



# **KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS**

Josh Fredrickson, Director

## **REQUEST FOR QUALIFICATIONS**

### **Kittitas County CWU Technology Transfer Center Study**

**All submittals received after 4:00 pm local time on  
November 22, 2024, will be discarded**

#### **PURPOSE:**

Kittitas County, Washington (hereinafter the “County”), desires to support development of the Kittitas County CWU Technology Transfer Center Study. The County is soliciting this Request for Qualifications (RFQ) from qualified professionals for the development of this Study.

#### **SCOPE OF PROJECT:**

This Project Study will research the architecture and construction costs to repurpose an existing vacant industrial building (Old Physical Plant) to create hospitality, meeting and office space. As part of the study, the feasibility of a public/private partnership to share costs of construction and improvements will be explored. This feasibility planning study will assist in the groundwork for a technological transfer, training and development hub to support economic and workforce development in the Central Washington Region.

Key components of the Study will include:

1. Costs of architecture and construction efforts necessary to repurpose an existing industrial building to Class B commercial space for innovation and technology commercialization.
2. Costs of architecture and construction efforts necessary to repurpose an existing industrial building to business incubation and meeting spaces.
3. Development of the feasibility of private investment partnership for sustainability of construction, tenant improvement and building maintenance.
4. Development of governance and management structure to foster a successful public/private partnership.

Kittitas County seeks an experienced consultant/firm to meet the following Feasibility Study Report Requirements include:

Section A: A product market analysis linked to economic development

Section B: A market strategy containing action elements linked to timelines.

Section C: Identification of targeted industries.

Section D: Identification of the group responsible for implementing the marketing strategy. Describe the group's capacity to complete the responsibility.

Section E: The site's appropriateness by addressing, at minimum, appropriate zoning, affect to the state or local transportation system, environmental restrictions, cultural artifact investigation, and the site's overall adequacy to support the anticipated development upon project completion.

Section F: A location analysis of other adequately served vacant industrial land.

Section G: Total funding for the public facilities improvements is secured or will be secured within a given timeframe.

Section H: An analysis of how the project will assist local economic diversification efforts.

Section I: Indicate the specific issues that will be addressed.

Section J: List one or more economic outcomes that you expect from the proposed CERB project.

Section K: Describe the specific, quantifiable measures of the outcome(s) that will indicate success. Describe in measurable terms what you expect to be able to show as progress toward the outcome for each year before the final outcome has been achieved.

Section L: Describe what data you will collect to determine whether the outcome is being achieved.

Section M: Describe the data collection procedure including when data will be collected, from whom and by whom.

Section N: The estimated median hourly wage of the jobs created when development occurs.

### **PROCEDURES FOR SUBMITTAL:**

If you wish to be considered for work under this RFQ, you must be a registered consultant on the Municipal Research and Service Center of Washington – Shared Small Works and Consultant Roster (<https://mrscrosters.org>).

Proposals for the subject study will be received at the Office of the Department of Public Works, 411 North Ruby St., Suite 1, Ellensburg, Washington, until **4:00 PM on Friday, November 22, 2024**. Each RFQ to be considered must be submitted and sealed in an envelope plainly marked with the name of the Consultant and "Proposal for Kittitas County CWU Technology Transfer Center Study" on the outside of the envelope and addressed to the Kittitas County Department of Public Works, 411 North Ruby St., Suite 1, Ellensburg, Washington 98926. Kittitas County shall assume no responsibility for the delay in the U.S. Mail service resulting in a quotation being received late.

**Submittals received after 4:00 PM local time on November 22, 2024, will be disregarded.**

The County reserves the right to retain the services of the successful firm for any subsequent phases associated with this project. The County reserves the right to reject any and all submittals.

**SELECTION PROCESS AND PROPOSED SCHEDULE:**

Kittitas County selection will be based on:

1. Qualifications and experience of project personnel to perform the work (maximum 20 points)
2. Experience working with Kittitas County staff on locally funded or grant-funded projects (maximum 30 points)
3. Project understanding and approach (maximum 35 points)
4. Demonstrated experience with similar projects (maximum 35 points)
5. Demonstrated ability to keep project on time and within budget (20 points)

Responders are directed as follows:

1. The maximum number of pages (double-sided) is ten and shall be in 12-point font – including all graphics.
2. A cover letter shall be provided in addition to the ten-page (double sided) limit. Cover letter shall include the firm name as listed on the MRSC web site and contact information.
3. Submit four paper, bound copies of the submittal.
4. Failure in following submittal requirements are subject to rejection.

Kittitas County selection will be based on the review and ranking of qualifications submitted. The submittals will be evaluated by a committee which may include representatives from Kittitas County, Central Washington University and community economic development organization. The review committee will score the submittals and caucus on selection results. If the review committee agrees to select without interviewing, successful consultant(s) will be noticed. If the selection committee desires interviewing prospective firms, firms will be invited with appropriate lead time for scheduling.

Kittitas County encourages disadvantaged, minority and women owned consultant firms to respond.

<b><u>Anticipated Milestone Dates</u></b>	<b><u>Tasks</u></b>
November 22, 2024	Deadline for RFQ submittals
December 2, 2024	Review and Selection of Firms to Interview
December 19, 2024	Interview and Reference Checks
December 30, 2024	Selection of firms and prepare contracts
January 7, 2025	Contract award

The above noted schedule is tentative and may be changed based on the number of statements received. Statements will be evaluated immediately with final selection targeted for January 2025

Kittitas County reserves the right to accept or reject one or more statements or any items or part thereof or to waive any information or irregularities in the response provided. Kittitas County shall have the sole discretion to determine the most responsible responder.

**AGREEMENT OF SERVICES:**

Selected Consultant(s) will be expected to enter into a standard Kittitas County Professional Services Agreement. Insurance requirements are included in that agreement. The contract period shall be January 2025 through December 2025.

**TIME FOR COMPLETION:**

All work shall be complete by August 1, 2025.

**DISQUALIFICATION:**

In compliance with Executive Order 12549, the County will not award a contract to any contractor or subcontractor that has been debarred or suspended or otherwise excluded from participation by Executive Order 12549. Contractors will be asked to state that they have not been debarred, suspended, or otherwise excluded.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:**

Kittitas County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Candie Leader at [candie.leader@co.kittitas.wa.us](mailto:candie.leader@co.kittitas.wa.us) or by calling collect 509-962-7523.

**TITLE VI STATEMENT:**

The 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 will affirmatively ensure that any contract entered into pursuant to this advertisement, 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.

**COMPLIANCE WITH LAWS**

The successful bidder shall comply with all applicable federal, state and local laws, rules and regulations affecting its performance and hold the County harmless against any claims arising from the violation thereof.

**INQUIRIES AND ADDITIONAL INFORMATION:**

Direct all inquiries regarding this Request for Qualifications to: Josh Fredrickson - Department of Public Works at (509) 962-7523, or via electronic message at [josh.fredrickson@co.kittitas.wa.us](mailto:josh.fredrickson@co.kittitas.wa.us).

Dates of publication: Ellensburg Daily Record – November 7, 14, 2024.  
Daily Journal of Commerce – November 7, 14, 2024.