



# **KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS**

Mark R. Cook, Director

## **REQUEST FOR STATEMENT OF QUALIFICATIONS**

### **Architectural Services Overseeing Remediation Construction at the Upper County Road Maintenance Shop in Cle Elum, WA**

**All submittals received after 5:00 PM Local Time, on January 27, 2023, will be discarded**

**PURPOSE:** Kittitas County Department of Public Works desires contracting with a qualified Architectural firm managing necessary construction renovations to the Upper County Road Maintenance Shop. The selected firm will oversee implementation of recommendations from a summer 2022 building evaluation conducted by a Heating Ventilating and Cooling specialist.

**SCOPE OF THE PROJECT:** The selected architect will act as the owner's representative overseeing remediation construction of the Upper County Road Maintenance Shop. Assistance preparing bid documents, assistance through bid award and oversight of contractor remediation construction efforts are anticipated contract scope items.

### **PROCEDURES FOR SUBMITTAL:**

If you wish to be considered for work under this SOQ, submit a sealed envelope to Kittitas County Public Works, at 411 N. Ruby St. Suite 1, Ellensburg WA 98926 **by 5:00 pm local time on January 27, 2023**. Submittals shall include a one-page cover letter with the firm name and contact information. Submittals shall also include five copies of your Statement of Qualifications describing the firm's or team's ability to professionally provide the requested services. Submittals will not exceed twenty (20) pages in length and must be a minimum font size of 11. The twenty (20) pages may be doubled sided. Address submittals:

Kittitas County Public Works  
411 North Ruby, Suite 1  
Ellensburg, WA 98926

For your records, Kittitas County will provide a confirmation email to the contacts provided in the submittal confirming receipt of your interest in the proposal. Submittals received after **5:00 pm local time on January 27, 2023**, will be disregarded. Kittitas County encourages disadvantaged, minority and women owned consultant firms to respond.

The County reserves the right to retain the services of the successful firm for any subsequent phases (such as right of way or construction) associated with this project. The County reserves the right to reject any and all submittals.

**SELECTION PROCESS AND PROPOSED SCHEDULE:**

Kittitas County’s selection will be based on review of submittals in the following manner:

1. The firm's or team's qualifications, experience and ability performing the requested work (15 points)
2. Detailed description of the firm’s approach to the project (25 points)
3. Detailed response to the summer 2022 NEXUS air leakage report from (25 points)
4. Detailed project timeline (10 points)
5. Demonstration of similar efforts for municipal agencies acting as owner’s representative (25 points)

Anticipated Dates	Tasks
January 27, 2023	Deadline for SOQ submittals
February 10, 2023	Selection of Firms to Interview
February 16, 2023	Interviews and Reference Checks
March 7, 2023	BOCC contract award
March 17, 2023	Executed contract

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 if the selection committee decides that interviews are required. The specific interview format will be provided to firms in advance of interviews.
- Board of County Commission design contract award.
- The Public Works Director will negotiate a scope of work and fee with the selected consultant.
- The selected consultant will then enter into a Professional Services Consultant Agreement with Public Works.

Kittitas County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

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 e mailing Candie Leader at [candie.leader@co.kittitas.wa.us](mailto:candie.leader@co.kittitas.wa.us) or by calling collect 509-962-7523.

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-February 2023.

**AGREEMENT OF SERVICES:**

The selected consultant(s) will be expected to enter into a Professional Services Consultant Agreement. Insurance requirements are included in that agreement. The anticipated contract period shall be February 2023 through December 31, 2023.

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 their qualifications and experience as noticed in this solicitation, with fees determined through negotiations following selection. Contracting is dependent on a negotiated mutually accepted scope of work and subsequent fee established by the consultant.

The NEXUS air leakage report is available upon request from Kittitas County Department of Public Works, Ms. Candie Leader, Administrative Supervisor, 509-962-7523;  
[candie.leader@co.kittitas.wa.us](mailto:candie.leader@co.kittitas.wa.us).

**INQUIRIES:**

Direct all inquiries regarding this request for services to Candie Leader (509) 962-7523 or via email to: Candie Leader [candie.leader@co.kittitas.wa.us](mailto:candie.leader@co.kittitas.wa.us)

**Dates of Publication:**

The Daily Record: January 5, 12, and 19, 2023

The Daily Journal of Commerce: January 5, 12 and 19, 2023