

REQUEST FOR QUALIFICATIONS

NOTICE TO CONSULTANTS FOR County-Wide Capital Facilities Plan for Municipality-Owned Tourism-Related Infrastructure

Kittitas County, Washington

RFQ Due: May 23, 2014

Kittitas County is soliciting interest from consulting firms with expertise in developing regionally-based, long-term capital facilities plans for government-owned tourism related infrastructure projects.

BACKGROUND AND PURPOSE OF REQUEST

Kittitas County is collaborating with the Cities of Ellensburg, Cle Elum, and Roslyn to develop a county-wide strategy for infrastructure projects which are needed to continue to support and develop the tourism industry. This new plan will be managed by the County's Lodging Tax Advisory Committee and will include an inventory of existing and proposed facilities, a long-term needs assessment, interviews with key stakeholder groups, a proposed projects list, and a 10-year tourism facilities improvement strategy. The 10-year tourism facilities strategy will include prioritization of proposed projects, anticipated costs, and funding source recommendations. Expected outcomes also include strategy recommendations for updating and maintenance of the final plan.

RESPONSES DUE

Please submit one original and 12 copies of your Statement of Qualifications to: Kittitas County Board of Commissioners, Attention Lodging Tax Advisory Committee, 205 West 5th Avenue, Suite 108, Ellensburg, WA, 98926. Submittals will be accepted until 5 p.m. May 23, 2014. Applicants should identify in their submittal their area(s) of expertise relevant to capital facilities planning and tourism related infrastructure projects. Emailed or faxed submittals will not be accepted. For questions, contact Commissioner Paul Jewell at 509-962-7508.

EVALUATION AND SCHEDULE FOR SCOPE OF WORK

Kittitas County and the Cities of Ellensburg, Cle Elum, and Roslyn will evaluate the statements of qualifications and the performance data submitted by firms. Following the evaluation, one or more firms may be invited to meet to discuss the project and schedule for completion. The County and Cities may then select from among those firms the one "most highly qualified" to provide the required services. County procedures and guidelines include a plan to ensure that women, minority, and veteran-owned firms have the maximum opportunity to compete for the contract.

After choosing the most qualified firm, the County will then negotiate a contract at a price the County determines is fair and reasonable, considering the estimated value of the services to be rendered, as well as the scope and complexity of the project. If a satisfactory contract cannot be negotiated, the County may formally terminate the negotiations with that firm and attempt to negotiate a contract with the next most qualified firm. The County anticipates that a contract will be executed no later than August 1, 2014.

All submittals shall become the property of Kittitas County. Kittitas County reserves the right to reject all submittals and re-advertise if necessary.

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