



KITITAS COUNTY
DEPARTMENT OF PUBLIC WORKS

Mark Cook, Director

REQUEST FOR STATEMENT OF QUALIFICATIONS

For Consulting Services Relating to Professional Environmental, Archaeological, and Planning Services Supporting the Bowers Field Airport Capital Improvement Plan 2017 - 2022

ADVERTISEMENT: November 15th, 2017 – December 15th, 2017

All submittals received after 10:00 AM Monday December 15th, 2017 will be discarded

PURPOSE:

Kittitas County is requesting Statement of Qualifications (SOQ) from qualified professionals for on-call consulting services relating to environmental, archaeological, and planning professional services supporting the 2017-2022 Bowers Field Airport Capital Improvement Plan. The consultant(s) will provide environmental services to the County supporting implementation of the Bowers Field Airport Capital Improvement Plan. The contract will be for two years (2) with an opportunity for one (1) one-year extension if mutually agreed upon and approval is obtained by the Board of County Commissioners.

The County may need the services of hired consultants with expertise in the following areas:

- Outreach and public involvement activities
- Archaeological investigations, reports, and/or monitoring plans
- Critical area evaluations
- GIS support
- Other technical planning, and environmental support

SCOPE OF PROJECT:

1. Environmental Services

The consultant must be able to provide ecologists, biologists, and other related support and professional staff for environmental consulting to Kittitas County. These services may include but are not limited to wetland, stream, and plant community identification, including the services of planning, inventory, delineation, permitting, regulatory compliance, design, implementation, and construction management of mitigation, and monitoring, grant writing, as well as review and refinement of existing or new regulatory codes, and watershed analysis and planning along with noise and glare mitigation planning.

The consultant must demonstrate competence and qualifications related to the services performed including:

- A. Successful experience in evaluating critical areas regulations and environmental studies including critical area reports, mitigation plans, SEPA checklists, site and civil plan review, and biological assessments.
- B. Possess a strong knowledge of the Washington State Department of Ecology's Wetland Rating System for Eastern Washington and the Washington State Wetlands Identification and Delineation Manual.
- C. Possess a strong knowledge and understanding of Federal Aviation Administration rules. Regulations and Informational Circulars.
- D. Successful experience in evaluating development proposals in areas where streams, rivers, wetlands, and endangered species exist.
- E. Successful experience in writing Biological Opinions that have been accepted by state and federal agencies.
- F. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- G. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.
- H. Proven skill in project and stakeholder management.

2. Archaeological Evaluations

Consultants will be expected to provide the full range of services to assist the County in meeting environmental obligations required by the Department of Archaeology and Historic Preservation. The Cultural Resources Consultant will be used to provide all services relating to cultural resources management as requested by the County, including: archaeological and historic resources research and reconnaissance; site testing; resource recovery; construction monitoring; data recovery; geomorphological assessment; artifact cataloging; cultural resource compliance training, report preparation; mitigation, and monitoring. The consultant will have complete responsibility for the employment and supervision of all personnel used in completing the assigned work.

The consultant must demonstrate competence and qualifications related to the services performed including:

- A. Successful experience in preparing and obtaining Archaeological Excavation Permits from the Department of Archaeology and Historic Preservation (DAHP).
- B. Staff members must be professionally qualified to perform cultural resource investigations according to DAHP qualifications.
- C. Successful experience in designing and implementing mitigation and monitoring plans.
- D. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- E. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.

3. Planning Services

The consultant must be able to provide a variety of community planning services to Kittitas County including but not limited to: expertise implementing the Growth

Management Act, code amendments, urban and rural design, airport overlay zones, community education and coordination, economic development, transportation planning, development review capabilities, GIS support, and project scheduling and coordination experience.

The consultant must demonstrate competence and qualifications related to the services performed including:

- A. The consultant must have extensive experience working with local governments on both current and long-range planning projects.
- B. Demonstrated ability to conduct outreach efforts to engage community participation.
- C. Successful experience implementing GIS systems, training abilities, and ability to communicate with non-technical people about GIS functions and capabilities.
- D. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- E. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.
- F. Supporting construction implementation of Airport Capital Improvement Plans.

PROCEDURES FOR SUBMITTAL:

If you wish to be considered for work under this SOQ, you must be a registered consultant on the Municipal Research and Service Center of Washington – Shared Small Works and Consultant Roster (www.mrscroster.org).

If interested in providing Bowers Field Airport Capital Improvement Plan environmental support services to the County, submit a sealed envelope to Mark R. Cook, Kittitas County Airport Manager, at 411 N. Ruby St. Suite 1, Ellensburg WA 98926 by 10:00 am on December 15th, 2017 indicating your interest and which services, or any combination thereof which you would like to be considered for. Submittals shall include a one page cover letter with the firm name as listed on the MRSC web site, contact information, and list of which services you'd like to provide. Submittals shall also include three copies of your Statement of Qualifications describing the firm's or team's ability to professionally provide the aforementioned services.

For your records, the County will provide a confirmation email to the contacts provided in the submittal confirming receipt of your interest in the proposal. Submittals received after 10:00 AM on December 15th, 2017 will be disregarded.

We will then invite three (3) to six (6) firms to interview for the on-call services as listed in this SOQ. Kittitas County encourages disadvantaged, minority and women owned consultant firms to respond.

The County reserves the right to reject any and all submittals.

SELECTION PROCESS AND PROPOSED SCHEDULE:

Kittitas County selection will be based upon, and consistent with FAA Change 1 to Advisory Circular (AC) 150/5100-14E:

1. The firm's or team's qualifications, experience and ability to perform the work;
2. Demonstrated experience with similar projects;
3. Ability to apply creative solutions to complicated projects;
4. Demonstrated ability to keep projects on time and within budget;
5. Demonstrated ability to communicate and work effectively with the public, staff, policy and review bodies and regulatory agencies.

Anticipated Dates	Tasks
December 15 th , 2017 at 10:00 AM	Deadline for SOQ submittals
December 19 th , 2017	Selection of Firms to Interview
January 12 th 2018	Interviews and Reference Checks
January 19 th 2018	Selection of firms and prepare contracts
February 6 th , 2018	BOCC Award of Contracts

The selection process shall be in accordance with FAA Change 1 to Advisory Circular (AC) 150/5100-14E "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

Kittitas County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The above noted schedule is tentative and may be changed based on the number of proposals submitted. Proposals will be evaluated immediately with final selection targeted for early February, 2018.

AGREEMENT OF SERVICES:

The selected consultant(s) will be expected to enter into a standard Professional Services Agreement. Insurance requirements are included in that agreement. The contract period shall be for on-call services for up to three (3) years.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling collect (509-962-7523).

Kittitas County reserves the right to accept or reject any and all proposals or any items or part thereof or to waive any information or irregularities in the proposals. Kittitas County shall have the sole discretion to determine the most responsible proposal.

ADDITIONAL INFORMATION:

No cost or fee schedules shall be submitted with your proposal. Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

INQUIRIES:

Direct all inquiries regarding this request for services to Mark Cook Director of Public Works at (509) 962-7523, or via e-mail:

Mark Cook
Mark.Cook@co.kittitas.wa.us

Dates of publication: Ellensburg Daily Record – November 15th, 22nd, 29th and
December 6th, 2017
Daily Journal of Commerce – November 15th, 22nd, 29th and
December 6th, 2017