



**Addendum 1**  
**KC001640**  
**Work Order Construction Management Services for Parks Division**  
**May 21, 2026**

Proposers are hereby notified that the subject Request for Proposals (RFP) has been amended as hereinafter set forth. This Addendum shall form a part of the RFP document.

Description of Change
<b>AGREEMENT</b> <b>DELETE</b> pages 4 and 19-21 and <b>REPLACE</b> with the <b>REVISED</b> pages 4 and 19-21 attached to this Addendum.
<b>RFP SECTION III. CONTRACT OVERVIEW</b> <b>DELETE</b> page 4 and <b>REPLACE</b> with <b>REVISED</b> page 4 attached to this Addendum.
<b>RFP ATTACHMENT 2 – EVALUATION CRITERIA</b> <b>DELETE</b> the Evaluation Criteria in its entirety and <b>REPLACE</b> with the <b>REVISED</b> Evaluation Criteria attached to this Addendum.

**Attached to this Addendum:**

- Agreement, pages 4 and 19-21
- Request for Proposals, page 4 of 9
- Attachment 2 – Evaluation Criteria

- Y. **“Project Representative”** means the County employee responsible for managing this Agreement in accordance with King County Executive Policies, Agency Project Management Manual, and the terms and conditions herein.
- Z. **“Small Contractor or Supplier”** (SCS) means a business that has applied for participation in King County's Contracting Opportunities Program and has been certified as an SCS by King County Business Development and Contract Compliance (BDCC) office.
- AA. **“Task Directive”** refers to written documentation issued by the Project Representative that modifies tasks, but not price, within an executed Work Order.
- BB. **“Transfer of Knowledge and Information”** means the labor hours spent reviewing Project documentation, participating in meetings with Project personnel, and participating in site visits to become familiar with the Agreement and Work Order(s).
- CC. **“Women's Business Enterprise”** (WBE) means a firm that has been certified by the Washington State Office of Minority and Women's Business Enterprises as a WBE.
- DD. **“Work”** means all services to be provided by the Consultant and subconsultants, if any, under this Agreement and any Work Order.
- EE. **“Work Order”** is a document signed by King County and the Consultant prior to commencement of Work that authorizes the Consultant to proceed with the Work defined by the Work Order Scope of Work, Work Order Price, and Work Order Schedule.
- FF. **“Work Order Change”** means a written change to an executed Work Order. Modifications to Scope of Work, Work Order Price, or Work Order Schedule require a Work Order Change, executed by both parties, prior to commencement of Work.
- GG. **“Work Order Price”** means the total, not to exceed amount payable on an individual Work Order whether compensated on a Lump Sum or Cost-Plus Fixed Fee basis.
- HH. **“Work Order Project Manager”** means the King County employee responsible for the day-to-day management of the Work Order.
- II. **“Work Order Schedule”** means the timeline for completion of a Work Order, including all milestones, activities, and deliverables.
- JJ. **“Written Directive”** means a written document or electronic communication (“email” from the County Project Representative to the Consultant about the Work.

### SECTION 3. PERIOD OF PERFORMANCE

- A. Time is a material consideration in the performance of all Work by the Consultant under this Agreement. The Period of Performance is specified in Section 1, Agreement Summary and commences on the Effective Date. This may be extended by Amendment for up to four additional years in two-year increments or until the Total Price is expended, whichever comes first. In no event shall this Agreement be extended beyond 6 years.
- B. A change in the Period of Performance shall in no event change the Total Price of the Agreement.
- C. No Work shall be performed by the Consultant prior to the execution of this Agreement or any Work Order.

