



# **KITTITAS COUNTY**

## **DEPARTMENT OF PUBLIC WORKS**

Kirk Holmes, Director

### **REQUEST FOR QUALIFICATIONS (RFQ)**

### **PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES**

### **ELLENSBURG, WASHINGTON**

Kittitas County is requesting statements of qualifications and performance information from firms interested in providing professional architectural and engineering services necessary for development, design, and construction oversight for a new maintenance shop to be located in the Bowers Field Industrial and Business Park in Ellensburg, Washington.

#### **SCOPE OF WORK**

Professional, technical, and advisory services for this project are needed, but not limited to, in the following areas:

- Design of the new shop including plans, specifications and complete bidding package.
- Site planning including civil, mechanical, and electrical engineering.
- Cost estimates and options for the new facility including a space needs analysis.
- Assist in the selection of a prime contractor (if and when needed).
- Assistance and oversight during construction.

#### **FORMAT OF STATEMENT OF QUALIFICATIONS**

To facilitate review, SOQ submittals should conform to the following format.

1. **Experience and Qualifications:** Provide a description of your firm's experience and qualifications in design, planning, and oversight services. Include experience with similar governmental maintenance facilities.
2. **Project Team:** Identify proposed team members and responsibilities. Provide individual resumes, outlining credentials and experience.
3. **References:** Provide the name and phone number for at least three (3) references familiar with your services, in relation to projects similar to those in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding of Bowers Field Industrial and Business Park and issues regarding the identified work. Identify potential challenges and concerns.
5. **Supporting Data:** Include other relevant information.

**REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES  
ELLENSBURG, WASHINGTON**

**CRITERIA FOR STATEMENT OF QUALIFICATIONS**

The following criteria will be used in ranking and selection of the successful consultant.

1. **Firm/Team Qualifications (35%):** Preference shall be given to qualifications in airport engineering, planning, and environmental services.
2. **Project Experience (20%):** Preference shall be given to experience in relation to projects similar to those in the above Scope of Work.
3. **Program Experience (10%):** Preference shall be given to working relationship with the FAA and State, and understanding of FAA and State aviation procedures and requirements regarding airport development.
4. **Project Understanding (35%):** Preference shall be given to a comprehensive understanding of the Scope of Work requirements, issues, and environment.

**SELECTION OF THE CONSULTANT**

It is the intent of the County to appoint a committee to review and rank the SOQs. The committee may choose to interview a shortlist of consultants before making the selection.

The County reserves the right to reject any and all submissions to this RFQ, request clarification, and waive informalities/technicalities, if deemed in the best interest of the County. The County assumes no responsibility for costs incurred in responding to this RFQ.

In accordance with appropriate selection procedures, selection will be qualification based. No overhead rate, fees or cost information should be included as part of this request.

**CONTRACT**

The selected consultant will be invited to negotiate a contract with the County. A detailed scope of services and associated fees will be developed, and agreed by the selected consultant and the County, and incorporated as part of the contract.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Kittitas County encourages disadvantaged business enterprise CONSULTANT firms to respond.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Additionally, contracts will be subject to the provisions of Executive Order 11246 (affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause).

**SUBMITTAL OF STATEMENT OF QUALIFICATIONS AND CONTACT PERSON**

The SOQ shall not exceed thirty (30) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction (maximum two (2) pages). **One (1) printed and one digital copy** of the SOQ must be submitted no later than 2:00pm on April 30, 2014 to:

Kittitas County Public Works  
411 North Ruby, Suite 1  
Ellensburg, WA 98926

**Questions regarding this RFQ should be directed to:**

Kirk Holmes, Director  
Kittitas County Public Works  
411 North Ruby, Suite 1  
Ellensburg, WA 98926  
[kirk.holmes@co.kittitas.wa.us](mailto:kirk.holmes@co.kittitas.wa.us)

**Phone:** (509) 962-7523