proposing firms.
- B. Clarifications and Addenda. The Contract Specialist is the County's single point of contact regarding this solicitation. Submit all inquiries in writing via email to the Contract Specialist and the Backup Contract Specialist at least four business days before the Proposal Due Date. No verbal answers by any County personnel or its agents will be binding on the County. Clarifications by the County will be in the form of a written Clarification. Clarifications will be transmitted via E-Procurement Messages to registered suppliers. Changes to the RFP will be in the form of written Addenda. Addenda will be posted to the E-Procurement Supplier Portal at: <https://kingcounty.gov/procurement/supplierportal> and the Solicitation Abstracts page at: <https://kingcounty.gov/procurement/solicitations>.
- C. Notifications. Proposers must notify the Contract Specialist of any changes to their Proposal throughout the period it is under consideration, until the contract is executed.
- D. Pre-proposal conference. A pre-proposal conference will not be held for this RFP.
- E. Organizational Conflicts of Interest. An organizational conflict of interest is a real or perceived situation where because of activities, relationships, financial interests, or contracts, a proposer may possess impaired objectivity or an unfair competitive advantage.
  1. Prior to submitting Proposals to the County, each proposer shall conduct a review of its past and current contracts and/or affiliations to identify any potential, real, or perceived organizational conflict of interest related to this procurement. If following that review, a proposer has identified a potential organizational conflict of interest related to this procurement, the proposer must seek a written determination from King County regarding the proposer's eligibility to propose. King County's written response will be binding. Proposers shall submit written requests to the Contract Specialist identified in Section 1 (Proposal Invitation) of the RFP. Subconsultants of proposers may seek similar determinations, but the required information must be submitted to King County through the proposer.
  2. Written requests must include the following information:
    - a. A detailed description of the specific scope of the previous or concurrent work and how it relates to the scope of work to be performed by the proposer for upcoming work;
    - b. The identification of any personnel that will be used for the upcoming work that also were involved in the previous or concurrent work and their respective roles on each;
    - c. A detailed explanation regarding why the proposer believes there is no conflict of interest that would preclude the proposer from performing the scope of work; and
    - d. Any internal measures that the proposer proposes to implement to eliminate any potential or perceived conflict of interest.
  3. The County, in its sole discretion, may implement additional steps to avoid or mitigate an organizational conflict of interest.
  4. Discovery of additional information or a change in information over time may necessitate a re-evaluation of the original determination.

5. Failure to seek a written determination if a potential conflict is discovered may result in the termination of any resulting contract.
  6. Consultants are advised that if the prime consultant, subconsultant, or an individual performs pre-design services or design services for a project that is later advertised, the firm and/or individual may be prohibited from competing for the advertised project.
  7. The following firms have been identified as having an organizational conflict of interest and are precluded from participating as a prime or subconsultant on a team proposing on this RFP:
    - a. Otak, Inc.
    - b. David Evans and Associates, Inc.
    - c. FSi Consulting Engineers, Inc.
    - d. HWA GeoSciences, Inc.
    - e. ProDims, LLC
- F. Ex Parte Communications. Proposers are expected to conduct themselves with professional integrity and to refrain from lobbying activities. During the procurement process, commencing with the issuance of the RFP and continuing until the award of a Contract for the project (or cancellation of the procurement) no employee, member, agent, vendor, advisor, or consultant of any Proposer shall have ex parte communications, directly or indirectly, regarding this procurement with any representative or elected official of the County involved in this procurement, except for communications permitted by this RFP. Any verified allegation that a Proposer or team member has engaged in such prohibited communications or attempted to unduly influence the selection process may cause the County to disqualify a Proposer or a member of a Proposer's team from participating in this process, all at the sole discretion of the County.
- G. Commitment of Firms and Key Personnel. The County expects all firms and Key Personnel proposed will be available to provide services for this contract. When a member of the Proposer's team is no longer participating in the Proposal, a Proposer must notify the Contract Specialist in writing and provide a detailed explanation and proposed remedy for the lack of availability. The County shall thereafter make a determination as to whether that Proposer may continue to compete in the selection process. Any substitution request considered by the County may require a rescoring and/or re-ranking of the Proposal. The County will only consider substitutions based on circumstances beyond the Proposer's control.
- H. Public Disclosure of Proposals. This procurement is subject to the Public Records Act, [Chapter 42.56 RCW](#).
1. Any and all submittals required by this solicitation shall be considered public documents and will be available for inspection and copying by the public in accordance with the Public Records Act [Chapter 42.56 RCW](#) (the Act). If the Proposer considers any portion of their submittal to the County, whether in electronic or hard copy form, to be protected under law, the Proposer shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY," or "TRADE SECRET" (collectively, "DESIGNATED MATERIAL"). If any materials are marked "CONFIDENTIAL," "PROPRIETARY," or "TRADE SECRET", Proposers have ten (10) calendar days from the receipt of Notice of Intent to Award/Non-Award to obtain

a court order enjoining release in accordance with [Chapter 42.56.540 RCW](#) to protect its interests. If a Proposer does not take such action within said period, the County will post the materials to <https://kingcounty.gov/en/dept/executive-services/about-king-county/business-operations/finance-business-operations/procurement-payables/solicitation-resources> after contract execution. The County shall not be liable to the Proposer for releasing records, including DESIGNATED MATERIAL. The Proposer is advised that pricing extended to the County and overly broad designations of confidentiality, for example, covering information publicly available on the Proposer's website, are not considered to be a DESIGNATED MATERIAL. By submitting any submittal required by this solicitation, the Proposer assents to this procedure and shall have no claim against the County.

### III. CONTRACT OVERVIEW

- A. Equity and Social Justice. King County commits to being pro-equity, meaning being racially just and inclusive, and consistently taking action to eliminate the root causes of inequity. The County's pro-equity policy direction, decision-making, and workplace practices guide its efforts to advance equity and social justice within County government and in partnership with communities. The County seeks Proposers who understand this and share a similar commitment.
1. Proposers are required to submit an ESJ Innovation Plan ("Plan"). The Plan shall be submitted with the Proposal on the date identified in Section I of this RFP based on the evaluation criteria identified in Attachment 2. Submittal of the Plan is a matter of responsiveness.
  2. The selected Proposer shall be contractually bound by the Plan submitted and as mutually agreed upon between the County and Proposer. The County is seeking a Plan that will afford opportunities to Washington State certified Minority and/or Women's Business Enterprises (M/WBE) and implement equity and social justice initiatives within the Proposer's organization that builds upon the County's ESJ Plan. Proposers may verify if a firm is Washington State certified at this link: <https://omwbe.wa.gov/directory-certified-firms>.
  3. Certification Requirements: Firms proposed for the ESJ Innovation Plan must be certified by the Washington State OMWBE at the time Proposals are due. The following certifications count towards the aspirational M/WBE Goals:
    - a. MBE – Minority Business Enterprise
    - b. WBE – Women's Business Enterprise
    - c. MWBE – Minority Women's Business Enterprise
    - d. CBE – Combination Business Enterprise
  4. A Proposer's Plan shall include its goals for utilization of M/WBE firms as well as its specific approach and actions for meeting those goals.
- B. Subconsultant Opportunities. Provided for informational purposes only, the following subconsulting opportunities may be available on this Contract: Review Existing Information; Geotechnical Engineering; Civil Engineering; Mechanical Engineering; Electrical Engineering; Structural Engineering; Architectural; Environmental Compliance; Sustainability, Equity, and Social Justice; Analysis and Scheduling; Cost Estimating; Quality Control; Bidding Period Services; Services During Construction; and Permitting.
- C. Equal Benefits. In accordance with King County Ordinance 14823, as a condition of award of a contract valued at \$25,000 or more, the Consultant agrees that it shall not

discriminate in the provision of employee benefits between employees with spouses and employees with domestic partners during the performance of this Contract. Absent authorization for delayed or alternative compliance as referenced below, failure to comply with this provision shall be considered a material breach of this Contract and may subject the Consultant to administrative sanctions and remedies for breach.