- f. Identify impacts to meeting contractual utilization requirements (Certified Firms) included in this Agreement, if applicable.
- 2. Adding Personnel to Exhibit B, Cost Summary. ConsultantName shall provide documentation supporting the Labor Rate for the personnel prior to submitting an invoice.
- 3. Key Personnel Changes. Key Personnel are identified in Exhibit D, Key Personnel. The Consultant shall not remove or reassign the Key Personnel assigned to the Agreement without written consent from the Project Representative.
  - a. Substitution of Key Personnel. The Consultant recognizes and agrees that if a change is made substituting or changing assigned Key Personnel, the Consultant shall be responsible for all costs associated with Transfer of Knowledge and Information. The County will not pay for any time spent for the Transfer of Knowledge and Information.
    - (1) Notice for the substitution of Key Personnel shall include the following:
      - a) An explanation of the reason for the reassignment or removal;
      - b) The name of the person proposed to replace the individual;
      - c) The individual's resume; and
      - d) A plan showing how the Transfer of Knowledge and Information between the departing and incoming individual will occur.
    - (2) The County shall not unreasonably withhold consent to remove Key Personnel.
- 4. Removal of Personnel or Subconsultant. ConsultantName shall remove from the Agreement any personnel or subconsultant the County considers necessary and in the best interests of the County and so advises ConsultantName in writing.
- 5. Organizational Conflict of Interest. If the Consultant or subconsultant performs studies and/or pre-design services as part of a Work Order for a project that is later advertised, the Consultant or subconsultant may be prohibited from competing for the advertised project. If the Consultant or subconsultant has concerns regarding preclusion for the advertised project, the Consultant shall notify the Project Representative to resolve.

## SECTION 12. WORK ORDERS

### A. Work Order Development

- 1. No Work Order shall exceed \$~~450~~500,000 unless prior written approval is received from the Director of the division specified in Section 1, Agreement Summary or their designee.
- 2. Work Order Request. To initiate Work, the County shall issue a Work Order request to ConsultantName. The Work Order request shall include the following elements:
  - a. Scope of Work;
  - b. Preliminary schedule, including milestones;
  - c. Potential deliverables; and
  - d. Compensation type (Cost Plus Fixed Fee or Lump Sum).

3. Work Order Proposal. Upon receipt of a Work Order Request, ConsultantName shall prepare and submit a Work Order proposal to the County. Each Work Order proposal shall include the following elements:
    - a. Scope of Work;
    - b. Work Order Schedule;
    - c. If Cost Plus Fixed Fee, cost proposal including Level of Effort documentation;
    - d. If Lump Sum, payment schedule based on deliverables;
    - e. Work Order Price; and
    - f. Percent of participation for Certified Firms (as applicable).
  4. The County shall review all individual Work Orders issued under this Agreement with an estimated value equal to or greater than \$~~100~~150,000 to establish a specific required or aspirational level of participation by Certified Firms, as applicable.
  5. Work Order Execution. Upon completion of negotiations, the Parties shall sign the Work Order.
- B. Notice to Proceed. The Consultant shall not begin Work until the Project Representative issues a notice to proceed on the Work Order or specific tasks thereof. Upon receipt of a notice to proceed, the Consultant shall promptly commence Work.
1. Notice to proceed shall identify the Work Order Project Manager, if applicable.
  2. Work Order Schedule. The Consultant shall complete its Work within the Work Order Schedule, including any established milestones, task completion dates, and deliverables set forth in the Work Order.
  3. Work Order Personnel. The Consultant shall not remove or reassign the personnel assigned to a Work Order without written consent from the Work Order Project Manager. Removal or reassignment of personnel on a Work Order shall not impact the Work Order Price.
- C. Limitations to Initiating and Executing Work Orders. A Work Order(s) may be executed at any time up until the Period of Performance has expired or the Total Price is reached, whichever occurs first. No Work Order shall be executed after the Period of Performance has expired.
1. Continuation of Work Order. If services to be performed under an executed Work Order continue after expiration of the Period of Performance, this Agreement shall continue to be in full force and effect with respect to that executed Work Order; provided however, no additional Work Orders may be issued or executed.
    - a. Services performed under this provision shall begin prior to the expiration of this Agreement.
    - b. In no event shall continuation of a Work Order extend more than six months after the expiration date of the Agreement.
- D. Work Orders under \$10,000. For urgent or unplanned events, the County may direct the Consultant in writing to perform services for a specified Scope of Work and a Work Order Price. However, no Work Order issued under this provision shall have a Work Order Price greater than \$10,000.

