

**Kitsap Regional Library**  
in Collaboration with  
**The YMCA of Pierce and Kitsap Counties**

**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**Bond Program Planning Support and**  
**Project and Construction Management Services –**  
**Sylvan Capital Way Project**

**Submittal Deadline:**  
**April 7, 2026; no later than 3:00 PM**

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Kitsap Regional Library (the Library) and the YMCA of Pierce and Kitsap Counties (Clients) are seeking a qualified project and construction management firm to act as Owner's Representative and to provide bond program planning support and project and construction management services for the Sylvan Way Capital Project. This RFQ is issued jointly by the Library in collaboration with the YMCA pursuant to the Joint Letter of Commitment executed on January 29, 2026, and an anticipated Memorandum of Agreement between organizations.

Responses are to be submitted, in a sealed envelope, addressed to:

Mike Rose, Director of IT and Facilities Management

Mailing Address:

Kitsap Regional Library  
1301 Sylvan Way  
Bremerton, WA 98310-3466

In-Person Delivery Address:

Kitsap Regional Library  
1301 Sylvan Way  
Bremerton, WA 98310-3466

The submittal shall also bear, on the outside, the name of the respondent, respondent's address, and plainly marked, "**RFQ Submittal for Bond Program Support and Project and Construction Management Services.**"

It is the sole responsibility of the respondent to see that their submittal is received by the designated time. All information requested must be provided, and procedures followed as outlined for the submittal to be considered complete.

Clients reserve the right to reject any or all submittals, and to waive any informalities or irregularities in the submittal, and to accept the submittal(s) deemed best for their purposes, all factors considered.

**The complete Request for Qualifications document is available at <https://www.krl.org/rfp> or by contacting Tammy Jeffries at (360) 405-9158. Requests for clarification or additional information should be directed to Mike Rose at [mrose@krl.org](mailto:mrose@krl.org).**

## 1.0 Introduction

### 1.1 Purpose of Request for Statement of Qualifications

Kitsap Regional Library and the YMCA of Pierce and Kitsap Counties (individually as the Library and YMCA, and jointly as Clients) are seeking a qualified and experienced project and construction management firm to provide bond program planning and support (Phase 1 - the Library), and project and construction management services (Phase 2 - Clients) for their proposed Sylvan Way Capital Project. Awarded firm(s) and their representatives will act as Owner’s Representative to provide support to the Library and YMCA Leadership and Capital Project Planning Teams for the planning and implementation of a ballot measure for the issuance of general obligation bonds (Library), and the administration and project management of design and construction contract(s).

It is anticipated that the selected firm may be asked to manage one or more projects.

**Clients reserve the right to select a single firm to assist them through all phases, or select more than one firm or individuals as deemed most mutually advantageous for successful program implementation in either or both phases of the project.**

### 1.2 Overview of Selection Process

The selection of the consultants for these services will proceed in the following manner:

- **Clients shall receive proposals no later than April 7, 2026 @ 3:00 PM**
- An initial screening will follow, resulting in a short-list of one or more qualified firms that will be selected for interviews.
- Clients will conduct interviews with the selected firm(s), in order to select the best proposals, all factors considered.

### 1.3 Kitsap Regional Library - Background

Serving over 277,000 Kitsap residents, Kitsap Regional Library is a vital social infrastructure, playing a critical role in the community’s growth and development. Our libraries originated from the passion of their unique communities, motivated to create havens for access and learning. Our libraries took root in unconventional spaces—from horse stables and school cafeterias to shopping marts, town halls, Army surplus buildings, and even a chicken coop!

Now, each neighborhood library’s impact is magnified through a unified system. Beyond bricks and mortar, we’ve undergone a transformative journey, integrating into the digital landscape and reaching every corner of Kitsap, offering personalized services and technology assistance, supporting community education initiatives and social welfare, championing literacy, facilitating community connections, and being a safe haven.

Libraries are evolving rapidly to address technological shifts and community needs.

Beyond their traditional roles, they are now essential centers for digital literacy, providing internet access, and vital skills to navigate the digital world. Libraries are seeing increasing demand for online services, like ebooks and audiobooks, and virtual assistance from library staff. These expanded roles strain library resources. Balancing the roles of education centers, digital literacy hubs, and social services requires libraries to be increasingly versatile and resourceful. Our libraries of the future must be poised to remain essential fixtures in our communities, playing a crucial role in fostering literacy, economic stability, and social cohesion.

