



## Kitsap Regional Coordinating Council

### Request for Qualifications

#### Kitsap Regional Coordinating Council – Accessory Dwelling Unit Basic Plans Project

#### 1. BASIC INFORMATION

Project Name: Accessory Dwelling Unit Basic Plans Project

Organization: Kitsap Regional Coordinating Council

Questions Due: July 22, 2024 at 4:30 PM Pacific Time

Proposal Due: August 19, 2024 at 4:30 PM Pacific Time

RFQ Contact: Pauline Mogilevsky, KRCC Land Use Lead, [pauline@kitsapregionalcouncil.org](mailto:pauline@kitsapregionalcouncil.org), 206-981-2217

RFQ Release Date: July 15, 2024

#### 2. PURPOSE OF THE RFQ

Kitsap Regional Coordinating Council (KRCC) and its membership has determined that a housing crisis exists within the jurisdictions making up KRCC. In furtherance of state requirements to provide housing that is affordable to households of all income levels (HB1220) and consistent with HB1337 requiring that cities and counties encourage Accessory Dwelling Units (ADUs), KRCC wishes to initiate a project to support the development of Accessory Dwelling Units (ADUs) in urban areas throughout Kitsap County. This project will provide public benefits to all residents of Kitsap County by providing a tool that may lead to the creation of additional units of a more affordable housing type, the ADU.

KRCC is soliciting Statements of Qualifications (SOQ) from qualified architects to create basic plans for ADUs. These basic plans are to be reusable construction plans that will be pre-approved by jurisdictions in Kitsap County and used by residents and builders for faster permitting. One or more architect(s) will be awarded an architectural services design contract for this work. The contract will provide that the architect may retain ownership of the plans, but will grant a non-exclusive, royalty-free, and irrevocable license for the reproduction, distribution, and use by others for the construction of ADUs in Kitsap County.

#### 3. SCOPE OF WORK

The selected architect(s) will be required to perform architectural services creating up to eight floor plans (plan sets) with at least two alternate elevations for each floor plan for

accessory dwelling units in the following categories. Areas of less than one square foot shall be rounded to the nearest whole square foot.

Accessible ADU (measuring up to 650 square feet)

Small ADU (measuring up to 400 square feet)

Medium ADU (measuring 401 - 650 square feet, inclusive)

Large ADU (measuring 651 - 900 square feet, inclusive)

Extra Large ADU (measuring 901 - 1,000 square feet, inclusive)

Small Carriage House ADU (measuring 400 square feet or less over a 2-car garage)

Medium Carriage House ADU (measuring over 400 square feet over a 2-car garage)

Large Carriage House ADU (up to 650 square feet over a 3-car garage)

The selected architect is required to retain and be responsible for all basic architectural building disciplines such as mechanical, electrical, plumbing, fire protection, civil engineering, and structural engineering as would be customary for the scope of work. The selected architect should consider the character of Kitsap County housing architecture and locally available and accessible materials for all plan sets.

#### **4. CONTRACT TIMEFRAME**

The contract is anticipated to last until the plans are designed with the goal of having the plans available for public use by March 2025. The design contract would stipulate that the architect shall update the plans for an additional building code update cycle once adopted by the WA Building Code Council to ensure that the plans are available for use under the current 2021 Building Codes as well as the next code cycle.

#### **5. RFQ PROCESS**

KRCC intends to identify an architect that can demonstrate qualifications in all areas identified in this RFQ and has the experience, expertise, and ability to complete project tasks under a tight project schedule and within a limited project budget. Proposers are solely responsible for all costs incurred in the development and submission of the response statement to this RFQ or any other presentations whether in response to this RFQ or to any subsequent requirements of the selection and negotiation process.

Questions can be directed to Pauline Mogilevsky, KRCC Land Use Lead, by emailing [pauline@kitsapregionalcouncil.org](mailto:pauline@kitsapregionalcouncil.org). Any addenda will be posted at

[kitsapregionalcouncil.org/land-use](https://kitsapregionalcouncil.org/land-use). It is the responder's responsibility to check the website for any updates or clarifications.