1. When the contract is valued at \$25,000 or more, by signing the Contract the Consultant is indicating compliance with this requirement or with the terms of an authorization for delayed or alternate compliance.
2. Delayed Compliance: If a Consultant is seeking authorization from King County Procurement and Payables Section to delay implementation of equal benefits due to a Collective Bargaining Agreement, Open Enrollment, or internal Administrative steps, an Equal Benefits Compliance Worksheet must be submitted prior to Contract execution. The Equal Benefits Compliance Worksheet can be downloaded at: <https://kingcounty.gov/-/media/king-county/depts/executive-services/finance-business-operations/procurement-payables/documents/forms/equal-benefits-forms/equal-benefits-worksheet-declaration.pdf>
3. Alternative Compliance: If a Consultant is seeking authorization from King County Procurement and Payables Section for alternative compliance with the requirements of the equal benefits ordinance, the Consultant must complete and return an Equal Benefits Compliance Worksheet to King County. The Equal Benefits Compliance Worksheet can be downloaded at: <https://kingcounty.gov/-/media/king-county/depts/executive-services/finance-business-operations/procurement-payables/documents/forms/equal-benefits-forms/equal-benefits-worksheet-declaration.pdf>

D. Proposer Responsibility. As a condition of award for contracts valued at \$100,000 or more, the Consultant agrees that it shall [comply with the criteria](#) in King County [Ordinance 19925](#). King County Procurement & Payables may waive specific criteria, such as community workforce agreements or employee health insurance, if deemed inapplicable based on procurement type or business size. Failure to comply with the criteria specified in the ordinance and to which the Consultant is attesting on this form will constitute a material breach, and the County may terminate the contract, in whole or in part, for default.

1. The selected Consultant is required to complete the King County [Responsibility Detail Form](#). The County will review the form to determine responsibility. Failure to fully answer any responsibility question or otherwise be out of compliance with the requirements of the code as determined by the County, shall eliminate the Consultant from consideration of award.

E. Sustainable Design. In 2022, the County passed the Green Building and Sustainable Development Ordinance #19402 ([King County Code 18.17](#)). The Green Building Ordinance commits us to achieve high performance sustainability and carbon neutral development, integrating the latest green building and sustainable development practices into every King County capital project:

1. All eligible new construction projects are required to achieve LEED Platinum certification.
2. All eligible major renovation and remodel projects are required to achieve LEED Gold certification.

3. All capital projects that are not eligible or are limited in their ability to achieve LEED certification (e.g., infrastructure projects) must incorporate cost-effective green building and sustainable development practices using the King County Sustainable Infrastructure Scorecard or other approved alternative green building rating system and achieve a Platinum rating level. <https://kingcounty.gov/en/dept/dnrp/buildings-property/green-sustainable-building/green-building/green-building-ordinance-resources>
4. All capital projects shall divert at least 85% construction and demolition materials and achieve zero waste of resources by 2030 at project completion.
5. All capital projects will utilize King County's Equity and Social Justice credits for capital projects regardless of green building rating system used.

#### IV. PROPOSAL SUBMITTAL INSTRUCTIONS

##### A. Proposal Submittal.

1. The Proposer shall upload the Proposal to the E-Procurement Supplier Portal as a single document in PDF format.

##### B. Proposal Format.

1. The Proposal shall comply with the following format requirements:
  - a. Proposals should be concise, legible, and provide all the information requested.
  - b. Page size of the Proposal shall be 8½" by 11". A "page" is defined as one single-side of a document that has written text or graphics. The Project Approach Chart (PAC) shall be completed using the Microsoft Excel spreadsheet provided and then inserted into the Proposal as a PDF. The PAC and Project Schedule shall be on separate 11" by 17" pages. For purposes of the page count, the 11" by 17" PAC shall count as one page; the 11" by 17" Project Schedule shall count as one page. No additional written text or graphics shall be included on the PAC or Project Schedule.
    - 1) No written text or graphics shall be incorporated on dividers used to organize the Proposal.
    - 2) Indexes or tables of content shall be included in the page limit.
  - c. Proposal shall be limited to a maximum of **12 pages**. All pages that exceed the specified page limit will be removed prior to evaluation.
    - 1) The following parts of the Proposal are not included in the page limit:
      - Cover of the Proposal
      - Transmittal Letter
      - Resumes
      - Attachment 2, Evaluation Criteria, Communication Section, Sample Documents
      - Attachment 4, Forms
  - d. Proposer shall use the "Proposal Cover Sheet" provided with the solicitation in E-Procurement.
  - e. Each resume shall not exceed 2 pages. All pages of a resume that exceed the specified page limit will be removed prior to evaluation.



- f. The County may waive minor informalities or irregularities in the format of a Proposal.

**C. Proposal Contents**

1. Proposal Transmittal Letter. The Proposal Transmittal Letter is not evaluated and not included in the page limit. It should contain the following information:
  - a. RFP title and number;
  - b. Project Manager's name, mailing address, email address, and telephone number;
  - c. Proposer's Washington State Department of Labor & Industries Unified Business Identifier (UBI) number;
  - d. Proposer's Unique Entity Identifier (UEI) number issued by [SAM.gov](https://sam.gov);
  - e. Complete list of proposed subconsultants, if any, with each firm's mailing address, contact person, email address, and telephone number; and
  - f. Name and contact information of person who will be providing requested financial documents if awarded the contract.
2. Response to Evaluation Criteria. Address the evaluation criteria and provide all information identified in Attachment 2, Evaluation Criteria.
3. Attachment 4 Forms. Complete and return the forms identified in Attachment 4 required to be submitted with the Proposal, if any.
  - a. Statement of Qualifications Certification. Submit Statement of Qualifications Certification, signed by an authorized representative of the Proposer. The Certification is not included in the page limit.

**V. SELECTION PROCESS**

- A. All responsive Proposals will be evaluated by an Evaluation Panel in accordance with the criteria and points specified in Attachment 2, Evaluation Criteria.
  1. At the County's option, interviews may be held.
    - a. Interviews will have a maximum of 30 points.
    - b. The County may choose to use different criteria for the interview.
    - c. Failure of a Proposer or any proposed team member to participate in the interview process may result in the Proposer's disqualification from further consideration.
    - d. If interviews are conducted, combined Proposal and interview scores will determine the final ranking.
- B. The final selection, if any, will be the Proposer (the top-ranked firm) which in the opinion of the County best meets the requirements set forth in this RFP and is determined to be the most highly qualified.
- C. Proposers may request a debrief from the Contract Specialist identified in the RFP no later than twenty business days after King County issues the Notice of Intent to Award/Notification of Non-Award. The purpose of a debrief is to provide constructive feedback to teams on their Proposal so they can submit more competitive proposals in the future. Debriefs shall be limited to the debriefed Proposer's overall ranking, scores,

Evaluation Panel comments, and general information regarding the selection process. Debriefs shall not include a point-by-point comparison of the debriefed Proposer's submittal with other proposals. Proposals will be posted after contract execution to <https://kingcounty.gov/en/dept/executive-services/about-king-county/business-operations/finance-business-operations/procurement-payables/solicitation-resources>.