#### 1.4 YMCA of Pierce and Kitsap Counties - Background

The YMCA was founded in 1844 by 22-year-old George Williams to serve the young men who were flooding into industrial London looking for work. Over the following decades, the Y spread around the world, becoming the birthplace of basketball and home to the world's first group swimming lessons. The Y sent volunteers to do relief work during and after both world wars and in the United States, African American YMCAs provided safe meeting spaces for the organizers of the Civil Rights Movement.

The YMCA in Tacoma was organized in 1883. In 1905, local philanthropist W.W. Seymour donated the land that would eventually become Camp Seymour to the Tacoma YMCA. In 1910, the Y opened its first facility in downtown Tacoma on Market Street. For over a century, the Y has adapted to the changing needs of our community. From chronic disease prevention to summer day camp, the Y provides programs and services to help everyone reach their potential.

We have established a vision for the future, launching our new three-year strategic plan which will sharpen our focus in four key areas: expanding community awareness and perception, optimizing community experience and well-being, growing sustainably with financial stewardship, and building a culture of resiliency and continuous improvement. What makes the Y so special are the contributions made by members, volunteers, donors, and partners, who share a common commitment to what the Y means to our community. You are what makes this Y great, giving your time and resources. You are an integral part of a unique movement that transforms the lives of one child, one adult and one family at a time.

## **2.0 Submittal Requirements**

Submittals should focus on substance and brevity while providing a thorough overview of the firm through each section identified below. Submit three (3) bound copies to Clients and one (1) electronic copy, saved on a USB drive, for ease of reproduction as needed for other review team members. The Clients will review all proposals and schedule interviews accordingly. Submittals shall be on 8 ½ x 11 sized paper, printed using either Arial or Calibri fonts of not less than 11 points, and shall not exceed a total of 30 pages (excluding dividers, resumes, and appropriate appendices). Submittals shall include in the following order:

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Project and Construction Management Services for 2026 Capital Facilities Bond Program

- 2.1 A brief letter of introduction (not to exceed 1 page);
- 2.2 Separate section with a tab: Executive Summary. (not to exceed 2 pages)

Provide a summary highlighting the firm's qualifications and special expertise to provide the services requested in the Request for Qualifications.

- 2.3 Separate section with a tab: Company Profile (not to exceed 3 pages)
- Identification of firm (or firms, if a joint venture or association) including address, telephone number, email address and date firm(s) were established;
  - Areas of specialization of the firm(s);
  - Provide total size and breakdown of firm personnel by category (e.g., principals, project managers, schedulers, cost estimators, clerical and other support staff); and
  - Include a firm organizational chart.
- 2.4 Separate section with a tab: Project Experience and Past Performance (not to exceed 3 pages per project, 15 pages total)

List a maximum of five (5) recent library, education, community center, or other projects which most closely relate to the firm's qualifications and recommended delivery methodology for this assignment indicating:

- Brief description of project scope;
  - Initial project budget and final project cost;
  - Initial project construction budget and awarded bid amount;
  - Construction procurement method employed (design-bid-build, GCCM, design-build, progressive design-build, etc.);
  - Total construction change order amount in dollars AND as a percentage of the initial award amount;
  - Year of award and date of occupancy; and
  - If a joint venture, or other form of association, provide the information for each member firm separately. Information pertaining to experience as a prime consultant, sub consultant, or individual is acceptable if properly noted.
  - May include photographs and/or drawings illustrative of the final project results.
- 2.5 Separate section with a tab: Project Approach (not to exceed 5 pages)

In narrative form, briefly discuss your approach and techniques proposed to achieve the following key measures of a successful project:

- Approach to the design, implementation support, marketing, and public outreach required to achieve a successful general obligation bond ballot measure
- Recommended design, construction and construction management project delivery methodology (e.g. Progressive Design-Build, GCCM, Design-Bid-Build, etc);

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- Design and construction document quality control and on-site construction quality control;
- Control of overall project budget including soft costs and construction costs;
- Control of project schedule so as to achieve full occupancy by the target date(s);
- Timely close-out (including commissioning and acceptance) of project(s);
- Successful engagement with client, client's staff and community members; and
- Successful identification of risks and risk management associated with the design and construction phases.

