



REQUEST FOR QUALIFICATIONS CONSTRUCTION CONSULTANT

The Kitsap Public Facilities District (KPFDD) is seeking a Development Coordinator with a background in Construction Management, Engineering or Project Management to oversee the development of regional public facilities in Kitsap County, WA.

PROJECT DESCRIPTIONS

NEW FACILITY PROJECTS:

As selected by the KPFDD Board of Directors, \$20-\$30 Million in new capital construction of various configurations – conference centers, athletic fields, bike trails, parking lots, etc. – provide consulting services as required.

- South Kitsap Community & Event Center (SKCEC), City of Pt. Orchard
- Poulsbo Event & Recreation Center (PERC), City of Poulsbo
- Pt. Gamble Heritage Page (PGHP), Kitsap County
- Possibly other capital projects as designated by the KPFDD Board.

EXISTING FACILITIES:

- Kitsap Conference Center – Expansions and modifications
- Kitsap Fairgrounds & Events Center – Expansions and Modifications
- North Kitsap Regional Event Center – Expansions and Modifications

SCOPE OF WORK

KPFDD Construction Consultant will perform, or cause to be performed, the following activities:

1. Attend, and represent the Kitsap Public Facilities District (KPFDD), at the construction and design meetings;
2. Provide meeting notes to document decisions made and actions taken at the above-mentioned meetings so as to keep the Directors informed, such that they may exercise their fiduciary responsibilities;
3. Attend and participate in all designated PFD regularly scheduled meetings and update Directors on all meetings held since the last PFD meeting;
4. Review and provide analysis of all interlocal agreements;
5. Review and provide analysis of Requests for Proposals as required;
6. Attend and participate in selection of Developer teams and Architects;
7. Participate in the development of milestone schedules for development and architect teams, to be used for monitoring compliance to interlocal agreements;
8. Participate in the development of progress payment schedules and the requirements for meeting disbursement;



9. Participate in the development of program requirements and related quality levels;
10. Participate in the development of the design to provide analysis of compliance with the interlocal agreements. Specifically provide analysis of compliance with:
 - a. meeting of schedule milestones,
 - b. requirements for disbursements of funds and
 - c. compliance with program and quality levels.
11. Review and provide analysis of all interim drawing and specification submittals (Schematic, Design Development, Permit, Construction) with regards to compliance with interlocal agreements;
12. Participate in the Bid selection process for the New Projects. Provide analysis of progress completion and make recommendations to the PFD regarding fund disbursement;
13. Provide analysis of progress completion and make recommendations to the PFD regarding fund disbursement.

TIME REQUIREMENTS

Services will be required on a part-time basis for most of the projects' lifetimes but may expand during periods of intense project activity. The successful applicant will demonstrate the capability and flexibility to accommodate this variable work schedule.

SUBMITTALS WILL BE EVALUATED & RANKED ON THE FOLLOWING CRITERIA:

- 1) Demonstrated success at oversight of similar multi-faceted or multiple projects;
- 2) Ability to individually handle tasks, or to assign staff members who will be available throughout the project(s), and ability to assign equally qualified backup staff, if necessary, during periods of heavy workload;
- 3) Technical capability and depth of team;
- 4) Ability to develop and implement a proven strategy for accomplishing goals;
- 5) Demonstrated ability to work with public sector clients, including experience with the public bidding process.

DEADLINE:

Interested applicants must submit a statement of Qualifications (SOQ) no later than 4:30 pm on **(extended deadline) Friday, March 13, 2020** to:

Kitsap Public Facilities District, Attn: Mike Walton,
9230 Bayshore Dr NW, Suite 101, Silverdale, WA 98383

Interviews will be scheduled with a short list of qualified candidates beginning **March 30, 2020**. Please contact the Executive Director, Mike Walton, at execdirector@kitsap-pfd.org for more information.