### SECTION 13. DIRECTIVES AND WORK ORDER CHANGES

- A. Task Directives. Task Directives may be issued by the Project Representative, at any time, directing the Consultant to adjust tasks within the Scope of Work. The Project Representative may authorize adjustments to a task's scope, schedule, and budget, subject to subsections 1-3 below. Such adjustments shall not constitute a Work Order Change.
  - 1. Prior to the initiation of Work, task adjustments must be authorized in writing by the Project Representative;
  - 2. The adjustment shall not impact the Work Order scope, Work Order Schedule, or Work Order Price; and
  - 3. Money is transferred from a task budget where the Work has been completed and into the task budget where Work is to be performed.
- B. If the Consultant considers the Task Directive to be a change to the Scope of Work, Work Order Schedule, or Work Order Price, then prior to performing any Work, the Consultant shall submit to the Project Representative a written request for a Work Order Change. In the event the Consultant performs Work without prior written authorization from the Project Representative, the Consultant may not be compensated.
- C. Unilateral Work Order Directives. The Project Representative, may, at any time, issue a ~~written~~Written directive~~Directive~~ to the Consultant to extend the Work Order completion date.
- D. Work Order Changes. Modifications to Scope of Work, ~~and~~ Work Order Schedule, or Work Order Price requires an executed Work Order Change prior to commencement of Work. Project Representative may at any time, by written Work Order Change, make revisions within the general scope of services, ~~and~~ Work Order Schedule or Work Order Price specified in a Work Order.
  - 1. Work Order Schedule or Work Order Price shall not be extended because of any unwarranted delays or costs attributable to the Consultant.
  - 2. The Work Order Schedule may be extended due to unavoidable delay that could not be reasonably anticipated.
    - a. In the event of a delay not attributable to the Consultant the County may, issue a Work Order Change to increase the Work Order Price.
- E. Consultant Notice of Issues that May Impact Work Order Scope, Work Order Schedule, and Work Order Price.
  - 1. The Consultant shall not perform Work that will impact the Scope of Work, Work Order Schedule, Work Order Price, or task budget(s) prior to notifying the Project Representative. If the Consultant performs such Work prior to notification, the Consultant shall not be paid.
    - a. ConsultantName shall notify the Project Representative in writing as soon as possible but not later than seven (7) calendar days of becoming aware of the issue. If appropriate, the parties shall execute a Work Order Change to adjust the Work Order Scope, ~~and~~ Work Order Schedule, or Work Order Price, prior to the Work being performed.

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. Work under this contract will be based on individually negotiated work orders. The Consultant should be capable of adjusting disciplines and expertise as necessary to meet the needs of specific work orders. Each work order will provide a specific scope, budget, and schedule for the services required. The County does not guarantee that all disciplines or services will be used, or that the Consultant will receive a specific volume of work, a specific total contract amount, or a specific work order price. The County will issue work orders equitably among selected consultants, relative to the specific composition of the teams and their contract performance.
1. The County will review all individual work orders issued under this contract with an estimated value equal to or greater than ~~\$400~~\$150,000 to establish a specific required or aspirational level of participation by Certified Minority and/or Women's Business Enterprise (M/WBE) firms, as applicable.
  2. The Consultant will be expected to respond to urgent, short notice requests for services. The Consultant should be capable of working on several work orders simultaneously.
  3. The County will not compensate the Consultant for work associated with negotiation of the scope, schedule, and budget of individual work orders.
- B. 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

## 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	15 Points
E. Communication	5 Points
F. 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 as a prime consultant managing contracts for construction management and inspection services on multiple, concurrently implemented projects. Construction management (CM) experience should include projects with, but not limited to, components of heavy civil and structural infrastructure construction projects of varying size and complexity, in separate locations, with separate schedules.
  - b. Experience performing Project Management services associated with construction management and inspection of multiple complex public infrastructure projects with multiple concurrent tasks. Project Management includes managing and maintaining overall task and subconsultant budgets; reporting on budget and schedule; ensuring timely and accurate invoicing; communicating and coordinating project activities; and being the primary point of contact and communication.
  - c. Experience in the use of electronic project management tools, techniques and methods to schedule, track and report on work order contracts of varying size and complexity, in separate locations, with separate schedules.
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.



