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PORT GAMBLE S'KLALLAM TRIBE

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NATURAL RESOURCES DEPARTMENT

REQUEST FOR QUALIFICATIONS

Engineering Consultant Services for:

Little Boston Rd, Middle Creek

Fish Passage Culvert

November 2026

Port Gamble S'Klallam Tribe

31912 Little Boston Rd NE

Kingston, WA 98346

360-297-2646

1.0 OBJECTIVE

The Port Gamble S'Klallam Tribe (PGST) Natural Resources Department is soliciting Statements of Qualifications from qualified firms with fish passage and stream restoration design experience. Specialties involved in the design phase of this federally funded project include Civil Engineering, Structural Engineering, Geotechnical Engineering, and Environmental and Regulatory Permitting. The selected firm is also expected to assist PGST during future bidding and construction phases.

2.0 BACKGROUND AND CONSULTING NEEDS

The Port Gamble S'Klallam Tribe was recently awarded Federal Highway Administration's (FHWA) Aquatic Organism Passage (AOP) funding to design the replacement of an undersized culvert on Middle Creek. The Middle Creek fish passage barrier (identified as Site ID: 15.0352 in WDFW Inventory) is a high-priority project because the salmon that this stream supports are of vital importance to PGST's subsistence and livelihoods.

The 36-inch culvert, which is located on river mile 0.10 of Middle Creek beneath Little Boston Rd NE, is a 100% fish passage barrier. A pedestrian bridge was recently installed over Middle Creek and is located immediately east of the stream crossing. It is anticipated that the corrected crossing will be a bridge. While Middle Creek is located on the PGST reservation, the culvert runs beneath Little Boston Rd NE, which is owned and maintained by Kitsap County. Therefore, Kitsap County will be involved in the design review process and ultimately responsible for approving designs.

The PGST is seeking professional engineering consulting services for preliminary and final design, inclusive of required cultural and environmental reporting and regulatory permitting, for a bid-ready fish passage project. The project must meet the required fish passage design criteria in Washington Administrative Coade (WAC) 220-660 and WDFW's Water Crossing Design Guidelines (2013).

See attached Figure 1.

3.0 SCOPE OF WORK

The work to be performed by the consultant consists of the design and ultimately the plans, specifications, and engineer's estimate (PS&E) for the project and is anticipated to include, but not be limited to:

- Topographic survey and base mapping.
- Constructability analyses including alternative roadway closures and construction phasing to minimize impacts to existing traffic.
- Preservation of the recently installed footbridge.
- Public outreach with the PGST community and other stakeholders. This includes participating in and providing materials (including artistic renderings of the project) for outreach and presentation to elected officials and the public.
- Coordination with utility providers. This includes identifying conflicts with the utilities in the plans, participating in, and providing materials for this coordination effort.

- Geotechnical soils analysis and groundwater monitoring as appropriate, including a review of the previous reports and findings.
- Hydrologic and Hydraulic analysis.
- Stream Restoration Design
- TS&L Report, including stream crossing structure alternative analysis with recommended path.
- Cultural resources review and analysis as appropriate.
- Lead and secure all environmental and regulatory permits prior to and required for construction.
- Design review meetings with Kitsap County facility.
- All other related road and site improvements and mitigation necessary to accomplish the above tasks, which may include retaining walls, drainage improvements, and landscaping.

Upon completion of consultant services for design and PS&E preparation, the contract may be supplemented for bid support, construction engineering support, and construction management services, at the discretion of PGST and available funds.

All design work and PS&E shall follow Kitsap County Standards, WSDOT design manuals, WSDOT/APWA Standard Specifications for Road Bridge and Municipal Construction, AASHTO LRFD Bridge Design Specifications, as well as applicable state and federal regulations. All prospective consultants are advised that this is a federally funded project and will be held to Federal EEO requirements. Consultants will also be held to the ADA and Civil Rights language of Kitsap County and state and federal statute.

4.0 ESTIMATE AND KEY DATES

The PGST anticipates the costs of the consulting services for this project to be approximately $641,000. The PGST has federal funding for the Preliminary Engineering phase of the project. The services are expected to start in December of 2026.

The FHWA Grant includes two key deliverable due dates, listed as follows:

Design through NEPA/Permitting	1/1/2028
Final Design	9/1/2028

5.0 SOQ SUBMITTAL GUIDELINES

It is PGST's intent to select a consultant based on the qualifications and abilities of the firm/team and key project individuals. Responders may be individual firms or teams as appropriate to meet the specific needs of the project. Responders are solely responsible for all costs incurred in the development and submission of their response statement and/or any other presentations, whether in response to this RFQ or to any subsequent requirements of the consultant selection and contract negotiation process.

