

## **RESOLUTION NO. 25-34**

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS  
AUTHORIZING STAFF TO AWARD CONTRACT FOR INTRA-COUNTY  
PASSENGER-ONLY FERRY BUSINESS PLAN AND LONG RANGE STRATEGY  
TO KPFF CONSULTING ENGINEERS.

**WHEREAS**, the Board of Commissioners directed staff to conduct an intra-county ferry study; and

**WHEREAS**, Kitsap Transit received funding from Washington State Legislature in the amount of three hundred thousand dollars (\$300,000); and

**WHEREAS**, Kitsap Transit solicited through Requests for Proposals for qualified firms; and

**WHEREAS**, KPFF Consulting Engineers was the only proposal received; and

**WHEREAS**, after evaluating the proposal and investigating the single bid per regulations, Kitsap Transit staff deems the proposal to be of the highest and best value; and

**WHEREAS**, Kitsap Transit staff requests permission from the Board to award contract KT 25-955 to KPFF Consulting Engineers in the amount of three hundred thousand dollars (\$300,000).

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby approves the award of KT 25-955, Intra-County Passenger-Only Ferry Business Plan and Long Range Strategy, to KPFF Consulting Engineers in the amount of three hundred thousand dollars (\$300,000).

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 15<sup>th</sup> day of April, 2025.

Signed by:  
*Rob Putaansuu*  
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Rob Putaansuu, Chairperson

ATTEST:  
Signed by:  
*Jackie Bidon*  
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Jackie Bidon, Clerk of the Board



# MEMORANDUM

**DATE: April 3, 2025**

**TO: Steffani Lillie**

**FROM: Patrick Rogers**

**SUBJECT: Recommendation to Award- Intra-County POF Business Plan and Long Range Strategy**

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## **Procurement**

On March 4, 2025 Procurement Staff released a Request for Proposals; KT 25-955 Intra-County Passenger Only Ferry Business Plan and Long Range Strategy Project. On March 27<sup>th</sup>, Kitsap Transit received a single proposal in response to their request. The proposal was deemed responsive and forwarded to the Evaluation Committee for review.

Kitsap Transit's Evaluation Committee evaluated the proposals based on Experience and Qualifications, Past Performance, Project Approach and Methodology, Timeline of Completion, and Cost; as described in the solicitation.

Procurement Staff reviewed the solicitation process to ensure that the level of "open competition" was achieved since Kitsap Transit only received one proposal. When Kitsap Transit surveyed Plan Holders to determine why they did not submit a proposal, the prevailing reason was KPFF was the expert in this area and many of the qualified firms were acting as subconsultants on the project. Procurement Staff determined that adequate competition was achieved.

## **Cost Analysis**

EXHIBIT A

Procurement staff compared KPFF's Cost Proposal to Kitsap Independent Cost Estimate and determined that the Cost Proposal presented is "fair and reasonable".

**Recommendation**

Procurement Staff has completed the responsiveness and responsibility checks and has deemed KPFF responsive and responsible. It is my recommendation that KPFF be awarded the KT 25-955 Intra-County POF Business Plan and Long Range Strategy project.

If you have any questions, please contact me at 360-479-6960.

Sincerely,

Patrick Rogers  
Purchasing Coordinator