## **VI. NEGOTIATION PROCESS**

- A. After the selection of the top-ranked firm, the County will enter into negotiations with that firm to finalize the Fixed Professional Fee, Scope of Work, Project Schedule, and Total Price. If the County is unsuccessful in negotiating these matters with the selected Consultant, the County reserves the option to terminate negotiations and proceed with the next-highest ranked firm.
- B. All necessary information and forms for the negotiation process shall be provided to the Consultant by the Contract Specialist after the Notice of Intent to Award has been issued. Such information shall include but not be limited to: Consultant Disclosure Form (if applicable), IRS W-9 Request for Taxpayer Identification Number and Certification, financial documentation, Level of Effort template, and Scope of Work.

## **VII. CONTRACT TERMS AND CONDITIONS**

- A. The County's Agreement for this project, including Compensation, Insurance (Section 9), and Non-discrimination and Equal Employment Opportunity requirements, is posted online with the RFP.
  - 1. The Consultant acknowledges and agrees that it has carefully read the Agreement terms for this project and agrees to be bound by them.
  - 2. If the Consultant is unable to meet the Insurance Requirements in Section 9, the County reserves the option to terminate negotiations and proceed with the next-highest ranked firm.
  - 3. The County will not negotiate changes to the Agreement for this project.
- B. Ethics Disclosure. The selected Consultant agrees to the conditions of [King County Code 3.04.120](#) and, if necessary in accordance with Agreement Section 20.B, shall submit a King County Consultant Disclosure form prior to execution of the Contract. The King County Consultant Disclosure form can be found at: <https://cdn.kingcounty.gov/-/media/king-county/depts/executive-services/risk-management-services/documents/financial-disclosure-consultant-2023>.
- C. Maximum Labor Rates. For this contract, the County has not removed the salary caps on direct labor and billing rates. The County's current maximum direct labor rate is **\$94.31** and the maximum billing rate is **\$302.00**. The maximum labor rates that will apply to this contract are the rates in effect at the time of contract execution.
- D. Escalation Rate. The County's current labor escalation rate is **5.4%**. The labor escalation rate that will apply to this contract is the rate in effect at the time of contract execution.

## **VIII. PROTESTS AND APPEALS**

- A. The County's process for receiving protests is available at: <https://kingcounty.gov/en/dept/executive-services/about-king-county/business-operations/finance-business-operations/procurement-payables/protests>

## **ATTACHMENT 1 - SCOPE OF WORK**

## **ATTACHMENT 1 - SCOPE OF WORK**

### **INTRODUCTION**

The purpose of this contract is to provide architectural, engineering, and related services to King County Metro Transit Department, Capital Division ("County") to provide services from planning through construction for the North King County Access Base (NAB) project.

The contract is anticipated to be phased as follows, as detailed below in the Scope of Work:

Phase 1: Alternatives Analysis and Predesign - anticipated duration 6 months

Phase 2: Final Design and Bidding Services - anticipated duration 12 months

Phase 3: Services During Construction - anticipated duration 18 months

This Scope of Work reflects the County's current understanding of the work; however, it may be updated during negotiations.

### **PROJECT BACKGROUND**

Access is the King County Metro (Metro) paratransit program. The service is a specialized, shared-ride service required by the Americans with Disabilities Act (ADA) that provides origin-to-destination service via accessible vans for riders whose disabilities prevent them from using fixed-route transit. Service operations are managed by a contractor, MV Transportation.

The NAB project will deliver facility and site improvements to support Access operations at a north King County location, including any County directed ancillary areas directly required to support NAB operations. The County anticipates the project will be implemented in packages.

### **PROJECT SCHEDULE**

The following preliminary schedule is the assumed baseline for planning purposes. The schedule will be updated periodically throughout the project.

Execute Contract	December 2026
Complete Phase 1	May 2027
Final Design Complete	May 2028
Construction Complete	December 2029

### **REFERENCE DOCUMENTS AVAILABLE TO PROPOSERS**

The following reference documents are hyperlinked and available for download:

1. [King County Metro CAD standards](#)
2. [Engineering Services Design Standards](#)

### **REFERENCE DOCUMENTS TO BE PROVIDED TO THE SELECTED CONSULTANT**

The following documents will be made available to the selected Consultant after contract execution:

1. North Access Base Condition Assessment Report
2. North Access Base Easement Map
3. North Access Base Site Plan
4. North Access Base Geotechnical Memorandum
5. North Access Base Existing Conditions
6. North Access Base Alternatives Analysis

## **RESOURCES TO BE PROVIDED BY KING COUNTY**

The County will provide the following resources:

1. King County Procurement Technical Specifications Quality Control Checklist
2. Section 00 72 00 General Terms and Conditions (Std)
3. King County Energy Policy
4. King County Public Involvement Guidelines
5. Metro Transit Department (MTD) Easement and Right-of-Way Acquisition Policy & Guidelines
6. MTD Scheduling Standards
7. MTD required Division 01 Specification Templates
8. Metro Transit Technical Specification Supplement

## **SCOPE OF WORK**

### **CONSULTANT DELIVERABLE STANDARDS**

1. For all deliverables, the Consultant shall provide the following unless otherwise specified in a particular task:
  - A. Draft and final for all deliverables.
  - B. Electronic copies of all deliverables (reports, specifications, technical memoranda, calculations, etc.) shall be in native file format and Portable Document Format (PDF).
    - 1) PDFs shall be prepared in 600 dots per inch (dpi) resolution.
  - C. Draft agenda 2 business days before scheduled meetings or workshops.
  - D. Draft meeting/workshop notes within 2 business days following the event.
  - E. Updated action/decision logs 2 business days after each team meeting.
  - F. All survey datum shall use North American Vertical Datum of 1988 (NAVD 88) and North American Datum of 1983/1991 (NAD 83/91), Washington State Plane Coordinate System, North Zone.
2. Plans/Drawings/Specifications shall meet the following standards:
  - A. Electronic plan/drawing files:
    - 1) Be provided in AutoCAD digital format as well as PDF files.
    - 2) Computer-aided-design (CAD) files shall be prepared with AutoCAD Civil 3D, Architectural 3D, MEP, Revit 2023, or AutoCAD 2023. CAD files shall be prepared in accordance with King County Metro CAD Standards.

Note: It is NOT acceptable to prepare CAD files with other software such as MicroStation and then export to AutoCAD format.
    - 3) CAD files shall be prepared for full-size printing in American National Standards Institute (ANSI) D (22" x 34") format. All PDFs, except the 100% final submittals shall be prepared in ANSI B (11" x 17"). Final 100% PDFs shall be prepared in ANSI D format.
    - 4) Shall include a graphic bar scale.
    - 5) Be provided on King County SharePoint site, or other cloud-based site, portable storage device, or other electronic media as approved by the Project Representative (PR).
    - 6) Not exceed 100-megabyte (MB) file size (PDFs of AutoCAD drawing files).
    - 7) Be unprotected with properly embedded fonts.
    - 8) Have the capability to be printed 11" x 17" (ANSI B) or 22" x 34" (ANSI D) size.

- 9) For all plans other than final plans and drawing files which are addressed elsewhere, include the label "Preliminary" or include the appropriate professional engineer/architect/professional land surveyor stamp, signature, or certification on each sheet.
- 10) Verify no signatures left "needing verification" in PDFs.