2.6 Separate section with a tab: Team and Team Organization (not to exceed 3 pages)

In narrative form, briefly discuss how you propose to organize your team to accomplish the work. Identify each of the key players and define their roles and responsibilities. Provide resumes and describe each of the individual key team members' relevant professional experience in library, educational or similar facilities, certification(s) and education. Identify projects, date, position and firm with which individual was employed at the time services were performed. Provide a staffing plan and organizational chart of not more than two pages for the projects from start of design through facility occupancy.

2.7 Separate section with a tab: Availability and Capacity (not to exceed 1 page)

Briefly discuss the availability of all key personnel for the anticipated timeframe of the proposed project(s). How many hours per week are these personnel available and anticipated being dedicated to the various phases of the project. How committed to additional projects would you anticipate these personnel being? (e.g. If your lead project manager is committing 10 hours per week to a certain phase of the project, are they committed to other projects for 30 or more hours per week of that same period?)

Additionally, discuss the capacity of the proposed team, as a whole, to accomplish the work.

2.8 Separate section with a tab: References (1 page)

Provide the client name, address, email address, and client's project representative and telephone number for up to five (5) of the firm's most recent projects that most closely relate to the firm's qualifications for this project. If a joint venture or other form of association, provide reference information for each member firm.

2.9 Separate section with a tab: Pricing (not to exceed 3 pages)

Briefly discuss proposed pricing structure for the listed services, listing categories of individuals, present hourly rates, type of reimbursable costs, etc. Also present a history of your fees on recent library (or similar) projects and how the original fee may have been modified over the course of the projects. Include the names of client contacts that the Library may contact for additional information regarding pricing of your services.

### **3.0 Evaluation Criteria for Selection**

- 3.1 An initial screening of the proposals will be conducted based on the criteria set forth below. Proposals that do not meet the criteria will not be considered further.
- 3.2 The Clients may select up to three firms for interviews, but this could change dependent on the response received from the solicitation. Key personnel from proposing teams who will be assigned to the project are required to be present at the interview to discuss the firm's approach to management of the project.
- 3.3 Upon completion of the interviews, Clients may select multiple proposals for competitive negotiations.
- 3.4 Clients will select one or more firms based upon their best interests, all factors considered. Among the factors to be considered are the following:

#### Qualifications – 65%

- Professional qualifications (both individual and firm) necessary for satisfactory performance of required services (15 points);
- Experience meeting general obligation bond support requirements with demonstrated success in passing ballot measures with past projects (9 points)
- Specialized experience and demonstrated competence in library and community center facilities or similar building types (14 points);
- Capacity to initially staff with competent and experienced personnel for projects of this magnitude, and capacity to replace with equivalent personnel those who may leave during the projects (9 points);
- Past performance on similar contracts in terms of cost control, quality of work, delivery methodologies (including alternative public works delivery methods such as progressive design-build) and compliance with schedules (10 points);
- Familiarity with the State of Washington, Kitsap County, and City of Bremerton permitting and approval processes (8 points).

#### Project Approach – 10%

#### Compatibility of Firm's Team and Personnel to Clients Teams – 15%

#### Cost of Services – 10%

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Proposals will be reviewed and interviews conducted by the Clients’ Selection Committee. Clients reserve the right to request additional information and/or clarification of each firm’s proposal.

Based on the recommendation of the Selection Committee, Clients will enter into contract negotiations with one or more selected firms. Upon receipt of best and final proposals, the Committee will select the best one or more proposals, all factors considered, to recommend to the Library Director for final approval and execution of the contract.

3.5 The Kitsap Regional Library is an Equal Opportunity employer and does not discriminate in its hiring, employment, or business practices. Minority and women-owned businesses are encouraged to respond to this RFQ.