**SOQ General Guidelines:** To be considered responsive to this RFQ, the architect must follow the directions presented in this solicitation and provide all information requested. The SOQ submittal should be organized in a manner that allows the reviewer to evaluate qualifications quickly and easily. Submit via email to Pauline Mogilevsky, KRCC Land Use Lead, at [pauline@kitsapregionalcouncil.org](mailto:pauline@kitsapregionalcouncil.org).

SOQ submittal packages must be received no later than

4:30 PM (Pacific time) on Monday, August 19, 2024

Packages received after the response deadline will not be considered. Persons with disabilities may request that this information be prepared and supplied in alternate forms by emailing [pauline@kitsapregionalcouncil.org](mailto:pauline@kitsapregionalcouncil.org) or calling (206) 981-2217.

**Submittal Content:** The SOQ submittal package shall include a cover letter, the RFQ submittal, and a bidder certification document (found in Exhibit A of this RFQ). The Package is limited to 15 numbered pages (8½"x11") and shall be inclusive of resumes/bios, photos, graphics, etc. The cover letter and bidder certification document will not be included in the 15-page count.

**Cover Letter:** The cover letter is limited to one (1) page and shall include:

- The architect or firm's name and a contact person with name, title, mailing address, e-mail address, and phone number.
- A statement about the desire to provide general building envelope design and architectural services.
- Name and title of the proposed project manager (if not the contact person) and his/her/their contact information (mailing address, e-mail address and phone number).

**RFQ Submittal:** The consultant must demonstrate competence and qualifications related to the services requested, including but not limited to:

A. Consultant Background

- General information about the consultant or team, educational background, appropriate professional license, professional accomplishments/awards, and any other pertinent information.
- Experience and/or familiarity in designing Accessory Dwelling Units or smaller dwelling units in climates and environments like those present in Kitsap County.

## B. Project Organization and Staffing

- An organization chart showing key proposed team members and their experience on similar projects and describing their roles and responsibilities. Include professional qualifications and years of experience for each member of the project team.
- A description of the portion of the project that will be performed by subconsultants, if any, and information on their professional qualifications.

## C. Description of Related Experience

- Samples of previous work. Provide at least four examples of ADU plans previously approved for construction (if available) including post-construction photos (or renderings if the units have not been constructed). A description of how the architects(s) have successfully delivered quality design at a low construction cost per square foot on past projects.

## D. References

- References for relevant projects completed within the past 3 years.

## E. Schedule

- A proposed project schedule showing that the designer can deliver the project within the requested timelines.

## F. Bidder Certification

- A completed bidder certification document, which can be found in Exhibit A of this RFQ.

## 6. EVALUATION PROCESS

Planning Directors and member(s) of KRCC will evaluate the SOQs according to predetermined evaluation criteria. At the discretion of the evaluation team, interviews are optional and may be conducted. The intent of interviews is to help clarify and verify information provided in the SOQ and to give the evaluation team an opportunity to learn more about relevant experience and expertise. A final score will be a combination of the SOQ and interview scores, if conducted.

**Evaluation Criteria:** The SOQs will be evaluated and ranked based on the criteria listed below. Maximum number of points achievable is 100.

A. Qualifications of Key Personnel (15 Points)

Rationale: The qualifications and experience of the project manager, lead designer, and/or other design personnel will ensure a smooth and timely process.

B. Recent Experience Designing ADUs (20 points)

Rationale: Experience in designing ADUs is critical to ensure that the designer understands the specific needs and constraints of such projects. Experience in designing ADUs in Kitsap County and/or the Puget Sound region is emphasized.

C. Quality of Previous Work (25 points)

Rationale: The quality of the designer's previous work will give insight into their ability to produce high-quality, functional, and aesthetically pleasing designs.