B. Electronic specification files:

- 1) Be provided electronically in Microsoft Word (with Track Changes) and PDF (without Track Changes).
- 2) Microsoft Word documents shall be provided as 1 file per section and shall be modified and updated using Track Changes.
- 3) Be provided on King County SharePoint site, or other cloud-based site, portable storage device, or other electronic media as approved by the PR.
- 4) Not exceed 100MB file size.
- 5) Word files shall not be compiled into one document.
- 6) Arial 11 font shall be used in the body of all specifications.
- 7) Be unprotected with properly embedded fonts.
- 8) Have the capability to be printed 8.5" x 11".
- 9) PDFs shall be bookmarked with only section number and section name.
- 10) Do not include "This page left intentionally blank" or blank pages for pagination purposes.
- 11) Do not stagger margins for printing purposes.
- 12) CSI formatted specifications (non APWA/WSDOT) shall be numbered in the same format as follows:
  - a) 01 10 00 Summary of Work. New CSI Divisions 1 - 49
  - b) Numbers and titles for any new and project specific specification not covered by the standard shall be approved by the County.
- 13) CSI formatted specifications shall not contain reference to APWA/WSDOT or other similar specifications. Exception is Metro Transit Technical Specification Supplement.
  - a) Footers shall comply with the following requirements:
    1. Page numbering shall be consistent in all specifications in new CSI Divisions (i.e., 01 11 00 - X or 01 11 00 [next line] page X of X)
    2. Do not include the consultant contract or project name or number.
- 14) Section numbers are consistent in header, footer, table of contents, and throughout the specifications.
- 15) Section numbers referenced within the various specifications are included.
- 16) No single products/manufacturers listed, must include multiple products/manufacturers to define salient characteristics and the list shall be followed by the words "or approved equal", unless approved Standardization Memo is on file with P&P.
- 17) "Related Sections" and "Related Documents" shall be removed from each section.
- 18) No language conflicts, inconsistencies, or duplications of Project Information, Project Location, Phases and Milestones, Contract Time, Liquidated Damages, etc., with Summary of Work, Work Sequence, and Work Restriction sections or any other sections.

3. Geotechnical Information shall be provided in 2 separate files.

- A. Boring logs and data without interpretation (to become part of the construction contract).
  - B. Other Geotechnical Data (to become Reference Materials, which are provided as additional information but are not part of the construction contract).
- 4. Final documents (specifications, reports, studies, etc.) shall include the appropriate professional engineer/architect/professional land surveyor stamp, signature or certification for all relevant sections and reports (geotechnical, hazardous waste survey, etc.)
  - A. Page(s) identifying the professional engineer /architect/professional land surveyor and the sections for which they were responsible.
- 5. The County will review the draft submittals and transmit review comments via email to the Consultant using Metro standard comment tracking form and/or Bluebeam 2021 or newer. The Consultant shall provide a written response to the County for each comment within a mutually agreed timeframe for receipt of the comments; timeframe to be determined during negotiations. Each comment response shall describe how the comment will be incorporated into the final document. Each comment response will be reviewed with the County's PR to reach consensus on resolution.
- 6. The Consultant shall comply with the County's standards, guidelines, and requirements including but not limited to the following:
  - A. Metro Transit Technical Design Standards
  - B. Metro Transit CAD Standards
  - C. Metro Transit Engineering Standards and Guidelines
  - D. Means Cost Estimating Guidelines in CSI Format
  - E. King County GIS Standards
  - F. King County Green Building Ordinance
  - G. King County Procurement Technical Specifications Quality Control Checklist
  - H. King County 2025 Strategic Climate Action Plan
  - I. City of Seattle Energy Code

## **PHASE 1 – ALTERNATIVES ANALYSIS AND PREDESIGN SERVICES**

The purpose of Phase 1 is to perform alternatives analysis and predesign services.

### **TASK 100 – PROJECT MANAGEMENT AND COORDINATION**

The Consultant shall:

- 1. Manage the project scope, schedule, and budget.
- 2. Prepare monthly progress reports that include earned value analysis.
- 3. Coordinate and facilitate team meetings and project management meetings. Prepare meeting agendas and notes.
- 4. Coordinate work with efforts performed by the County and other consultants or contractors.
- 5. Document decision consensus in project memoranda for performance criteria, alternatives, and project option decision-making.
- 6. Perform quality assurance/quality control (QA/QC) services and prepare a QA/QC plan.
- 7. Prepare a health and safety plan.
- 8. Review and update the initial project management plan (iPMP) monthly in consultation with the PR.
- 9. Prepare a closeout report.

**DELIVERABLES:**

1. Monthly progress reports
2. Meeting agendas and notes
3. Project memoranda
4. QA/QC plan
5. Health and safety plan
6. iPMP updates
7. Closeout report

**ASSUMPTIONS**

1. County will supply the iPMP.

**SUBTASK 100.1 – SCHEDULE MANAGEMENT SERVICES**

The Consultant shall:

1. Develop and maintain the project schedule.
2. Establish and maintain baseline milestones.
3. Provide monthly schedule variance narratives including planned vs. actual schedules, critical path impacts, and recommended recovery actions.
4. Provide look-ahead schedules.

**DELIVERABLES:**

1. Project schedule and updates
2. Baseline milestones with updates
3. Monthly schedule variance narratives
4. Look-ahead schedules

**SUBTASK 100.2 – COST MANAGEMENT AND ESTIMATING COORDINATION SERVICES**

The Consultant shall:

1. Track the project budget and progress including labor hours/burn rate, subconsultant costs, and direct expense status. Create a cost/budget tracker to report forecast-to-complete and cost/budget variances.
2. Coordinate cost and estimating inputs across disciplines and bid packages; align assumptions, scope, packaging, and schedule interfaces to support County decision-making. Prepare a packaging coordination memorandum.

**DELIVERABLES**

1. Cost/budget tracker
2. Packaging coordination memorandum

**TASK 200 – REVIEW EXISTING INFORMATION**

The Consultant shall:

1. Review existing information including:
  - A. Site as-built drawings
  - B. Maintenance schedules
  - C. Current services
  - D. Historically relevant information
  - E. Utility reports
2. Prepare a technical memorandum summarizing the existing information review.



3. Perform site visits and prepare notes.
4. Research site conditions and prepare reports.
5. Prepare a memorandum for project recommendations.
6. Perform site inspections and prepare reports.
7. Conduct constructability reviews and provide notes.
8. Conduct field reconnaissance/investigations and provide notes.

**DELIVERABLES:**

1. Existing information review technical memorandum
2. Site visit notes
3. Site condition reports
4. Project recommendations memorandum
5. Inspection reports
6. Constructability review notes
7. Field reconnaissance/investigation notes

**TASK 300 – GEOTECHNICAL ENGINEERING SERVICES**

The Consultant shall:

1. Perform geotechnical data collection and review, including the research, acquisition, and review of existing available geotechnical and historical site data.
2. Prepare a preliminary geotechnical assessment which shall incorporate the results of the work performed under this task and include the geotechnical conditions affecting the feasibility and construction of the project.
3. Perform geotechnical field investigations and prepare boring locations to determine the geotechnical conditions affecting the feasibility and construction of the project. Provide soil boring reports and data results of geotechnical field investigations.
4. Provide geotechnical design services including preparing plans, specifications, and cost estimates.

**DELIVERABLES:**

1. Preliminary geotechnical assessment
2. Soil boring reports and data results
3. Plans, specifications, and cost estimates

**TASK 400 – CIVIL ENGINEERING AND LANDSCAPE ARCHITECTURE SERVICES**

**SUBTASK 400.1 – CIVIL ENGINEERING SERVICES**

The Consultant shall:

1. Conduct civil engineering investigations, evaluations, and reviews.
2. Prepare written reports and oral presentations.
3. Perform alternatives analysis and feasibility studies and prepare reports.
4. Provide civil design services including preparing plans, specifications, and cost estimates.
5. Review and provide comments on designs and reports prepared by others.
6. Provide value and cost-benefit engineering for civil engineering projects and prepare reports.