**4.0 Selection Schedule**

Statement of Qualifications due:	April 7, 2026 @ 3:00 p.m.
Announcement of Shortlisted Firms:	April 13, 2026
Interviews:	Tentative April 15-22
Selection of Successful Firm:	Tentative Week of April 27, 2026

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## **Appendix A**

### **Summary of Anticipated Scope of Work**

#### **1.0 Project Overview**

Kitsap Regional Library (the Library) intends to redevelop its 6.2 acre commercial property, identified as Kitsap County Parcel #3972-000-007-0209, for the future replacement of the existing Bremerton-Sylvan Way Branch. The Library is partnering with the YMCA of Pierce and Kitsap Counties (YMCA) to co-locate a new YMCA facility on this site. The project will include demolition of the existing 35,000-square-foot building and all previous improvements on the property, site preparation and grading, and the subsequent design and construction of a new, multi-story library and YMCA facility. The Library and the YMCA seek to retain a qualified Project and Construction Management (“Owner’s Representative”) firm to guide and represent the Library District and the YMCA throughout all phases of a general obligation bond ballot measure, planning, site development, design, permitting, funding authorization, construction, and project close-out. Additionally, the project may include the acquisition and improvement of a secondary location for the purpose of establishing a Library Central Administration and Service Center.

#### **2.0 Purpose of Services**

The selected firm will serve as the Owner’s Representative, providing comprehensive project leadership, planning oversight, technical expertise, and coordination on behalf of the Library and the YMCA. The firm will support the Clients’ executive leadership, governing boards, and community stakeholders by ensuring the project is delivered on time, within budget, and consistent with organizational missions and strategic directions.

#### **3.0 Scope of Work**

##### **3.1 Program Leadership & Project Administration**

- Serve as Clients’ primary advisor and representative throughout all phases of the project.
- Establish project delivery methodology, project governance, communication protocols, documentation standards, and reporting structures.
- Develop and maintain a comprehensive project schedule, budget, and risk management plan.
- Provide regular briefings to Clients’ leadership and community advisory groups.

### 3.2 General Obligation Bond Support

- Advise and support the Library through all stages of the General Obligation (GO) Bond process.
- Assist in developing project cost estimates, financial models, ballot materials, public information, and necessary documentation.
- Coordinate with Library leadership, financial advisors, legal counsel, and external stakeholders to ensure voter-facing materials are accurate, compliant, and clearly communicated.
- Support public outreach planning and assist in responding to community questions as appropriate.

### 3.3 Consultant Procurement & Management

- Develop scopes of work, evaluation criteria, and procurement support documents for all required consultants (not already included with firm's internal team), which may include:
  - Environmental / SEPA specialists
  - Civil and geotechnical engineers
  - Architectural and design teams
  - Cost estimators
  - Survey, traffic, stormwater, and other technical consultants
- Manage consultant selection processes in coordination with Clients, ensuring compliance with Washington State procurement requirements.
- Oversee, coordinate, and manage all consultant work products and ensure deliverables align with project goals.

### 3.4 Environmental Review & Site Development Oversight

- Lead the planning and coordination needed to complete SEPA review, including required studies and public comment activities.
- Manage and coordinate all pre-construction activities including surveys, hazardous materials assessments, demolition planning, grading and utilities planning, site and infrastructure design.
- Assist Clients in obtaining all applicable permits and approvals from the City of Bremerton and other agencies having jurisdiction.

### 3.5 Design Phase Management

- Advise Clients on the appropriate construction delivery method(s) (e.g., GCCM, Design-Build, Progressive Design-Build, or other alternative public works delivery methodology).
- Organize and facilitate design workshops, stakeholder meetings, and user-group input sessions.
- Oversee architectural design progression, ensuring needs, program requirements, sustainability goals, and cost parameters are maintained.
- Manage value engineering, constructability reviews, and cost-control efforts.
- Ensure timely production of design documents required for regulatory review, permitting, and contractor procurement.

### 3.6 Construction Procurement & Oversight

- Oversee the contractor procurement process and assist in contract negotiation.
- Provide on-site monitoring of construction progress, schedule, safety compliance, quality assurance, and adherence to contract documents.
- Manage change orders, pay applications, and project financial tracking.
- Maintain comprehensive project documentation.

### 3.7 Project Completion & Transition

- Coordinate inspections, testing, commissioning, and occupancy activities.
- Ensure close-out documents, warranties, as-built drawings, and O&M materials are delivered and complete.
- Support the Library staff in planning furniture, equipment, technology, and move-in logistics.
- Assist with final financial reconciliation and project audit preparation.

## 4.0 Deliverables

The Owner's Representative firm shall provide, at minimum:

- Project Management Plan (PMP)
- Master project budget and master schedule
- GO Bond support documentation
- SEPA coordination and deliverables
- Procurement packages for consultants and contractors
- Monthly written reports and updated risk register
- QA/QC and constructability reports
- Final project close-out package