To be considered responsive to this RFQ, the Consultant must follow the directions presented in this solicitation and include the information required.

5.1 SOQ Submittal

- SOQ submittal packages shall be submitted no later than 4:30 P.M. on the date listed below in the schedule to:

  Megan Richard at merichard@pgst.nsn.us

  Submittal received after the response deadline will not be considered.

- The SOQ submittal package shall include a cover letter. The cover letter is limited to one page and shall include:
  - The firm/consultant's name and a contact person with name, title, mailing address, email address, phone number.
  - Name and title of the proposed project manager (if not the contact person) and his/her/their contact information (mailing address, email address, and phone number).
- The SOQ is limited to ten numbered pages (8 ½" x 11") and shall be inclusive of any resume/bios, photos, graphics, etc. The cover letter will not be included in the 10-page count.

5.2 PGST Project Manager

Work performed under the resulting agreement shall be under the direction of the PGST's project manager. Please direct questions and inquiries regarding the request for qualifications to the project manager:

Megan Richard, Restoration Project Manager
Port Gamble S'Klallam Tribe
31912 Little Boston Rd NE
Kingston, WA 98346
(564) 222-1287
merichard@pgst.nsn.us

All questions must be received before 5:00PM on November 23, 2026

5.3 Anticipated RFQ Schedule

The following schedule has been established for the submission and evaluation of the SOQs and selection of the Consultant. These are tentative dates only, and the Tribe reserves the right to adjust these dates at its sole discretion:

First advertisement	November 4, 2026
Second advertisement	November 11, 2026
SOQs due	November 25, 2026
Short list for interviews by	December 2, 2026
Interviews (in-person/virtual)	December 9, 2026
Announce final selection by	December 23, 2026

5.4 Acceptance/Rejection of Reponses

The PGST 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 the PGST to enter into a contract or proceed with the procurement of the project. The PGST assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne by each company submitting a SOQ.

6.0 CONSULTANT EVALUATION PROCESS

PGST and Kitsap County staff will evaluate the SOQs and conduct interviews according to the consultant evaluation criteria and the three-part process described below:

- Part 1: Evaluation of the SOQ packages submitted by each Proposer, resulting in a short-listing of Proposers who will be invited to an interview. Proposers submitting SOQs will be notified if they have been selected for an interview or not.
- Part 2: Interview will be conducted, and the Proposers will be evaluated on the interview in addition to the SOQ.
- Part 3: The evaluation team makes a recommendation to the Natural Resources Director and Kitsap County Public Works Department to obtain approval to begin negotiations with the selected Proposer. Contract negotiations shall then commence with the selected Proposer. Proposers not selected will be notified of the selection outcome. If the selected Proposer and the PGST are unable to agree on the final scope and fee for the design services for the contract, the PGST reserves the right to terminate the negotiations with the selected Proposer and initiate contract negotiations with the next highest rated Proposer.

6.1 Evaluation Criteria

The SOQs will be evaluated and ranked based on the criteria listed below. The PGST reserves the right to give each criterion such weight as it deems appropriate.

- Experience and background of the project manager on grant-funded (state/federal) Fish Passage projects, and with proposed team members.
- Experience and background of key personnel on Fish Passage and Stream Restoration projects.
- Understanding and approach to completing the project
- Experience with federally funded projects.
- Experience with WSDOT plans, specifications, estimates, and construction requirements.

- Experience with cultural and environmental permitting for both state/federal processes.
- Proposer's experience/history of coordination with project stakeholders.
- Past performances/references.
- Proposer's ability to meet grant deliverable due dates and maintain project schedule.
- Proposer's Quality Control/Quality Assurance measures.