**DELIVERABLES:**

1. Reports and presentation materials
2. Alternatives analysis and feasibility reports

3. Plans, specifications, and cost estimates
4. Design and report review comments
5. Value and cost-benefit engineering reports

#### **SUBTASK 400.2 – PAVEMENT ENGINEERING SERVICES**

The Consultant shall:

1. Conduct pavement engineering investigations, evaluations, and reviews.
2. Prepare written reports and oral presentations.
3. Perform alternatives analysis and feasibility studies and prepare reports.
4. Provide pavement design services including preparing plans, specifications, and cost estimates.
5. Review and provide comments on designs and reports prepared by others.
6. Provide value and cost-benefit engineering for pavement engineering projects and prepare reports.

#### **DELIVERABLES:**

1. Reports and presentations
2. Alternatives analysis and feasibility reports
3. Plans, specifications, and cost estimates
4. Design and report review comments
5. Value and cost-benefit engineering reports

#### **SUBTASK 400.3 – DRAINAGE ENGINEERING SERVICES**

The Consultant shall:

1. Conduct drainage engineering investigations, evaluations, and reviews.
2. Prepare written reports and oral presentations.
3. Perform alternatives analysis and feasibility studies and prepare reports.
4. Provide drainage design services including preparing plans, specifications, and cost estimates.
5. Review and provide comments on designs and reports prepared by others.
6. Provide value and cost-benefit engineering for drainage engineering projects and prepare reports.

#### **DELIVERABLES:**

1. Reports and presentations
2. Alternatives analysis and feasibility reports
3. Plans, specifications, and cost estimates
4. Design and report review comments
5. Value and cost-benefit engineering reports

#### **SUBTASK 400.4 – TRAFFIC AND TRANSPORTATION ENGINEERING SERVICES**

The Consultant shall:

1. Provide design services including preparing plans, specifications, and cost estimates for parking lots, transit center layouts, passenger-loading zones, and transit bus layover areas, and perform circulation analysis.
2. Perform level of service analysis for roadways and intersections per the Highway Capacity Manual and perform vehicular turning movements with AutoTurn or AutoCAD Civil Suite.
3. Prepare channelization designs for roadways and parking lots.

4. Perform traffic studies and prepare reports including performing on-site traffic counts.
5. Design transit signal priority (TSP) signals and integration of TSP into existing traffic signal systems. Submit TSP design documents.
6. Design traffic signal systems to be approved by local jurisdictions. Submit traffic signal system design documents.
7. Review and provide comments on design and traffic reports prepared by others.
8. Prepare traffic control plans to be submitted to local jurisdictions for approval.

**DELIVERABLES:**

1. Plans, specifications, and cost estimates
2. Channelization designs
3. Traffic study reports
4. TSP design documents
5. Traffic signal system design documents
6. Design and report review comments
7. Traffic control plans

**SUBTASK 400.5 – LANDSCAPE ARCHITECTURAL SERVICES**

The Consultant shall:

1. Provide landscape and irrigation design services including plans, specifications, and estimates.
2. Review and provide comments on designs and reports prepared by others.

**DELIVERABLES:**

1. Plans, specifications, and cost estimates
2. Design and report review comments

**TASK 500 – MECHANICAL ENGINEERING SERVICES**

The Consultant shall:

1. Conduct mechanical engineering investigations, evaluations, and reviews.
2. Prepare written reports and oral presentations.
3. Perform alternatives analysis and feasibility studies and prepare reports.
4. Provide mechanical design services including preparing plans, specifications, and cost estimates.
5. Review and provide comments on designs and reports prepared by others.
6. Perform value and cost-benefit engineering for mechanical engineering projects and prepare a report.

**DELIVERABLES:**

1. Reports and presentation materials
2. Alternatives analysis and feasibility reports
3. Plans, specifications, and cost estimates
4. Design and report review comments
5. Value and cost-benefit engineering reports

**TASK 600 – ELECTRICAL ENGINEERING SERVICES**

The Consultant shall:

1. Conduct electrical engineering investigations, evaluations, and reviews.
2. Prepare written reports and presentations.

3. Perform alternatives analysis and feasibility studies and prepare reports.
4. Provide electrical design services including preparing plans, specifications, and cost estimates.
5. Perform electrical load studies including short circuit analysis, arc flash analysis, and load balancing, using SKM Power Tools software. Prepare load study reports.
6. Perform light level and uniformity analysis, using AGI 32 software, and lighting design software. Prepare light level and uniformity analysis reports.
7. Review and provide comments on designs prepared by others.
8. Provide value and cost-benefit engineering for electrical engineering projects and prepare reports.
9. Provide commissioning services and prepare a commissioning plan.

**DELIVERABLES:**

1. Reports and presentation materials
2. Alternatives analysis reports and feasibility reports
3. Plans, specifications, and cost estimates
4. Load study reports
5. Light level and uniformity analysis reports
6. Design and report review comments
7. Value and cost-benefit engineering reports
8. Commissioning plan

**TASK 700 – STRUCTURAL ENGINEERING SERVICES**

The Consultant shall:

1. Inspect and analyze the structural condition and prepare inspection reports.
2. Perform alternatives analysis and feasibility studies and prepare reports.
3. Provide structural design services including preparing plans, specifications, and cost estimates.
4. Perform structural engineering calculations and submit documentation.
5. Review and provide comments on designs and reports prepared by others.
6. Perform value and cost-benefit engineering and prepare reports.

**DELIVERABLES:**

1. Inspection reports
2. Alternatives analysis and feasibility reports
3. Plans, specifications, and cost estimates
4. Structural engineering calculations documentation
5. Design and report review comments
6. Value and cost-benefit engineering reports

**TASK 800 – ARCHITECTURAL SERVICES**

The Consultant shall:

1. Develop architectural concepts and design for space planning, interior improvements, furniture, finishes, equipment, and functional requirements.
2. Evaluate building envelope condition and develop design for repairs/upgrades including roofing, exterior walls, doors, windows, and moisture management.
3. Prepare written reports and presentations.
4. Inspect and analyze the condition of existing facilities and prepare reports.
5. Perform alternatives analysis and feasibility studies and prepare reports.

6. Perform architectural programming including identifying building usage and space requirements and preparing reports.
7. Provide architectural design services including preparing plans, specifications, and estimates.
8. Review and provide comments on designs and reports prepared by others.
9. Perform value and cost-benefit engineering and prepare reports.

**DELIVERABLES:**

1. Architectural concepts and designs
2. Repair/Upgrade design documents
3. Reports and presentation materials
4. Existing facilities conditions reports
5. Alternatives analysis reports and feasibility reports
6. Architectural programming reports
7. Plans, specifications, and cost estimates
8. Design and report review comments
9. Value and cost-benefit engineering reports

**TASK 900 – ENVIRONMENTAL COMPLIANCE SERVICES**

The Consultant shall:

1. Prepare National Environmental Policy Act (NEPA) and/or State Environmental Policy Act (SEPA) documents including environmental impact statement (EIS), environmental assessment (EA), categorical exclusion (CE), checklists, determination of non-significance (DNS), and determination of significance (DS).
2. Perform air quality modeling and air quality conformity analysis. Prepare a technical memorandum/report that includes modeling files input/outputs and analysis results.
3. Perform noise quality modeling and noise quality conformity analysis. Prepare technical memorandum/report that includes including modeling files/outputs and conformity analysis.
4. Provide delineation and classification of wetlands and streams and provide mitigation recommendations. Prepare technical memorandum/report that includes maps/shapefiles and mitigation recommendations/approach.
5. Provide analysis related to endangered species and provide mitigation recommendations in a technical memorandum.
6. Provide Level I and Level II environmental site assessments for buildings, soil, surface water and ground water. Prepare report that includes sampling plans/results and recommendations.
7. Provide historical and cultural resource research summarized in a technical memorandum/report including records and recommendations.
8. Provide hazardous materials assessment and analysis. Prepare a report that includes findings, sample results, and abatement.
9. Prepare for and participate in public and stakeholder meetings, including preparing presentation materials, handouts, sign-in sheets, and meeting summaries.
10. Provide environmental compliance services including preparing compliance plan/checklist and summary reports.

