

Request for Proposals

Work Order Construction Management Services for Parks Division

RFP No. KC001640

May 2026



King County

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REQUEST FOR PROPOSALS
WORK ORDER CONSTRUCTION MANAGEMENT SERVICES FOR PARKS DIVISION
RFP NO. KC001640

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: June 23, 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: **July 15, 2026**

Primary Contract Specialist: Jennifer Haegele, jhaegele@kingcounty.gov, 206-477-5716

Backup Contract Specialist: Sam Hefley, shefley@kingcounty.gov, 206-477-6195

First Ad Date: **May 26, 2026**

Contract Type:	Work Order		
Total Price (each contract):	\$3,000,000	Max # of contracts may be awarded:	2
Period of Performance:	Two years with option to extend up to 2 additional two-year periods. Maximum six 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 work on a work order contract and, as part of that work order contract, performs studies and/or pre-design services for a project that is later advertised, the firm and/or individual may be prohibited from competing for the advertised project.
 7. Any firm that has performed pre-design or design services may be prohibited from competing for construction management contracts related to those projects because there is an organizational conflict of interest.
- 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. 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 \$100,000 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

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.
- C. Subconsultant Opportunities. Provided for informational purposes only, the following subconsulting opportunities may be available on this Contract: Pre-Construction Services; Inspection and Field Services; Construction Administration Services; Project Control Services; Cost and Change Control; Environmental Sustainability Program Services; Coordination of Art; and Closeout Period Services.
- D. Living Wages. As a condition of award for contracts for services with an initial or amended value of \$100,000 or more, the Consultant agrees that it shall pay and require all subconsultants to pay a living wage as described in King County Ordinance 19762, to employees for each hour the employee performs a Measurable Amount of Work ("Measurable Work") on this Contract.
 1. "Measurable Work" means a definitive allocation of an employee's time that can be attributed to work performed on a specific matter, but that is not less than a total of one hour in any one-week period.
 2. The requirements of the ordinance, including payment schedules, are detailed at: <https://kingcounty.gov/en/dept/executive-services/about-king-county/business-operations/finance-business-operations/procurement-payables/living-wage-ordinance>. Violations of this requirement may result in disqualification of the Consultant from proposing on or being awarded a County contract for up to two years; contractual remedies including, but not limited to, liquidated damages and/or termination of the Contract; remedial action as set forth in public rule; and other civil remedies and sanctions allowed by law.
- E. 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>

- F. 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.
- G. 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.
 - 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 7 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 3, Statement of Qualification Certification Form
- d. Proposer shall use the "Proposal Cover Sheet" provided with the solicitation in E-Procurement.
- e. Each resume shall not exceed two 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. Statement of Qualifications Certification. Submit Attachment 3, Statement of Qualifications Certification, signed by an authorized representative of the Proposer. The Certification is not included in the page limit.
3. Response to Evaluation Criteria. Address the evaluation criteria and provide all information identified in Attachment 2, Evaluation Criteria.
4. Attachment 5 Forms. Complete and return the forms identified in Attachment 5 required to be submitted with the Proposal, if any.

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. 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.

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

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INTRODUCTION

The purpose of this contract is to provide construction management and inspection services on a work order basis for King County Department of Natural Resources and Parks, Parks and Recreation Division ("County"). The exact disciplines required and the amount of work for each discipline has not been determined. The Consultant should be capable of adding disciplines expeditiously as necessary to meet the needs of specific work orders. There is no guarantee that all services in this Scope of Work will be used.

REFERENCE DOCUMENTS TO BE PROVIDED TO THE SELECTED CONSULTANT

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

1. List of Unifier Business Processes and Document Management and Reporting Activities Organization

RESOURCES TO BE PROVIDED BY KING COUNTY

For each individual work order the County will have an assigned Project Manager.

