



SOUTH KITSAP FIRE AND RESCUE

REQUEST FOR PROPOSALS

COMPREHENSIVE CAPITAL PLAN DEVELOPMENT

RFP No. 2026-01

South Kitsap Fire and Rescue

Kitsap County, Washington

AGENCY BACKGROUND

South Kitsap Fire and Rescue ("District") is a fire protection district organized under Title 52 RCW. The District is requesting proposals from qualified consulting firms to provide professional services for development of a Comprehensive Capital Plan. This procurement is conducted in accordance with applicable federal, state, and local laws. This solicitation is for professional services and is not subject to lowest-bid requirements.

GOALS AND OBJECTIVES

The purpose of this project is to develop a Comprehensive Capital Plan that provides a long-range, data-driven framework for capital investment decisions necessary to support effective and sustainable fire and emergency medical service delivery.

SCOPE OF WORK

The consultant shall provide capital asset inventory and condition assessment; service demand, risk, and growth analysis; capital needs and gap analysis; capital project identification and prioritization, including capital fleet (<\$500,000) and facilities; financial and funding strategy evaluation; development of an implementation framework; and preparation of draft and final capital plan documents, including presentations to the Board of Fire Commissioners.

PURPOSE of the EVALUATION PROCESS

The purpose of this evaluation process is to ensure a fair, transparent, and objective selection of the consultant best suited to complete the Comprehensive Plan project. Proposals will be evaluated based on established criteria that directly correlate to the project's scope of work, objectives, and priorities. The evaluation process is designed to identify the proposer that demonstrates the strongest understanding of the project, the most relevant experience, and the highest likelihood of successful project delivery within the established schedule.



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PROCUREMENT SCHEDULE

This is a tentative schedule based on the district's needs. Upon awarding the contract for services, the district and vendor will mutually agree upon timelines to fit the district's needs.

The anticipated procurement and project timeline is as follows:

- **RFP Issued:** February 27, 2026
- **Proposals Due:** March 20, 2026
- **Evaluation Team Review Begins:** March 26, 2026
- **Consultant Selection and Board Approval:** April 9, 2026
- **Contract Review:** April 23, 2026
- **Contract Execution:** May 1, 2026
- **Project Duration:** May 1 – October 31, 2026

These dates are subject to change at the discretion of the agency.

EVALUATION CRITERIA DEVELOPMENT

Evaluation criteria are established prior to issuance of the RFP and are based on the priorities and objectives of the project. Criteria are structured to align directly with the scope of work and expected deliverables. Proposers are required to submit specific information demonstrating how they meet each criterion, as clearly outlined in the solicitation.

Criteria deemed most critical to the success of the project are assigned higher point values to appropriately reflect their importance. This weighting ensures that proposals demonstrating strong alignment with project priorities are scored accordingly.

SCORING METHODOLOGY

Proposals will be evaluated using a point-based scoring system. Prior to release of the RFP, the agency conducts internal test scoring exercises to validate the evaluation criteria and point distribution. This process allows the agency to identify and correct ambiguities, misalignments, or unintended weighting issues before proposals are received.

Each evaluation criterion includes defined scoring ranges to minimize subjectivity. For example, where a criterion allows up to 20 points, the following guidance may be applied:

- **1–5 points:** Does not meet requirements; significant deficiencies
- **6–10 points:** Partially meets requirements; notable weaknesses
- **11–15 points:** Meets requirements; acceptable and responsive



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- **16–20 points:** Exceeds requirements; exceptional understanding and approach

Detailed scoring definitions are provided to the evaluation team for each criterion.

EVALUATION TEAM ORIENTATION

Prior to the proposal submission deadline, the evaluation team will meet to review the evaluation process, scoring methodology, and expectations. This meeting ensures a shared understanding of how proposals will be reviewed and scored and promotes consistency across evaluators.

Evaluators are instructed to:

- Score each criterion independently based on the proposal content
- Use the defined scoring ranges and descriptions
- Make written notes justifying assigned scores

These notes will support score reconciliation discussions and assist in preparing summary feedback for proposers, if requested.

PROPOSAL REVIEW AND CONSENSUS

Each evaluator independently reviews and scores all responsive proposals. Following individual scoring, the evaluation team meets to discuss results, clarify scoring discrepancies, and develop a consensus ranking. The agency may, at its discretion, request interviews, presentations, or clarifications from one or more proposers if doing so will assist in final selection.

SELECTION AND APPROVAL

Based on the evaluation results and any additional information obtained, the evaluation team will recommend a consultant for selection. The recommendation will be presented to the Board of Commissioners for approval on April 9, 2026.

PROFESSIONAL ASSISTANCE

Given the complexity of the project, the agency reserves the right to obtain professional or technical assistance during the evaluation process. Such assistance may also be used in developing proposal submittal requirements to ensure that submitted materials provide meaningful, relevant information necessary for proper evaluation.



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MINIMUM QUALIFICATIONS

Proposers must demonstrate experience in capital planning for fire departments, emergency services agencies, or similar public-sector organizations; knowledge of Washington State public-sector finance; experience working with elected governing bodies; and ability to comply with all applicable laws.

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals shall include firm qualifications and experience; project understanding and approach; proposed work plan and schedule; project team and key personnel; relevant project experience and references; fee proposal; insurance certifications; and conflict of interest disclosure. Include a sample of previous projects meeting the criteria outlined in this document. Redacted samples are acceptable. Applicants should also include a copy of their personal services contract, if available.

EVALUATION AND SELECTION

Proposals will be evaluated based on consultant qualifications and experience (30%), project approach and methodology (30%), cost and value to the District (20%), and understanding of fire service capital planning (20%). The District may conduct interviews or request clarifications consistent with current Washington State laws.

CONTRACT TERMS

The successful firm will be required to enter into a professional services agreement acceptable to the District. All work products shall become the property of South Kitsap Fire and Rescue. The District is a public agency subject to the Public Records Act (RCW 42.56).

RESERVATION OF RIGHTS

South Kitsap Fire and Rescue reserves the right to reject any or all proposals, waive informalities, cancel or reissue this RFP, negotiate with the selected firm, and award a contract in the best interest of the District.

SUBMISSION INSTRUCTIONS

Proposals shall be submitted electronically in PDF format to South Kitsap Fire and Rescue, Attn: Josh Hurguy, Deputy Chief, by the deadline established by the District. Emails are to be sent to jhurguy@skfr.org. Late or incomplete proposals will not be considered.