**DELIVERABLES:**

1. NEPA/SEPA documentation
2. Air quality technical memorandum/report
3. Noise quality technical memorandum/report

4. Wetland and stream mitigation delineation technical memorandum/report
5. Endangered species technical memorandum
6. Environmental site assessment reports
7. Historic and cultural technical memorandum/report
8. Hazardous materials assessment report
9. Public/stakeholder meeting materials and meeting summaries
10. Environmental compliance plan/checklist and summary reports

## **TASK 1000 – PERMITTING SERVICES**

The Consultant shall:

1. Review existing and background information for permit acquisition efforts.
2. Develop a preliminary permit matrix to aid in the development and implementation of permitting strategies.
3. Obtain permits necessary to perform field work.

## **DELIVERABLES:**

1. Preliminary permit matrix
2. Permits

## **TASK 1100 - SUSTAINABILITY, EQUITY AND SOCIAL JUSTICE SERVICES**

King County requires the incorporation of sustainable development and social equity practices in all County capital projects, including planning, design, construction, remodeling, renovation, operations, and maintenance of any King County-owned or financed capital project.

King County Code 18.17 Green Building and Sustainable Development requires all capital projects to strive for LEED Gold certification (Platinum for new buildings); all capital projects that are limited in their ability to achieve LEED certification must incorporate cost-effective green building and sustainable development practices using the King County Sustainable Infrastructure Scorecard to achieve Scorecard Platinum.

The Consultant shall:

1. Review and comply with King County and Washington state sustainability and equity and social justice legislation (listed below) to understand the County's goals on energy conservation, sustainability, and equity and social justice.
  - A. King County Code 18.17 Green Building and Sustainable Development Ordinance 19402  
[https://aqua.kingcounty.gov/council/clerk/code/21\\_Title\\_18.htm](https://aqua.kingcounty.gov/council/clerk/code/21_Title_18.htm)
    - 1) For further guidance on this requirement, refer to King County Green Tools:  
<https://kingcounty.gov/en/dept/dnrp/buildings-property/green-sustainable-building/green-building>
  - B. King County Code 2.93.060 for energy efficiency and greenhouse gas emissions reductions within capital improvement projects  
[https://aqua.kingcounty.gov/council/clerk/code/05\\_Title\\_2.htm](https://aqua.kingcounty.gov/council/clerk/code/05_Title_2.htm)
  - C. King County 2025 Strategic Climate Action Plan  
<https://kingcounty.gov/en/dept/executive/governance-leadership/climate-office/strategic-climate-action-plan>
  - D. Equity and Social Justice Strategic Plan  
<https://kingcounty.gov/en/dept/executive-services/about-king-county/about-executive-services/equity-social-justice>

- E. King County Clean Water Healthy Habitat Initiative  
<https://kingcounty.gov/en/dept/dnrp/about-king-county/about-dnrp/sustainability-commitments/clean-water-healthy-habitat>
- F. King County Code 18.30 Compost Procurement and Use  
[https://aqua.kingcounty.gov/council/clerk/code/21\\_Title\\_18.htm](https://aqua.kingcounty.gov/council/clerk/code/21_Title_18.htm)
  - 1) For further guidance on this requirement and the Compost Procurement & Use Plan, please refer to the King County [CompostWise](#) website.

The Consultant shall:

1. Prepare the LEED certification checklist.
2. Prepare the Sustainable Infrastructure Scorecard.
3. Prepare Equity and Social Justice Assessment and Action Plan.
4. Provide an equity impact review.
5. Prepare the compost procurement & use plan.

**DELIVERABLES:**

1. LEED certification checklist
2. Sustainable Infrastructure Scorecard
3. Equity and Social Justice Assessment and Action Plan
4. Equity impact review
5. Compost procurement & use plan

**TASK 1200 – RISK ANALYSIS AND SCHEDULING SERVICES**

The Consultant shall:

1. Perform risk analysis and prepare a risk register.
2. Review and provide revision recommendations of existing project schedules, budgets, and work breakdown structures (WBS).
3. Perform scheduling functions, including preparing critical path method (CPM) schedules, schedule reviews, schedule review/variance reporting, cost and resource loading of schedules and regular schedule updates.
4. Perform earned value (EV) management planning and reporting, including determining an efficient way to track EV.

**DELIVERABLES:**

1. Risk register
2. Project schedules, budgets, and WBS
3. Schedules, schedule review/variance reports
4. EV reports

**TASK 1300 – COST ESTIMATING SERVICES**

The Consultant shall:

1. Prepare rough order of magnitude (ROM) cost estimates for early decision-making, including options and packaging comparisons.
2. Prepare predesign milestone cost estimates.
3. Develop package-appropriate quantity takeoffs and identify assumptions, exclusions, escalation basis, and pricing basis (unit costs, quotes, historical data, etc.).
4. Coordinate estimating inputs across disciplines and align estimates to the scope, bid package structure, and schedule sequencing. Submit estimate backup documentation.

5. Provide risk/uncertainty input and recommend contingency ranges consistent with County estimating practices.
6. Prepare an estimate basis memorandum for each estimate, documenting assumptions, exclusions, escalation, pricing basis, level of design completion, identified risks/uncertainties, and recommended contingency approach.

**DELIVERABLES:**

1. ROM estimates
2. Predesign milestone cost estimates
3. Quantity takeoffs
4. Estimate backup documentation
5. Risk/Uncertainty input
6. Estimate basis memoranda

**TASK 1400 – QUALITY CONTROL**

The Consultant shall:

1. Perform quality control reviews of preliminary and final engineering products including plans, specifications, structural calculations, and cost estimates prepared by the Consultant team, other consultants, or other agencies. Prepare final quality control reports approved, stamped, and signed by the Consultant.
2. Review plans prepared by multiple engineering disciplines to highlight inter-disciplinary conflicts and propose conflict resolutions.
3. Maintain the issues resolutions log.

**DELIVERABLES:**

1. Final quality control reports
2. Issues resolution log

The initial Scope of Work for this Contract is for Phase 1 only. A general description of the Scope of Work for future phases is presented below. The Scope of Work for subsequent phases will be developed in accordance with the Agreement terms and conditions.

**PHASE 2 – FINAL DESIGN AND BIDDING SERVICES**

Phase 2 includes the following tasks to manage and perform the final design:

- Project Management Services
- Final Design Services
- Geotechnical Services
- Environmental Compliance Services
- Cultural Resources Services
- Community Involvement Services
- Permitting Services
- Right-of-Way and Property Services
- Sustainability, Equity, and Social Justice Services
- Cost Estimating and Scheduling
- Survey and Utility Location



- Coordination with Other Agencies and Utilities
- QA/QC Services
- Value Engineering Services
- Bidding Period Services

### **PHASE 3 – SERVICES DURING CONSTRUCTION**

Phase 3 includes the following tasks to provide engineering services during construction:

- Project Management Services
- Submittal Review Services
- Requests for Information (RFI) Services
- Change Order Services
- Testing and Start-up Engineering Services
- Field and/or Factory Inspection Services
- Sustainability Documentation Services
- Permit Compliance and Update Services (Permitting, Environmental, Right-of-Way, and Property)
- Close Out Services (As-Builts, Review of O&M Manual, Lessons Learned)