6.2 Interviews

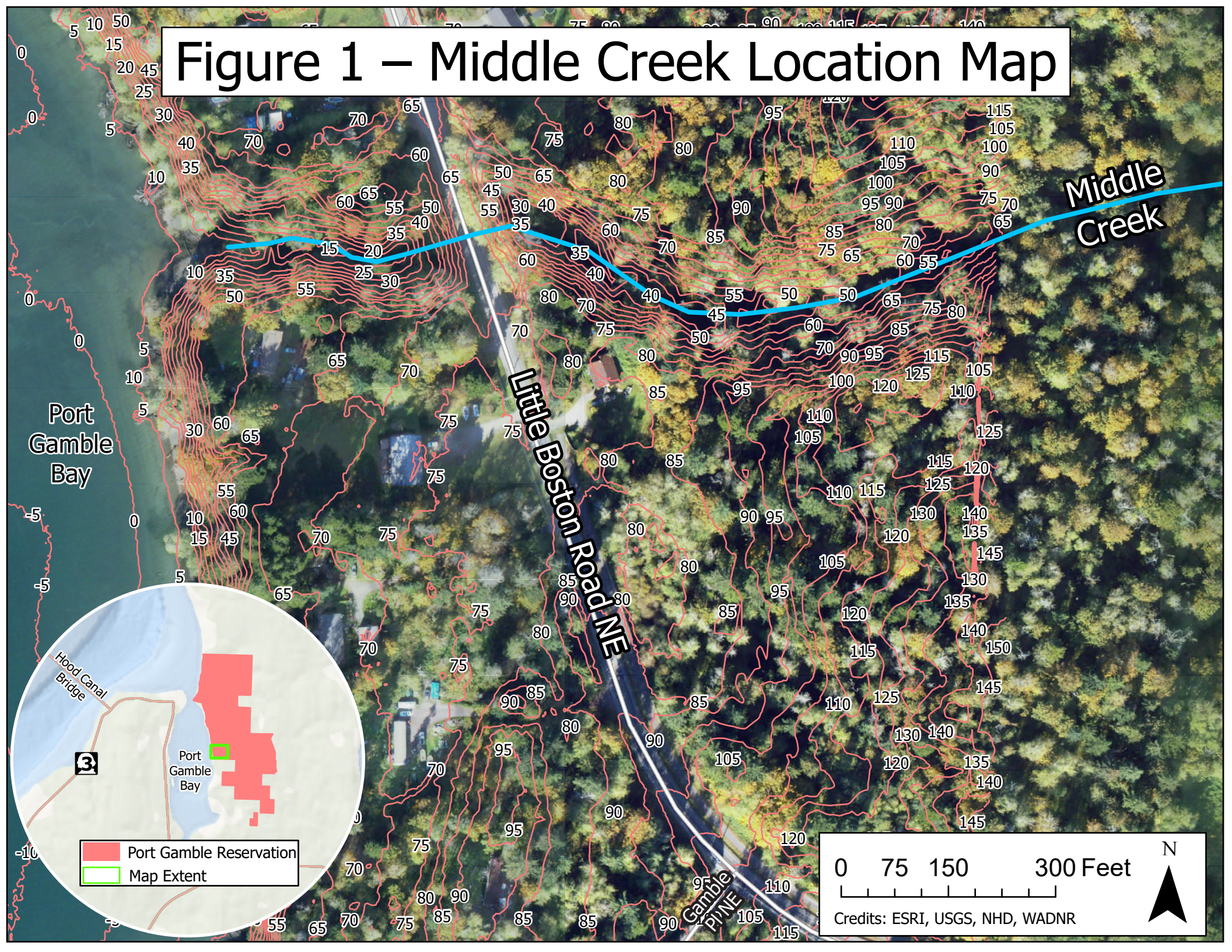
Following evaluation of the SOQs, the highest-ranking firms will be invited to participate in the interview process. The PGST will notify Proposers as soon as possible for scheduling interviews. The project manager will schedule interviews with the contact person provided in the SOQ. Additional interview information will be provided at the time of the invitation. Interviews will be held in person or virtually, at the PGST's discretion.

The intent of the interviews is to help clarify and verify information provided in the SOQ and to give the evaluation team an opportunity to meet the project manager and key personnel who will have direct involvement with the project and to learn more about their relevant experience and expertise.

7.0 CONTRACT NEGOTIATION PROCESS

Negotiation of the detailed Sope of Work for this project will follow the outline and expectations provided in Chapter 31.4 of the LAG Manual. It is anticipated that this will be an "Actual Costs plus a Fixed Fee" Contract.

Be advised that prior to executing an agreement, the PGST must verify consultant status with the System for Award Management (SAM) at www.sam.gov/portal/public/sam to determine if the consultant has been excluded from bidding on a federal aid contract.


Figure 1 – Middle Creek Location Map
Middle Creek
Little Boston Road NE
Port Gamble Bay
Hood Canal Bridge
3
Port Gamble Bay
Port Gamble Reservation
Map Extent
0 75 150 300 Feet
N
Credits: ESRI, USGS, NHD, WADNR