



# **KITTITAS COUNTY**

## **DEPARTMENT OF PUBLIC WORKS**

Mark Cook, Director

### **REQUEST FOR STATEMENT OF QUALIFICATIONS FOR GENERAL ENGINEERING AND PLANNING SUPPORT SERVICES AT BOWERS FIELD AIRPORT, KITTITAS COUNTY, WA**

**All submittals received after 10:00 AM LOCAL TIME ON JULY 8, 2019  
will be discarded.**

#### **PURPOSE:**

Kittitas County Department of Public Works operates and manages Bowers Field Airport (ELN). Numerous issues arise in any given year requiring response from Public Works. General Aviation expertise is desired supporting smaller engineering and or planning efforts from August 2019 to August 2021.

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

Kittitas County Department of Public Works desires entering into a two year task order contract with a qualified firm with demonstrated expertise in airport engineering and planning. The level and intensity of support is driven by local issues and is not readily foreseeable. Annual support managing the County's Capital Improvement Plan with Federal Aviation Administration Area District Office staff, Renton, WA is a known task requiring support. The selected consultant must be timely in responding to support requests.

#### **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 (MRSC) of Washington – Shared Small Works and Consultant Roster ([www.mrscroster.org](http://www.mrscroster.org)).

If interested in providing engineering and environmental permitting support services to the County, submit a sealed envelope to Mark R. Cook, Kittitas County Public Works Director, at 411 N. Ruby St. Suite 1, Ellensburg WA 98926. Submittals shall include a one page cover letter with the firm name as listed on the MRSC web site, and contact information. Submittals shall also include four copies of your Statement of Qualifications describing the firm's or team's ability to professionally provide the aforementioned services. Address submittals: **BOWERS FIELD GENERAL ENGINEERING/PLANNING SUPPORT 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 **10:00am local time on July 8, 2019** will be disregarded. 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 on review of submittals in the following manner:

1. The firm's or team's qualifications, experience and ability to perform the work (30 points);
2. Demonstrated experience providing support services to smaller general aviation airports in WA (30 points);
3. Demonstrated experience working with FAA Renton, WA regional office (30 points);
4. Past experience working with Kittitas County staff (20 points);
5. Demonstrated ability to communicate and work effectively with the public, decision makers, staff, policy and review bodies and regulatory agencies (30 points).

Anticipated Dates	Tasks
July 8, 2019	Deadline for SOQ submittals
July 19, 2019	Selection of Firms to Interview
August 6, 2019	Interviews and Reference Checks
August 12, 2019	Selection of firms and prepare contracts
August 26, 2019	BOCC Award of Contracts

The selection process shall be as follows:

- Submittals are reviewed and scored by the Public Works selection committee.
- Selection of firms to interview may be waived if the selection committee decides to award to a single firm based on review of the submittals.
- Firms will be selected to interview is the selection committee decides that interviews are required. The specific interview format will be provided to firms in advance of interviews.
- The Public Works Director will negotiate a scope of work and fee with the selected consultant.
- Providing a scope of work and fee is successfully negotiated, the consultant will be recommended for award to the Board of County Commissioners during a Board business session.
- The selected consultant will then enter into a standard professional service agreement with Public Works.

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 mid-August, 2019.

**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 anticipated contract period shall be August 2019 to August 2021.

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 response. 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](mailto:mark.cook@co.kittitas.wa.us)

Dates of publication: Ellensburg Daily Record – June 13, June 20 and June 27, 2019  
Daily Journal of Commerce – June 13, June 20 and June 27, 2019