## **ATTACHMENT 2 - EVALUATION CRITERIA**

## ATTACHMENT 2 - EVALUATION CRITERIA

Evaluation Criteria	Point Value
A. Prime Consultant Qualifications	25 Points
B. Subconsultant or Prime Consultant Qualifications	20 Points
C. Key Personnel Qualifications	25 Points
D. Project Approach	5 Points
E. Communication	10 Points
F. Approach to QA/QC	5 Points
G. Equity and Social Justice Innovation Plan	10 Points
Total	100 Points

### A. Prime Consultant Qualifications

1. The County will evaluate the prime consultant's demonstrated experience managing and performing projects similar to the activities in the Scope of Work, Attachment 1 to the RFP. No preference will be given for previous King County projects. The County will evaluate the following factors:
  - a. Experience performing Project Management services associated with engineering design contracts and managing multiple projects and subconsultants concurrently. Project Management includes managing and maintaining overall task and subconsultant budgets; reporting on budget and schedule; providing timely notice and documentation of changes; communicating and coordinating project activities; and being the primary point of contact and communication.
  - b. Experience delivering planning, design, and permitting services for renovations/modifications to existing facilities and sites, including existing-conditions investigations and coordination with authorities having jurisdiction (AHJ).
  - c. Experience delivering schedule-sensitive work using packages and producing coordinated deliverables suitable for decision-making, permitting, and competitive procurement and construction support.
2. Submittal Information
  - a. Narrative. Provide a concise narrative of your experience with the elements enumerated above.
  - b. Project Examples. Submit project examples performed by the prime consultant that demonstrate your experience with the elements enumerated above. More recent projects are preferred. Project information shall include description of the work the firm is responsible for on the project; firm staff who worked on the project; start and end date of work performed by firm; total price of work performed by firm; total price of the project including construction; and owner contact information. Provide projects that are most relevant to the Scope of Work.

- a. Do not submit any information related to previous work on this Project. Including contract KC000668, Multidisciplinary Engineering and Related Services Work Order for Metro Transit Department.

## **B. Subconsultant or Prime Consultant Qualifications**

1. The County will evaluate the demonstrated experience with activities similar to those to be performed on this Contract, including the prime consultant if the prime consultant will be performing those activities. No preference will be given for previous King County projects. The County will evaluate the following factors:
  - a. Experience providing architectural services for renovations/modifications to existing facilities including space planning, code integration, building envelope, and preparing plans, specifications, and cost estimates.
  - b. Experience providing civil/site engineering services for bus yard circulation, parking, ADA routes, utilities, and drainage/stormwater and coordination with local jurisdictions.
  - c. Experience providing mechanical engineering services for existing facility system assessments and upgrades including HVAC, ventilation, and controls for operational readiness.
  - d. Experience providing electrical engineering services for electrical service, distribution, interior and exterior lighting, site power needs, and coordination with low-voltage and security.
  - e. Experience providing structural engineering assessment and design services for modifications, equipment structural support, and code-related upgrades.
  - f. Experience providing coordination services pertaining to permitting, code compliance, and AHJs.
2. Submittal Information
  - a. For each discipline of work listed above, provide the following:
    - (1) Identify the firms performing the work.
    - (2) Narrative. Provide a concise narrative of the experience in that work discipline.
    - (3) Project Examples. Submit project examples performed by the identified firm or their staff proposed for the work. More recent projects are preferred. Project information shall include description of the work the firm or proposed staff was responsible for on the project; firm staff who worked on the project; start and end date of work performed by firm; total price of work performed by firm; and total price of the project including construction.
  - b. Do not submit any information related to previous work on this Project. Including contract KC000668, Multidisciplinary Engineering and Related Services Work Order for Metro Transit Department.

## **C. Key Personnel Qualifications**

1. Key Personnel Positions
  - a. Project Manager (PM). The PM is responsible for ensuring Consultant team performance in accordance with the Agreement terms and conditions. The PM is required to be an employee of the prime consultant. The PM should demonstrate strong management skills and successful past experience managing contracts,

including managing and maintaining overall task and subconsultant budgets; reporting on budget and schedule; ensuring high quality work products; managing and coordinating numerous subconsultants; and being the primary point of contact and communication.

- b. **Lead Designer.** The Lead Designer will be responsible for the overall design leadership and integration of disciplines to deliver coordinated work products consistent with the scope of work, including existing conditions strategy, code/permitting coordination, and phased package development. This individual should demonstrate successful experience leading multidisciplinary design teams for renovation/modification projects to existing transit or other public facilities and producing coordinated deliverables suitable for decision-making, permitting, and bidding. The Lead Designer is required to be a licensed Registered Architect (RA) in Washington or a licensed Professional Engineer (PE) in Washington.
  - c. **Lead Cost Estimator.** The Lead Cost Estimator will be responsible for preparation and coordination of the rough order of magnitude (ROM) and milestone estimates, including basis-of-estimate documentation and alignment of estimating assumptions across disciplines and bid packages. This individual should demonstrate successful experience estimating renovation/modification projects for public facilities and working with design teams to support option analysis and decision-making.
  - d. **Lead Scheduler.** The Lead Scheduler will be responsible for schedule development and maintenance, including variance narratives and look-ahead planning. This individual should demonstrate successful experience building and maintaining MS Project schedules for multidisciplinary design efforts with phased design and early construction packages and critical permitting dependencies.
2. **Submittal Information**
- a. Provide a resume for each Key Personnel position listed above, a total of 4. Resumes shall be placed in one section, by position as listed above. If an individual will be serving in more than one Key Personnel position, provide a separate resume for each position. No preference will be given for previous King County projects.
  - b. Do not submit any information related to previous work on this Project. Including contract KC000668, Multidisciplinary Engineering and Related Services Work Order for Metro Transit Department.
  - c. Resumes shall include the following information:
    - (1) Name of person and title.
    - (2) Current firm name.
    - (3) Key Personnel position on this project team.
    - (4) Employment history for the last 5 years.
    - (5) Education (institution, degrees earned, and year).
    - (6) Professional registrations and licenses (license number/type/state/year).
    - (7) Relevant project experience, including:
      - (a) Name, owner, location, and date of the project;
      - (b) Brief description of individual's role on the project and how it relates to the work to be performed.

## **D. Project Approach**

1. The County will evaluate the Proposer's proposed approach to performing the Scope of Work as follows:
  - a. Team Organizational Structure. The County will evaluate the structure of the team for its effectiveness in implementing the Scope of Work.
    - (1) Submittal. Provide a team organizational chart, including but not limited to prime consultant, all Key Personnel and subconsultants, showing the organizational structure of the project team and identifying each team member by name, firm, and project role and responsibility.
    - (2) Submittal. Provide a narrative explaining why your team is organized as proposed and why the structure benefits the project.
  - b. Approach to Work. The County will evaluate the Proposer's narrative describing their approach to completing the Scope of Work, including (1) schedule and sequencing approach and impacts; (2) design approach and impacts; and (3) sustainable design, analysis, and successful documentation.
    - (1) Submittal. Provide a narrative addressing the items above.
  - c. Project Approach Chart (PAC). The County will use the PAC to evaluate the Proposer's understanding of the Scope of Work, appropriate allocation and commitment of Key Personnel to specified tasks, and appropriate use of subconsultants, including utilization of MBE/WBE firms.
    - (1) Submittal. Complete the PAC in Attachment 3, based on the Scope of Work for Phase 1 established in the RFP. Do not add other tasks or task levels or other personnel positions to the PAC. Proposers shall download and use the Excel version of the PAC provided in the E-Procurement solicitation.
      - (a) In the "% of Total Effort" column, insert the estimated % of Total Effort for each Task. The "% of Total Effort" column should total to 100%.
      - (b) For each firm (prime consultant and all subconsultants), insert firm name and identify the percentage of time each firm will spend on each task. The "Total % all Firms" column should total to 100% per task. If a firm is not going to be assigned to a task, indicate with a "0%".
      - (c) In the "KEY PERSONNEL (hours)" box, insert Key Personnel name and the number of hours that person will be assigned on each task. If a person is not assigned to a particular task, indicate the non-assignment with a "0".
  - d. Permits and Regulatory Compliance Approach. The County will evaluate the Proposer's approach to the acquisition of required permits and regulatory compliance for the project.
    - (1) Submittal: Provide a detailed narrative which describes the methodology to be used by the Proposer to apply for and obtain all permits for the identified project. Within this narrative, describe any problems the Proposer may encounter regarding the attainment of applicable permits. Also provide a listing of all permits the Proposer believes may be required to complete the identified project.
  - e. Project Schedule. The County will use the Proposer's schedule to evaluate the Proposer's understanding of schedule constraints, task durations, linkages, and critical dates associated with this project.

