

CITY OF BREMERTON NOTICE TO CONSULTANTS FOR View Ridge Elementary Safe Routes to School (Phase 2)

The City of Bremerton, Public Works, Engineering Division, solicits interest from consulting firms with expertise in Civil and Structural Engineering Design. This agreement will be for approximately three years in duration with the option for the City of Bremerton to extend it for additional time and money if necessary. Consultants will be considered for the following project.

The City of Bremerton reserves the right to amend terms of this “Request for Qualifications” (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

Project Description

The work to be performed by the CONSULTANT consists of preparing preliminary engineering design for Safe Routes to School improvements to Almira Drive between Ivy Road and Riddell Road. The proposed improvements include a reconstruction of Almira Drive to accommodate 2-lanes of traffic, on-street parking (where feasible), sidewalk, and shared-use sidepath connecting to Phase 1 improvements south of Ivy Road and to future improvements planned by Kitsap County north of Riddell Road. The project will incorporate traffic calming elements which seek to promote reduced vehicle travel speeds and improved roadway safety. The general scope of work is anticipated to include, but is not limited to, survey, traffic operational analysis, geotechnical analysis, environmental permitting, lighting analysis, public outreach, roadway engineering, utility engineering and coordination, signing and channelization, temporary traffic control, and associated civil design and traffic engineering necessary to construct the improvements.

The project is not federally funded and is supported with local funding and funding from Washington’s Climate Commitment Act. The CCA supports Washington’s climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov.

Please visit the City’s websites (www.bremertonwa.gov/Bids.aspx and www.bremertonwa.gov/404/Projects), for additional supporting documentation related to this notice. Addenda to this solicitation, if required, will be posted to the City’s bid website 2 weeks prior to the SOQ due date with no formal notification process. The City of Bremerton reserves the right to retain the services of the successful firm(s) for any subsequent project phases (such as Right-of-Way and/or Construction Phase Services) associated with this project.

Anticipated Schedule

The anticipated schedule for consultant selection, contract execution, and work is shown below:

- October 2025 – SOQ Interview Phase (at City’s discretion) & Final Selection
- December 2025 – Final Scope and Contract Negotiations Completed
- January 2026 – Preliminary Engineering Contract Executed / Notice to Proceed
- Fall 2026 – Authorize Right-of-Way Phase (If required)
- Fall 2027 – Design Complete/Authorize Construction Phase

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria:

- 1) Qualifications of the Proposed Project Manager and Key Team Members
- 2) Qualifications and Experience of Firm/Team on Similar Projects (Including project reference contact information)
- 3) Firm/Team Approach to Project
- 4) Firm/Team Project Management & Schedule Approach
- 5) Firm/Team Familiarity with Applicable Standards and Design Practices

Submittal

The City will only accept emailed proposals for this solicitation. All proposals shall be in PDF format and no greater than 10 MB in file size. Submittals should include the project name in the subject line and the following information in the body of the email: Project name; Firm name, and phone number; Contact information of Principal-in-Charge and Project Manager. It is recommended under Message Properties that the box for “Request a delivery receipt for this message” be checked as this is the only method by which verification of delivery will be given.

CONSULTANTS are invited to submit their Statement of Qualifications (SOQ’s) at their own cost. The CITY assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal must be submitted formatted as follows:

- Submitted as an 8.5” x 11” sheet, single sided only, and with text (font) size no smaller than 11 points; and
- If charts and/or graphs are utilized, text (font) size must be no smaller than 9 points.

Your SOQ must consist of:

- Your letter of Transmittal;
- Your responses to Evaluation Criteria 1 through 5
- The SOQ packet is limited to 15 pages, single sided only, not including the front and back cover.

The SOQ shall meet the following requirements or may be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the SOQ and your firm clearly identified on the cover of the submittal packet and the letter of transmittal;
- Name and contact information of Principal-in-Charge and Project Manager, and number of employees in each firm proposed on the project;
- Responsiveness to all evaluation criteria;
- Meeting page limitations and font size requirements;
- Meeting submittal deadline submission date and time.

SOQ’s shall be emailed to nick.ataie@ci.bremerton.wa.us no later than 3 pm (on the City Project Manager’s Clock) on Wednesday, September 3, 2025. Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to Nick Ataie, Project Manager, by email at nick.ataie@ci.bremerton.wa.us or by calling (360) 473-2306.

Americans with Disabilities Act (ADA) Information

The City of Bremerton in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its

programs and activities. This material can be made available in an alternate format by emailing Isabel Servedio at isabel.servedio@ci.bremerton.wa.us or by calling 360-473-2323.

Title VI Statement

The City of Bremerton, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Dates of publication:

Kitsap Sun: July 28, 2025, and August 4, 2025

Daily Journal of Commerce: July 28, 2025, and August 4, 2025