D. Understanding of Local Building Codes, Land Use Regulations, and HB 1337 (15 points)

Rationale: Familiarity with codes and regulations for this multi-jurisdictional project is essential to ensure that the plans are compliant and can be approved quickly, reducing time and costs for applicants. A matrix displaying code differences is preferred.

E. Innovative, Sustainable, and Cost-Effective Design Approaches (15 points)

Rationale: Innovative and sustainable designs can contribute to long-term affordability and environmental benefits, which are important aspects of modern housing projects.

F. Ability to Meet Deadlines and Budget Constraints (10 points)

Rationale: The ability to deliver on time and within budget is crucial for the success of this project, ensuring that the plans can be made available to residents as soon as possible.

**Summary:**

Qualifications of Key Personnel: 15 points

Recent Experience Designing ADUs: 20 points

Quality of Previous Work: 25 points

Understanding of Local Building Codes, Land Use Regulations, and HB 1337: 15 points

Innovative, Sustainable, and Cost-Effective Design Approaches: 15 points

Ability to Meet Deadlines and Budget Constraints: 10 points

Total: 100 points

This allocation prioritizes the most critical aspects needed to meet the project's goals while ensuring that the chosen designer can provide practical, high-quality, and compliant plans that serve the community effectively.

## 7. ACCEPTANCE/REJECTION OF RESPONSES

KRCC reserves the right and holds at its discretion the following rights and options:

- to waive any or all informalities in any SOQ
- to reject any or all responses
- to issue subsequent requests

This RFQ solicitation does not commit KRCC to enter into a contract or proceed with the procurement of the work described herein.

## 8. CONTRACT NEGOTIATIONS

In accordance with chapter 39.80 RCW, KRCC will negotiate the contract for architectural design services on the basis of demonstrated competence and qualification for the services in this RFQ at a price that is fair and reasonable to the agency.

## 9. ANTICIPATED SCHEDULE

Task	Date
Post RFQ	July 15
Questions due	July 22
Question responses provided	July 26
RFQ submittal due	August 19
Evaluation of proposals and identification of firms for interviews	August 30
Candidate interviews (if necessary)	Week of September 9 - 13
Consultant selected and notified	September 16 - 20
Draft contract	October 1
Kick-off meeting	October 15
ADU concept drawings submitted for initial review and comment	November 1
Comments from Planning Directors on concept drawings	November 12
First draft design pre-approved ADUs	December 20

Review of draft basic plans by jurisdictional review staff	December 21-January 10
Redline comments returned to consultant	January 11
Second submittal of basic plans	January 31
Second review of basic plans by jurisdictional review staff	February 1-14
Second round of redline comments returned to consultant	February 15
Additional rounds of revision if required	February 16-March 15
Submit basic plan sets	March 15

**EXHIBIT A: BIDDER CERTIFICATION**

All information requested below must be provided. Failure to properly complete, sign and return this Bidder’s Certification form may cause the bid to be rejected. Bidder, through the duly authorized undersigned representative (“Representative”) makes this certification as a required element of submitting a responsive bid. Bidder certifies, to the best of its knowledge and belief, that the following are true, complete, correct, and made in good faith:

<b>BIDDER AND REPRESENTATIVE INFORMATION</b>			
Legal Name of Bidder: (Provide <i>full legal name</i> )			
Bidder’s Trade Names:			
Bidder’s Street Address:			
Bidder’s Website:			
Bidder Organization Type: (Check applicable box)	Corporation:	<input type="checkbox"/> Domestic	<input type="checkbox"/> Foreign
	Limited Liability Company (LLC):	<input type="checkbox"/> Domestic	<input type="checkbox"/> Foreign
	Partnership:	<input type="checkbox"/> Domestic	<input type="checkbox"/> Foreign
	Sole Proprietorship:	<input type="checkbox"/>	
State and Date of Formation:  Identify the state where the corporation, LLC, or partnership is formed – e.g., ‘Washington’ if domestic and the name of the state if ‘Foreign’ (i.e., not Washington)			
Federal Tax ID No.			
Washington State UBI No.			
State Industrial Acct ID No.			