- (1) Submittal. Submit a proposed baseline Project Schedule in Gantt chart format at the task level consistent with the Scope of Work, Approach to Work, and Project Approach Chart for Phase 1.
  - (a) The proposed Project Schedule should identify all tasks in logical order, task durations, milestones, and other critical dates.
  - (b) The Project Schedule shall be on an 11x17 page.

#### **E. Communication**

1. The County will evaluate the team's demonstrated ability to communicate effectively in presentations to a variety of audiences and in the preparation of technical analyses and documentation. The County will evaluate the quality of the Proposal, including the structure, format, readability, clarity, typographical errors, grammatical errors, use of graphics, and the evaluator's ability to extract relevant information.
2. Submittal Information
  - a. Consultant's Proposal.
  - b. Sample Documents. Provide 2 sample documents as described below, which together shall not exceed a maximum of 6 pages. It is strongly preferred that samples relate to projects that are similar to this scope of work.
    - (1) One sample of a presentation conveying technical information to a non-technical audience using PowerPoint slides, or comparable technology. This sample may have multiple thumbnail or reduced images on each page.
    - (2) One sample of an excerpt from a technical memorandum or report, including text with table and/or figure illustrating a technical issue. This sample must be full, actual size, not using reduced images.
  - c. Sample Document Format Parameters
    - (1) One page is defined as 8 ½ x 11. An 11x17 sheet is counted as two pages.
    - (2) Sample documents shall be actual examples of past work products produced by the Proposer's team.
    - (3) Proposer may add titles, labels, author, etc. to provide context to sample documents.
    - (4) Client and/or Owner identity may be redacted at the Proposer's discretion.
    - (5) The County will remove any pages that exceed the limit.

#### **F. Approach to Quality Assurance and Quality Control (QA/QC)**

1. The County will evaluate the Proposer's approach to QA/QC with respect to this Contract. The County will evaluate the following elements:
  - a. Development and implementation of procedures by the Proposer to ensure that quality is an integral consideration in the completion of each task.
  - b. Independent verification of work and quality control procedures.
  - c. Adequate resources dedicated exclusively to the QA/QC program implementation.
  - d. Inspection of work in progress rather than at completion of work components.

- e. Communication with the County and its representatives regarding quality issues and project changes.
2. Submittal Information
  - a. Provide a detailed narrative which describes the Proposer's QA/QC program for the contract and an explanation as to how the Proposer will fulfill the elements set forth above.

**G. Equity and Social Justice Innovation Plan**

1. The County will evaluate the Proposer's Equity and Social Justice (ESJ) Innovation Plan ("Plan") to advance equity and social justice through implementation of the work under this contract. A key element of this initiative is to afford opportunities to the Office of Minority and Women's Business Enterprises (OMWBE) certified minority and/or women business enterprises (M/WBE) to build upon the County's ESJ Strategic Plan. Proposers may verify if a firm is OMWBE certified at this link: <https://omwbe.wa.gov/directory-certified-firms>
  - a. Plan Element 1 - Aspirational M/WBE Goals: The County will evaluate the Plan on the quality of the approach and specific actions that the Proposer will take to maximize M/WBE participation on the contract. Goals developed in good faith by the Proposer are considered attainable. M/WBE Proposers can include or count self-performance towards the goal percentages listed in their Proposal.

(1) Submittal Information

- (a) Insert the table below into your Proposal and provide a percent for each category. The total contract aspirational M/WBE goal percent must be greater than zero.

Percent of the total contract value to state certified MBE firms	%
Percent of the total contract value to state certified WBE firms	%

- (b) Provide a narrative describing how your Plan will address the following:
    - (i) What subconsulting opportunities your firm identified to complete the work;
    - (ii) Explain how subconsulting opportunities were identified and what efforts were taken to conduct outreach and partner with M/WBE firms;
    - (iii) Describe specific actions your firm has taken prior to and during the solicitation period to build your team and maximize M/WBE participation; how the Plan will support the development and success of M/WBE team members on this project;
    - (iv) Describe how your firm will ensure the implementation of the actions identified in your Plan;
    - (v) Describe how your firm will measure success of the Plan; and
    - (vi) List your M/WBE team members, the major discipline for each firm, and the work to be performed by these team members on this project.



## **ATTACHMENT 3 - PROJECT APPROACH CHART**

Attachment 3 - Project Approach Chart (PAC)

RFP #: KC001658

Title: Architectural, Engineering, and  
Related Services for North King  
County Access Base

								KEY PERSONNEL (hours)				
		Prime	Sub1	Sub2	Sub3	Sub4	Sub5	Total % All Firms	Project Manager	Lead Designer	Lead Cost Estimator	Lead Scheduler
Task #	Task Title	% of Total Effort	Firm Name	Firm Name	Firm Name	Firm Name	Firm Name		Name	Name	Name	Name
100	PROJECT MANAGEMENT AND COORDINATION							0%				
200	REVIEW EXISTING INFORMATION							0%				
300	GEOTECHNICAL ENGINEERING SERVICES							0%				
400	CIVIL ENGINEERING AND LANDSCAPE ARCHITECTURE SERVICES							0%				
500	MECHANICAL ENGINEERING SERVICES							0%				
600	ELECTRICAL ENGINEERING SERVICES							0%				
700	STRUCTURAL ENGINEERING SERVICES							0%				
800	ARCHITECTURAL SERVICES							0%				
900	ENVIRONMENTAL COMPLIANCE SERVICES							0%				
1000	PERMITTING SERVICES							0%				
1100	SUSTAINABILITY, EQUITY AND SOCIAL JUSTICE SERVICES							0%				
1200	RISK ANALYSIS AND SCHEDULING SERVICES							0%				
1300	COST ESTIMATING SERVICES							0%				
1400	QUALITY CONTROL							0%				
Total		0%										

= required field

## **ATTACHMENT 4 - FORMS**

The following forms must be completed and submitted by all Proposers with their Proposals. Proposals with an incorrect or missing form may be determined to be non-responsive.

1. Statement of Qualifications Certification

The following forms are required to be submitted by the selected Proposer prior to execution of the Contract.

1. [IRS W-9 Request for Taxpayer Identification Number and Certification](#)
2. Certificates of Insurance
3. [King County Responsibility Detail Form](#)

## STATEMENT OF QUALIFICATIONS CERTIFICATION

The undersigned is authorized to execute this certification on behalf of the Proposer and certifies on the Proposer's behalf that the information presented in this Statement of Qualifications is a complete and accurate statement of facts and that the Proposer has the financial capability, including obtaining the required insurance coverages to perform the work which is the subject of this solicitation. The Proposer further certifies that it knows of no personal and/or organizational conflicts of interest prohibited under federal, state, and local law.

The Proposer certifies that they have read the terms and conditions, and this Proposal is submitted in accordance with this solicitation and all issued addenda, and that the Proposer agrees to be bound by the same.

Firm Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_