SCOPE OF WORK

The Consultant may provide construction management and inspection services on a work order basis, which may include but are not limited to scheduling, cost estimating, project documentation, geotechnical engineering, structural engineering, surveying, traffic engineering, and claim review and analysis. The Consultant's role shall be part of a larger project team including the Project Representative (PR) responsible for overall contract direction and the County's Project Manager (PM) responsible for the individual work order. For some projects the County has retained a separate consultant to provide design and engineering services. The Construction Management (CM) services require close coordination, review of work products, and working collaboratively with the County's separate consultants. The Consultant shall provide recommendations for efficient and cost-effective construction techniques.

CONSULTANT DELIVERABLE STANDARDS

1. For all deliverables, the Consultant shall provide the following unless otherwise specified in a particular task:
 - A. Draft and final deliverables.
 - B. Electronic copies of all deliverables (reports, specifications, technical memoranda, etc.) shall be submitted in native format and portable document format (PDF).
 - 1) PDFs shall be prepared in 600 dots per inch (dpi) resolution.
 - C. Electronic copies of all deliverables shall be uploaded to Parks Project Information System, Oracle Primavera Unifier (Unifier).
 - D. GIS-based figures should be compatible with ESRI ArcMap 10.7 or higher.
 - E. Draft agendas within 3 business days in advance of meetings, workshops, and presentations.
 - F. Draft meeting minutes within 2 business days after meetings, workshops, and presentations.
 - G. Updated action/decision logs 1 business day after each team meeting.

- H. Digital images collected during site visits, investigative field work, meetings and workshops shall be stamped with time and date and organized in logical groupings with clear file names.
 - I. 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. In addition, final sets for archives shall be provided as Tagged Image Files (TIF).
 - 2) Computer-aided-design (CAD) files shall be prepared with AutoCAD Civil 3D, Architectural 3D, MEP, Revit 2022, or AutoCAD 2021. CAD files shall be prepared in accordance with King County Parks 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.
 - 11) The plan sequence should follow the latest format in the WSDOT Plans Preparation Manual.
 - 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 one 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) APWA/WSDOT Special Provisions shall follow the latest Standard Specification format.
3. Geotechnical Information shall be provided in two 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.
 - B. Provide amount indicated on work order of bound printed reports including feasibility studies, technical memoranda, design documents, study reports, and technical specifications.
 5. The County will review the draft submittals and transmit review comments via email to the Consultant using Parks and Recreation Division 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. King County GIS Standards
 - B. King County Green Building Ordinance
 - C. King County 2025 Strategic Climate Action Plan
 - D. City of Seattle Energy Code
 - E. King County Compost Procurement and Use Plan

TASK 100 – PROJECT MANAGEMENT AND COORDINATION

The Consultant shall:

1. Organize, manage, and coordinate the disciplines required to accomplish each work order and shall be capable of working on multiple work orders at the same time.
2. Coordinate work with efforts performed by the County and other consultants or contractors.
3. Provide project management and contract administration services to facilitate efficient progress on each work order.
4. Provide monthly progress reports and include a status update of all active work orders with comparison of planned vs. actual schedules and expenses.
5. Prepare schedule updates using MS Project.
6. Coordinate and facilitate team meetings and project management meetings. Prepare meeting agenda and notes.
7. Provide project risk management, including developing and maintaining risk register.
8. Create and maintain quality assurance/quality control (QA/QC) plan.

- A. Develop and maintain decision, change, and action item logs.
- 9. Prepare health and safety plan that includes, but is not limited to, worksite procedures, maintaining an adequate supply of and using personal protective equipment (PPE), and disinfection guidelines.
- 10. Respond to short notice, 24 hours a day, 7 days a week, to provide construction management or inspection during emergency response activities.
- 11. Create and maintain emergency work tracking logs.