Name/Title of Bidder's Representative:	
Representative's Address:	
Representatives Phone Nos	
Representative's Email Address:	
Identify all Addenda received by Bidder:	Addendum No/Date Addendum No/Date Addendum No/Date Addendum No/Date Addendum No/Date
Did an outside individual/agency assist with the bid preparation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify the individual/agency:	

1. UNDERSTANDING. Bidder certifies that Bidder has read, thoroughly examined, and fully understands all of the provisions, requirements and scope of the Solicitation (including all exhibits and attachments), the extent the local conditions affect the services to be provided, and the terms and conditions of the Contract and any amendments or clarifications to the Solicitation and agrees to abide by the same. Bidder will make no claim against KRCC based upon ignorance of conditions or misunderstanding of the solicitation documents, or the goods and/or services to be provided.
2. ACCURACY. While KRCC has used considerable efforts to ensure the information in the solicitation is accurate, KRCC does not guarantee or warrant the information to be accurate nor is it necessarily comprehensive or exhaustive. Nothing in this solicitation is intended to relieve the Bidder from forming their own opinions and conclusions with respect to the matters addressed in the solicitation. Bidder certifies that Bidder has carefully prepared and reviewed its bid and fully supports the accuracy of the same. Bidder understands and acknowledges that KRCC shall not be responsible for any errors or omissions on the part of Bidder in preparing its bid and that the continuing compliance with these statements and all requirements of the Solicitation are conditions precedent to the award or continuation of the resulting Contract.
3. LEGAL CONSIDERATION. Bidder understands and acknowledges that it is the Bidder's responsibility to comply with all applicable federal, state, and local laws, ordinances, rules, and regulations applicable to the goods and services to be provided under this Solicitation.

4. **LIABILITY FOR ERRORS.** While KRCC has used considerable efforts to ensure the information in the solicitation is accurate, KRCC does not guarantee or warrant the information to be accurate nor is it necessarily comprehensive or exhaustive. Bidder understands and acknowledges that nothing in this solicitation is intended to relieve the Bidder from forming their own opinions and conclusions with respect to the matters addressed in the solicitation.
5. **NO COLLUSION OR ANTI-COMPETITIVE PRACTICES.** Bidder certifies that Bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this Solicitation. Bidder certifies that Bidder's bid prices have been arrived at independently, without engaging in collusion, bid rigging, or any other illegal activity, and without for the purpose of restricting competition any consultation, communication, or agreement with any other bidder or competitor relating to (a) those prices, (b) the intention to submit a bid, or (c) the methods or factors used to calculate the prices offered. Bidder certifies that Bidder has not been and will not knowingly disclose its bid prices, directly or indirectly, to any other bidder or competitor before award of a Contract, unless otherwise required by law. Bidder certifies that Bidder has made no attempt and shall not make any attempt to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition. However, Bidder may join with other persons or organizations for the purpose of presenting a bid.
6. **FIRM OFFER.** Bidder certifies that its bid, attached hereto, is a firm offer which cannot be withdrawn for a period of **ninety (90)** days following the bid due date and time. KRCC may accept such bid, with or without further negotiation, at any time within such period. In the event of a protest, Bidder's bid shall remain valid for such period or until the protest and any related court action is resolved, whichever is later.
7. **CONFLICT OF INTEREST.** Bidder certifies that, in preparing this bid, Bidder has not been assisted by any current or former employee of KRCC whose duties relate (or did relate) to this Solicitation, or prospective Contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this bid.
8. **NO REIMBURSEMENT.** Bidder certifies that Bidder understands that KRCC will not reimburse Bidder for any costs incurred in preparing, submitting, developing, demonstrating, presenting, negotiating, or providing a response, and/or samples, for this solicitation. All such activities are done at the bidder's own expense.