- c. Do not submit any information related to previous work on this work order contract. Contracts include KC000183; Construction Management Services Work Order for Parks Division

## **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 inspection services including the completion of inspection daily reports and field note records; material tracking and acceptance; coordination of material testing; and construction observation, coordination and documentation.
  - b. Experience providing construction management services including construction cost estimating, schedule tracking and analysis; construction management plan creation; change and cost control including coordination with owners; and quality control.
  - c. Experience performing construction administration/documentation including project documentation, reporting, and meeting coordination.
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 work order contract. Contracts include KC000183; Construction Management Services Work Order for Parks Division

## **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 timely and accurate invoicing; ensuring high quality timely work products; providing timely notice and documentation of changes; communicating and coordinating project activities; and being the primary point of contact and communication. It is highly desirable that the PM be a Project Management Professional (PMP) certified by the Project Management Institute (PMI) (include certification number on resume), or that the PM can demonstrate commensurate project management experience and skills.



- b. Construction Manager Lead Engineer. The Construction Manager Lead Engineer is responsible for ensuring the work order's scope, schedule and budget information is available for tracking; managing all field staff; coordinating multiple work orders at one time; and resolving elevated conflicts or claims related to the construction contract. The Construction Manager Lead Engineer should demonstrate broad experience in civil engineering construction projects (inspection and contract administration); strong construction management skills; successful day to day management of construction projects; field staff oversight; project inspection controls; timely and accurate invoicing from contractor; timely notice and documentation of changes; drafting and/or reviewing correspondence for the Project Representative; strong communications skills and implementation of QA/QC processes; technical support and/or making recommendations as to entitlement for changes in the work; and coordinating project activities with independent inspectors. The Construction Manager Lead Engineer is required to be a licensed Professional Engineer (PE) in Washington. It is highly desirable that the Construction Manager Lead Engineer be a Certified Construction Manager (CCM) through the Construction Management Association of America (CMAA).
  - c. Lead Inspector. The Lead Inspector is responsible for working with the Construction Manager Lead Engineer and County to ensure the project is built within scope, schedule, and budget per the specifications, permits, and plans outlined in the construction contract. The Lead inspector shall also be responsible for ensuring inspection consistency among multiple concurrent projects. The Lead Inspector should demonstrate experience documenting and inspecting day-to-day construction activities on projects with civil and structural components (preferably concrete, steel, and timber bridges), as well as geotechnical, stormwater, and drainage construction. The Lead Inspector is required to have up to date Certification of Erosion/Sediment Control Lead (CESCL). The Lead Inspector is also required to be either a certified Traffic Control Supervisor; Traffic Control Design Specialist; or Professional Traffic Operations Engineer.
  - d. Documentation Control Lead (DC Lead). The DC Lead is responsible for managing and tracking the construction contract documentation. The DC Lead should demonstrate strong organizational skills implementing documentation for construction contracts, including managing and maintaining an electronic information management system related to the administration of a construction contract's documentation; reporting documentation needs and requirements based on project permits and laws; and ensuring consistency across multiple projects as assigned.
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 work order contract. Contracts include KC000183; Construction Management Services Work Order for Parks Division
  - 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.

#### **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 this 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 two sample documents as described below, which together shall not exceed a maximum of four pages. It is strongly preferred that samples relate to projects that are similar to this scope of work.
    - (1) One sample of a document or presentation that helped an owner make an informed decision about how to change course, recover, or progress on a project at a critical point.
    - (2) One sample of a complex or interesting Request for Information (RFI) and response that documented a pivotal decision on a project. One sample of a document such as an Request for Information (RFI) log, issue resolution memo, change recommendation, field directive documentation, decision log, or similar document to show how the team helped track, document, and support a pivotal project decision.
  - 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. 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.

- b. Plan Element 5 - Equitably Distributing Work for Work Order Contracts: Meeting established utilization goals for Washington State certified Minority and Women Business Enterprises (M/WBE) team members can be challenging on a work order

contract. This is because the actual work is implemented with the execution of individual work orders. Details of the actual work cannot be clearly defined prior to executing the work order. King County seeks to address this challenge and provide meaningful work opportunities for the M/WBE members of the selected team.

(1) Submittal Information

- (a) Please provide a narrative outlining specific actions that your firm will take to provide and equitably distribute meaningful work opportunities to M/WBE firms amongst your team members.