POTENTIAL DELIVERABLES:

- 1. Monthly progress reports
- 2. Schedule updates
- 3. Meeting agendas and notes, with revisions as required
- 4. Updated risk register
- 5. QA/QC plan with decision/action item/change logs
- 6. Health and safety plan
- 7. Emergency work tracking logs

TASK 200 – PRE-CONSTRUCTION SERVICES

The Consultant may provide services which may include but are not limited to:

- 1. Review of drawings and specifications.
- 2. Develop and/or review engineer's estimates, bidding schedules, submittal logs, and preliminary construction schedules.
- 3. Prepare a technical memorandum making recommendations for construction methods.
- 4. Provide review comments and edits per recommended language where appropriate (e.g., track changes in Word documents and notes on AutoCAD plans).

POTENTIAL DELIVERABLES:

- 1. Review comments drawings, specifications, engineer's estimates, bidding schedules, submittal logs, and preliminary construction schedules
- 2. Technical memorandum
- 3. Recommended language edits/comments

TASK 300 – INSPECTION AND OTHER FIELD SERVICES

The Consultant may provide services which may include but are not limited to:

- 1. Provide field and shop inspection of specific construction work.
- 2. Provide geotechnical field investigations, engineering evaluations, studies, designs, written reports, presentations, and field monitoring services during construction.
- 3. Provide traffic control services including review, preparation, coordination, creation, study and assessment of traffic control plans and other studies.
- 4. Provide a geotechnical engineer, resident engineer and/or multiple field inspectors to perform services that may include, but are not limited to:
 - A. Prepare inspector daily reports (IDRs) reports using the County's format.
 - B. Prepare field note records (FNRs) tracking material quantities, equipment and labor.
 - C. Coordinate with local jurisdiction permit inspectors.
 - D. Coordinate with agencies and utilities.
 - E. Prepare and maintain inspection photos and photo logs to document construction and preconstruction conditions.
 - F. Track material on hand for payment application purposes.

- G. Perform offsite inspections for offsite materials or equipment.
 - H. Perform construction materials observations.
 - I. Perform pile driving observation and verification.
 - J. Coordinate and/or perform materials testing.
 - K. Create inspection photos, photo logs, videos, video logs to document construction monitoring.
 - L. Document field changes to drawings or specifications based on geotechnical recommendations.
 - M. Record soil boring reports and other data results of geotechnical field investigations.
 - N. Prepare reports and summaries of work and analysis performed.
 - O. Coordinate and/or perform vibration monitoring.
 - P. Coordinate and/or perform noise monitoring.
 - Q. Provide construction materials inspection reports.
 - R. Verify vertical and horizontal control, and construction survey and grade control; also reset construction control points.
 - S. Verify contractor survey staking.
 - T. Verify as-builts and record documents.
 - U. Monitor contractor's safety procedures.
 - V. Perform resident engineer duties.
 - W. Review, comment, and approve submittals, requests for Information (RFI), and shop drawings.
5. Provide structural engineering services during construction which may include but are not limited to:
- A. Perform, review, coordinate and validate all structural inspections in accordance with current industry standards.
 - B. Study, assess, inspect and analyze the structural condition of existing tunnels, bridges, retaining walls and other structures, including performing bridge load rating analysis.
 - C. Perform alternatives analysis, cost estimating, and design review services for any modifications, repairs, or other structural solutions determined necessary during construction.
 - D. Provide engineering services during construction of any designs prepared.
 - E. Perform value and cost-benefit engineering for structural engineering projects.
6. Provide technical services and/or make recommendations for changes to the work for, but are not limited to:
- A. Bridge construction and rehabilitation for concrete, steel and/or timber bridges and trestles.
 - B. Soil and geotechnical engineering.
 - C. Pile driving.
 - D. Concrete and top and/or base course.
 - E. Asphalt and top and/or base course.
 - F. Shoring and dewatering.
 - G. Stormwater and drainage repair and replacement.
 - H. Fence, barrier, and wall construction.
 - I. Demolition.
7. Provide materials testing and special inspection services to ensure quality control of construction, which may include, but is not limited to:

- A. Performing the following tests which may include:
 - 1) Concrete compressive strength
 - 2) Shotcrete compressive strength
 - 3) Asphalt compaction/gradation
 - 4) Grout compressive strength
 - 5) Aggregate compaction testing
 - 6) Compaction testing for structural fill
 - 7) Theoretical maximum density (Rice)
 - 8) Gradation of extracted aggregate
 - 9) Asphalt content by ignition oven
 - 10) Grain size (Sieve) analysis
 - 11) Maximum density curves
 - 12) Specific gravity of soils and aggregates
 - 13) Atterberg limits
 - 14) Degradation of fine aggregate
 - 15) Los Angeles (LA) abrasion
 - 16) Structural welding
 - 17) Structural testing for retaining walls
 - 18) Other testing and inspection as required by local jurisdiction
 - B. Observe the work assigned for conformance to the approved permitted design drawings and specifications.
 - C. Verify compliance with the requirements pertaining to special inspection.
 - D. Bring all discrepancies to the immediate attention of the contractor for correction.
 - E. Utilize and submit inspection and testing reports on County approved forms, when County approved forms are required.
8. Provide drone services, which may include, but are not limited to:
- A. Photography
 - B. Video
 - C. Aerial survey

POTENTIAL DELIVERABLES:

- 1. IDRs
- 2. FNRs
- 3. Inspection photos and photo logs
- 4. Inspection videos and video logs
- 5. Record of materials
- 6. Construction material inspection reports
- 7. Survey records and drawings
- 8. Comments on construction as-builts and record drawings
- 9. Technical reports
- 10. Submittal, RFIs, and shop drawing review logs, comments, and approvals
- 11. Evaluation or analysis reports and technical memoranda
- 12. Designs, reports, plans, specifications, and cost estimates of bridges and other structures
- 13. Documentation of field changes
- 14. Recordings of soil boring reports and other geotechnical field investigations data
- 15. Reports and summaries of work and analysis performed

TASK 400 – CONSTRUCTION ADMINISTRATION SERVICES

The Consultant may provide services which may include but are not limited to:

1. Administration of construction project documentation including any associated documentation associated with any Master Community Workforce Agreements (MCWA).
2. Schedule analysis, maintenance, and administrative services and job site field offices.
3. Review and provide comments on:
 - A. Construction documents during design
 - B. Bid documents
 - C. Bidder questions on invitations to bid (ITB)
 - D. Contractor bids
 - E. Bidder qualification
4. Prepare construction management plans.
5. Identify and/or obtain construction related permits and easements.
6. Provide electronic copies of project logs for distribution to local jurisdictions.
7. Attend pre-bid and pre-construction meetings.
8. Prepare for and attend regular progress meetings with the County and the contractor and other parties:
 - A. Prepare meeting agenda
 - B. Prepare and submit draft meeting notes within one day of project meetings.
 - C. Revise draft meeting notes and submittal of final meeting notes documenting important topics and decisions.
9. Prepare and coordinate pay estimate with associated documentation for review and approval.
10. IDR and FNR documentation coordination and filing.
11. Manage labor compliance tracking and documentation.
12. Submittal/materials tracking.
13. RFI/change proposal request (CPR)/field order tracking.
14. Evaluate and document change orders.
15. Prepare and monitor the punch list.
16. Assemble and verify all construction closeout documents, including startup and commissioning activities.

POTENTIAL DELIVERABLES:

1. Review comments on construction and bidding documentation and submittals
2. Construction management plans
3. Construction permits and easements
4. Meeting agenda, attendance sheet, and notes
5. IDR and FNR logs
6. Labor compliance tracking logs
7. Submittal/materials tracking logs
8. RFI/CPR/field order tracking logs
9. Change orders
10. Punch lists
11. Closeout documentation and reporting

TASK 500 – PROJECT CONTROL SERVICES

The Consultant may provide services which may include but are not limited to:

1. Maintain project information in Unifier. This information shall include the receipt, distribution, and disposition of all contract documents in a timely manner including correspondence, RFIs, submittals, field directives, inspection reports, testing forms, and record drawings.
2. Develop, review, and maintain various project schedules change controls, including planning level, construction, recovery, and master project schedules:
 - A. Master schedules shall show main activities associated with the project, all schedule restrictions from permits and other constraints, and project milestones.
 - B. Evaluate the contractor's schedule submittals for percent complete on each activity and compare reported, actual, and planned work progress.
 - C. Review and comment on the contractor's baseline schedule submittals and review compliance with the contract.
 - D. Review, evaluate, and comment on the contractor's three-week look-ahead schedules.
 - E. Review effects of change requests and proposals on the contractor's schedule and incorporate them into the master schedule.
 - F. Evaluate contractor's recovery schedule submittals and provide analysis concerning alternative schedule recovery actions.
3. Review contractor pay requests and make recommendations for payment to the County.
4. Log all correspondence, inspection and testing reports/forms, as-builts, RFIs, and submittals. Distribute appropriate documentation to the design consultants and the County for review and/or response.
5. Maintain and make available an up to date set of red-lined plans and specifications throughout construction, including tracking all changes and updates to the contract.

POTENTIAL DELIVERABLES:

1. Unifier reports
2. Schedules
3. Submittal logs
4. RFI logs
5. Status reports for submittals, RFIs, and correspondence
6. Technical documents and schedule analysis for change control
7. Payment package review and recommendations documentation
8. Owner set of red-lined record drawings and specifications

TASK 600 – COST AND CHANGE CONTROL

The Consultant shall provide services which may include but are not limited to:

1. Manage and maintain the County's construction cost control.
2. Review RFI responses for clarity and potential changes to the contract. Notify the County when cost will be affected.
3. Prepare monthly construction cost reports, that include:
 - A. Evaluate and recommend construction budget revisions.
 - B. Prepare monthly construction cash flow reports.
 - C. Provide construction cost estimates.
4. Provide monthly final completion cost forecasts and recommendations to the County concerning needed budget changes.
5. Review, evaluate, and comment on payment change order package request submitted by the contractor.

6. Analyze, evaluate, and comment on the contractor's cost loaded schedules for proper distribution of costs to activities. Review and comment on contractor provided schedules of value.
7. Review contractor change proposal requests and/or claims and make entitlement recommendations.
8. Estimate costs and/or review of contractor estimates for change proposals requests (CPRs).
9. Track, verify, and summarize time and material (force account) sheets.
10. Provide negotiations services for the County and make any necessary recommendations.
11. Provide input, recommendations, and expert witness testimony documentation for the County during contract dispute resolution process.

POTENTIAL DELIVERABLES:

1. Monthly construction cost reports
2. Review comments on monthly construction cost reports
3. Construction budget revision recommendation documentation
4. Schedule of values report comments
5. Change proposal and change order cost estimates
6. Time and material sheets summaries
7. Change order status reports
8. Draft and final negotiation meeting notes
9. Change order packages
10. Negotiation recommendations
11. Expert witness testimony documentation

TASK 700 - CLOSEOUT PERIOD SERVICES

The Consultant may provide services which may include but are not limited to:

1. Receive, collate and distribute contractor-transmitted record drawings, operations and maintenance manuals, warranties, certifications, and guarantees for materials and equipment.
2. Verify receipt of all final records and that they are appropriately located in Unifier.
3. Facilitate signoffs, final inspections and agreement completions as required by regulatory or partner agencies.
4. Arrange and facilitate a lessons learned session after substantial completion of construction.
5. Prepare a closeout report after the lessons learned session which shall summarize the construction history, costs, and lessons learned.
6. Log and retain documents for final record.

POTENTIAL DELIVERABLES:

1. Operations and maintenance manuals, warranties, certifications, and guarantees
2. Final sign offs, inspections, and agreements
3. Lessons learned session meeting agenda
4. Closeout report
5. Final records log

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 complex or interesting Request for Information (RFI) and response that documented a pivotal decision on a project.
 - 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.

ATTACHMENT 3 - 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 _____

ATTACHMENT 4 - NOT USED

ATTACHMENT 5 - FORMS

The following form 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](#)