9. **PERFORMANCE.** Bidder certifies that Bidder understands that its submittal of a bid and execution of this Bidder's Certification certifies bidder's willingness to comply with the Contract, if awarded such. By submitting this bid, Bidder hereby offers to furnish the goods and/or services solicited pursuant to this Solicitation in compliance with all terms, conditions, and performance requirements contained in this Solicitation and the resulting Contract.
10. **PUBLIC RECORDS.** Bidder understands and acknowledges that all bids and other records submitted to KRCC in response to the Solicitation are the property of KRCC and subject to the Public Records Act (Act), chapter 42.56 RCW. If a bidder considers any portion of its bid, electronic or hard copy, to be protected from inspection and copying under Washington law, it is the responsibility of the bidder to specifically identify each page and item the bidder claims to be exempt from disclosure. If KRCC receives a request under the Act to inspect or copy the information that has been identified by the bidder as exempt from disclosure, KRCC's sole obligation will be to make a reasonable effort to notify the bidder of the request and the date the exempt information will be released to the requestor unless the bidder obtains a court order to enjoin disclosure pursuant to RCW 42.56.540. KRCC will release the information unredacted on the date specified, absent receipt of a court order enjoining such disclosure. KRCC has, and by this section assumes, no obligation to claim any exemption from disclosure under the Act on behalf of the bidder. KRCC will not be liable to the bidder for KRCC's release of records that have been marked by the bidder as exempt.
11. **INSURANCE.** Bidder certifies that Bidder will provide a current, valid Certificate of Insurance for each and all of the required insurance coverages as specified in the Contract within the timeframe requested by KRCC, but no later than the execution date of the Contract.
12. **DEBARMENT.** Bidder certifies as follows (must check one):
- NO DEBARMENT.* Bidder and/or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with any federal, state, or local governmental entity; OR
  - DEBARRED.* As detailed on the attached explanation (Bidder to provide), Bidder and/or its principals presently are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with a federal, state, or local governmental entity.
13. **CRIMINAL OFFENSE, CIVIL JUDGMENT.** Bidder certifies as follows (must check one):
- NO CRIMINAL OFFENSE, CIVIL JUDGMENT.* Bidder and its officers, directors, and managers have not, within the three (3) year period preceding the date of this

Solicitation, been convicted or had a civil judgment rendered against Bidder or such officers, directors, and managers for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a governmental contract; violation of any federal or state antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Bidder further certifies that Bidder, and its officers, directors, and managers are not presently indicted or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in this paragraph; OR

- CRIMINAL OFFENSE, CIVIL JUDGMENT.* As detailed on the attached explanation (Bidder to provide), within the three (3) year period preceding the date of this Solicitation, Bidder or its officers, directors, or managers have been convicted or had a civil judgment rendered against Bidder or such officers, directors, or managers for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a governmental contract; violation of any federal or state antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

14. WAGE THEFT PREVENTION. Bidder certifies as follows (must check one):

- NO WAGE VIOLATIONS. Bidder has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapters 49.46, 49.48, or 49.52 RCW within three (3) years prior to the above-referenced Solicitation date; OR
- VIOLATIONS OF WAGE LAWS. Bidder has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, a provision of chapters 49.46, 49.48, or 49.52 RCW within three (3) years prior to the above-referenced Solicitation date.

15. TERMINATION FOR DEFAULT OR CAUSE. Bidder certifies as follows (must check one):

- NO TERMINATION FOR DEFAULT OR CAUSE. Bidder has not, within the three (3) year period preceding the date of this Solicitation, had one (1) or more federal, state, or local governmental contracts terminated for cause or default; OR
- TERMINATION FOR DEFAULT OR CAUSE. As detailed on the attached explanation (Bidder to provide), within the three (3) year period preceding the date of this Solicitation, Bidder has had one (1) or more federal, state, or local governmental contracts terminated for cause or default.

