



Finance & Business Operations Division
Procurement & Payables
Department of Executive Services

Addendum 2
KC001640
Work Order Construction Management Services for Parks Division
May 26, 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
RFP ATTACHMENT 2 – EVALUATION CRITERIA DELETE the Evaluation Criteria in its entirety and REPLACE with the REVISED Evaluation Criteria attached to this Addendum.

Attached to this Addendum:

- 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	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 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 help 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.