

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

Kittitas County is requesting a statement of qualifications and performance information from firms interested in providing professional architectural and engineering services necessary for the redesign and development of the Ellensburg Rodeo Arena seating.

SCOPE OF WORK

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

- 1) Historical review of existing structures to be redesigned/ replaced to improve ADA access and code compliance.
- 2) Design of new seating to include plans and specification and complete bidding package.
- 3) Cost estimates and options for the new/redesigned seating including space needs analysis.
- 4) Work with advisory committee made up of community and user groups.
- 5) Develop a Public Engagement Plan including conducting community meetings.

FORMAT OF STATEMENT OF QUALIFICATIONS (SOQ)

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

- 1) Experience and Qualifications: Provide a description of your firms experience and qualification in the design, planning and oversight services. Including experience with Buildings on the Historical Register, working with Community/user groups, and government contracting.
- 2) Project Team: Identify proposed team members and responsibilities. Provide 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 the scope of work.
- 4) Project Understanding: Provide your general understanding of the Ellensburg Rodeo Arena seating project. Identify potential challenges and concerns.
- 5) Supporting Data: Include other relevant information.

CRITERIA FOR REVIEWING 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 Seating/Grandstand planning and design.
- 2) Project Experience (20%): Preference shall be given to experience in relation to projects similar to those in the above scope of work.
- 3) Project Experience (10%): Preference shall be given to working relationship with the Department of Historic Preservation and community/user groups.
- 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 the RFQ, request clarification, and waive informalities/technicalities, if deemed in the best interest of the County. The County assumes no responsibility for the 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 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.

SUBMITTAL OF STATEMENT OF QUALIFICATIONS AND CONTACT PERSON

The SOQ shall not exceed thirty (30) pages; excluding the front and back covers. One (1) printed and one digital copy of the SOQ must be submitted not later than 2:00pm, on July 9, 2015 to:

Kittitas County Board of County Commissioners
Attention: Patti Johnson
205 West 5th Ave, Suite 108
Ellensburg, WA 98926

Questions regarding the RFQ should be directed to:

Patti Johnson
925 Industrial Way
Ellensburg, WA 98926
Patti.johnson@co.kittitas.wa.us
509-962-7542