16. TAXES. Bidder certifies as follows (must check one):

- TAXES PAID.* Except as validly contested, Bidder is not delinquent and has paid or has arranged for payment of all taxes due by the Bidder and has filed all required returns and reports as applicable; **OR**
- DELINQUENT TAXES.* As detailed on the attached explanation (Bidder to provide), Bidder has not paid or arranged for payment of all taxes due by the Bidder and/or has not timely filed all required returns and reports as applicable.

17. *LAWFUL REGISTRATION.* Bidder, if conducting business other than as a sole proprietorship (e.g., Bidder is a corporation, limited liability company, partnership) certifies as follows (must check one):

- CURRENT LAWFUL REGISTRATION.* Bidder is in good standing in the State of Washington and the jurisdiction where Bidder is organized, including having timely filed all required annual reports; **OR**
- DELINQUENT REGISTRATION.* As detailed on the attached explanation (Bidder to provide), Bidder currently is not in good standing with the State of Washington and/or the jurisdiction where Bidder is organized.

18. *REGISTRATION WITH WASHINGTON STATE DEPARTMENT OF REVENUE.* Bidder certifies as follows (must check one):

- BIDDER IS REGISTERED WITH WASHINGTON STATE DEPARTMENT OF REVENUE.* Bidder is registered with the Washington State Department of Revenue, has a business license to do business in Washington, and has identified its Unified Business Identifier (UBI) number above; **OR**
- BIDDER WILL REGISTER WITH WASHINGTON STATE DEPARTMENT OF REVENUE.* Bidder is not registered with the Washington State Department of Revenue but, if designated as the Apparent Successful Bidder, Bidder will register with the Washington State Department of Revenue and obtain a business license within twenty-four (24) hours of such designation or notification by KRCC or be deemed a nonresponsive bid; **OR**
- BIDDER IS NOT REGISTERED WITH WASHINGTON STATE DEPARTMENT OF REVENUE.* Bidder is not registered with the Washington State Department of Revenue and Bidder declines to register with the Washington State Department of Revenue. *Note:* KRCC requires all awarded bidders (including Washington firms and out of state firms) to be registered with the Washington State Department of Revenue. Bidders who are not registered will not be awarded a Contract.

19. *SUBCONTRACTORS.* Bidder certifies as follows (must check one):

- NO SUBCONTRACTORS*. If awarded a Contract, Bidder will not utilize subcontractors to provide the goods and/or services subject to this Solicitation;  
OR
- SUBCONTRACTORS*. As detailed on the attached explanation (Bidder to provide), if awarded a Contract, Bidder will utilize subcontractors to provide the goods and/or services subject to this Solicitation. In such event, Bidder certifies that, as to KRCC, Bidder shall retain responsibility for its subcontractors, including, without limitation, liability for any subcontractor's acts or omissions. Bidder must provide the precise legal name (including state of organization), business address, and federal tax identification number for each subcontractor. Do not provide any social security numbers.

20. REFERENCES. Bidder certifies the references provided to KRCC have worked with Bidder and that such individuals and firms have full permission, without any additional requirement or release, to provide such references and information to KRCC. Bidder hereby authorizes KRCC (or its agent) to contact Bidder's references and others who may have pertinent information regarding Bidder's prior experience and ability to perform the Contract, if awarded. Bidder further authorizes such individuals and firms to provide references and release such information to KRCC.

21. REQUIRED LICENSES/CERTIFICATIONS. Bidder certifies that Bidder is fully licensed and certified (in good standing) for the type of work to be performed in Washington state as identified in the Solicitation at the time of the bid and will remain so throughout the Contract term.

22. AUTHORIZATION. The undersigned certifies that he/she is an authorized representative of the Bidder identified above; is authorized to submit this bid and make these certifications on behalf of the Bidder; and further certifies under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and made in good faith:

Bidder's Signature (*Authorized Representative*):

Print Name and Title of Signer:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_