



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

“Building Partnerships – Building Communities”

REQUEST FOR QUALIFICATIONS

Code Enforcement Abatement and Construction Services

ADVERTISEMENT: April 30th, May 7th, May 14th, 2026

All submittals received after 10:00 AM Thursday, May 21st, 2026, will be discarded

PURPOSE:

Kittitas County is soliciting a Request for Qualifications (RFQ) from qualified firms to provide code enforcement support services related to nuisance abatements, and court-ordered or voluntary corrective actions. The purpose of this RFQ is to identify experienced and qualified contractors capable of performing abatement, remediation, demolition, cleanup, and related construction services in support of the County's Code Enforcement Program. These services will assist the County in achieving compliance with County codes and ordinances, addressing public health and safety concerns, and resolving violations involving unsafe, unpermitted, or substandard properties. This RFQ is intended to establish a pool of qualified firms eligible to enter into a Professional Services Agreement (PSA) for work assignments as needed.

SCOPE OF PROJECT:

A. Code Enforcement Abatement Services

Perform abatement of code violations related to:

- Unsafe or hazardous structure.
- Accumulation of debris, junk, or solid waste.
- Unpermitted structures or site improvements.
- Fire, health, or environmental hazards.
- Provide labor, equipment, materials, and disposal necessary to bring properties into compliance with County code and enforcement orders.

Respond to abatement actions initiated through:

- Voluntary compliance agreements
- Notices and Orders
- Administrative hearings
- Court orders or warrants

B. Construction, Repair, and Demolition Activities

Demolition and removal of unsafe or unpermitted structures, including partial or full demolition. Securing structures that are deemed unsafe, including boarding, fencing or temporary stabilization.

Minor construction or repair work necessary to correct the violations, such as:

- Structural repairs.
- Removal of illegal additions and structures.

- Restoration of properties to a safe condition.
- Site cleanup, grading, and restoration following abatement activities.

C. Environmental and Safety Compliance

Ensure all work complies with applicable:

- State and local building codes.
- Environmental regulations.
- Disposal and hazardous material requirements
- Identify and properly handle materials (e.g., asbestos-containing materials, contaminated debris) when encountered, or coordinate with qualified subcontractors as necessary.

D. Coordination and Documentation

Coordinate closely with Code Enforcement staff before, during, and after abatement activities and provide:

- Written estimates prior to work when requested.
- Photo documentation before, during, and after abatement.
- Invoices and itemized billing suitable for cost recovery actions.
- Attend site meetings or court-related proceedings if required to support enforcement actions.

E. Emergency and Time Sensitive Abatement

- Provide expedited or emergency abatement services when conditions present an immediate threat to the public.
- Ability to mobilize quickly and perform work within specified timelines established by the county.

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 May 21st, 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 May 14th, 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 |
|--|--|
| May 21 st , 2026, at 10:00 AM | Deadline for SOQ submittals |
| May 18 th , 2026 | Selection of Firms to Interview |
| May 25 th , 2026 | Interviews and Reference Checks |
| June 1 st , 2026 | Select firm, negotiate, and prepare contract |
| June 16 th , 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 late May 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

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Daily Journal of Commerce – April 30th, May 7th, May 14th, 2026