

**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 conducting a space need analysis and feasibility study for locating a new courthouse on the Northeast corner of Water and 6<sup>th</sup> Ave, in Ellensburg, Washington.

**SCOPE OF WORK**

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

- 1) Conduct a need analysis of all County Departments, to be moved to one location.
- 2) Assess feasibility
- 3) Cost estimates and options for the Courthouse on the property mentioned above.

**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 Kittitas County Courthouse 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 space need assessments related to public facilities, planning and design.
- 2) Project Experience (30%): Preference shall be given to experience in relation to projects similar to those in the above scope of work.

- 3) 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 5<sup>th</sup> 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](mailto:Patti.johnson@co.kittitas.wa.us)  
509-962-7542

