



KITITITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

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Office (509) 962-7506

“Building Partnerships – Building Communities”

REQUEST FOR QUALIFICATIONS

Standard of Cover Assessment for Fire and EMS Services

ADVERTISEMENT: February 19th, February 26th and March 5th, 2026

All submittals received after 10:00 AM Thursday, March 12th, 2026, will be discarded

PURPOSE:

Kittitas County is soliciting this request for qualifications (RFQ) from qualified companies to develop a unified, data-driven understanding of how emergency services are organized, staffed, and deployed across Kittitas County, and to evaluate current performance against national standards of coverage and response capability.

SCOPE OF PROJECT:

A. Data Collection and Analysis

- Review demographic, geographic, and hazard characteristics of Kittitas County.
- Analyze dispatch, response time, staffing, and apparatus data for each agency.
- Map population density, fire risk, and WUI exposure using GIS.
- Evaluate existing mutual-aid and automatic-aid agreements.

B. Performance Evaluation

- Evaluate compliance with NFPA 1710 (urban/career agencies) and NFPA 1720 (rural/volunteer agencies). Model as if there was only one department serving county where gaps are.
- Assess distribution (station and apparatus locations) and concentration (response resources) relative to demand.
- Identify deficiencies in call processing, turnout, travel, and total response times.
- Assess reliability, redundancy, and effective response force (ERF) deployment.

C. Agency-Specific Assessments

- Provide a standalone summary for each participating fire district or department.
- Include staffing, apparatus, station coverage, and performance metrics.

D. Countywide System Analysis

- Identify gaps, redundancies, and opportunities for shared services.
- Evaluate interoperability, communications, and mutual-aid effectiveness.
- Analyze EMS transport and response integration with local hospitals.

E. Recommendations and Implementation Plan

- Provide data-driven recommendations for improvements to meet NFPA standards.
- Include phased options with cost estimates and performance benefits.
- Deliver GIS-based visualization of service areas, response times, and recommendations.
- Deliver final report suitable for accreditation and strategic planning.

PROCEDURES FOR SUBMITTAL:

If you wish to be considered for the work under this RFQ, you must be a registered consultant on the Municipal Research and Service Center of Washington – Shared Small Works and Consultant Roster (www.mrscroster.org).

If interested in providing this product to the County, submit a sealed envelope to Chad Bala, Kittitas County Community Development Director, at 411 N. Ruby St. Suite 2, Ellensburg WA 98926 by **10:00 am on March 12, 2026**, indicating your interest.

Submittals shall include a one-page cover letter with the firm’s name as listed on the MRSC web site and contact information. Submittals shall also include four (4) copies of your Statement of Qualifications describing the firm’s or team’s ability to provide the aforementioned services and references. This includes the project understanding and approach, team qualifications, relevant project experience, and a draft project schedule.

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 10:00 AM on March 12, 2026, will be disregarded.

Kittitas County will build an internal interview committee, invite two to four companies to interview for the project as listed in this RFQ, and then provide for firm selections. 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 upon:

1. The company’s understanding of SOC and NFPA standards;
2. Demonstrated experience with similar projects;
3. Qualifications of project team;
4. Project approach and methodology;
5. References and past performance.

Anticipated Dates	Tasks
March 12, 2026, at 10:00 AM	Deadline for SOQ submittals
March 19, 2026	Selection of Firms to Interview
March 23, 2026	Interviews and Reference Checks
March 30, 2026	Select firm, negotiate, and prepare contract
April 7, 2026	BOCC Award of Contracts

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 early April 2026.

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 contract period shall be for a one (1) year period.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling collect (509-962-7506).

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.

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 insure 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.

INQUIRIES:

Direct all inquiries regarding this request for services to Chad Bala, Director of Community Development Services at (509) 962-7506, or via e-mail:

Chad Bala
chad.bala@co.kittitas.wa.us

Dates of publication:

Northern Kittitas County Tribune – February 19th, February 26th and March 5th, 2026

Daily Journal of Commerce – February 19th, February 26th and March 5th, 2026