



KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

Josh Fredrickson, Director

REQUEST FOR QUALIFICATIONS

Repetitive Loss Area Analysis Kittitas County, Washington

The Kittitas County Flood Control Zone District is soliciting for Requests for Qualifications from interested and qualified professionals to prepare a Repetitive Loss Area Analysis (RLAA) for identified repetitive loss areas within unincorporated Kittitas County.

All submissions must be received by **5:00 PM October 23, 2026**.

The complete Request for Qualifications may be viewed online at <http://www.co.kittitas.wa.us/> or contact Public Works at 509-962-7523.

Published in the Daily Record and Daily Journal of Commerce

First Publication: October 8, 2026

Second Publication: October 15, 2026

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR A REPETITIVE LOSS AREA ANALYSIS (RLAA)
FOR KITTITAS COUNTY, WASHINGTON**

All submittals received after 5:00 PM, local time, October 23, 2026, will be discarded.

PURPOSE:

The Kittitas County Flood Control Zone District seeks a qualified professional to prepare a Repetitive Loss Area Analysis (RLAA) for identified repetitive loss areas within unincorporated Kittitas County.

SCOPE OF WORK:

Professional services are needed to prepare a Repetitive Loss Area Analysis (RLAA) for identified repetitive loss areas within unincorporated Kittitas County. Final deliverables must be completed by June 30th, 2027. The RLAA shall be prepared in accordance with the current requirements and guidance of FEMA's National Flood Insurance Program Community Rating System (CRS), including Activity 510, Floodplain Management Planning, and applicable requirements. Required services include planning process facilitation and documentation, data requirement identification and satisfaction, community and stakeholder outreach, and plan preparation.

PROCEDURES FOR SUBMITTAL:

If you wish to be considered for work under this Request for Qualifications (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).

To respond to this solicitation for Repetitive Loss Area Analysis Services, submit a sealed envelope with three (3) printed copies of the RFQ to Ms. Candie Leader, Contracts Specialist, at 411 N. Ruby St. Suite 1, Ellensburg WA 98926, no later than 5:00 PM on October 23, 2026. Failure to adhere to submittal requirements allows for disqualification.

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 5:00 PM local time October 23rd, 2026, will be disregarded.** The County reserves the right to reject one or more submittals.

To facilitate review, RFQ submittals shall conform to the following format.

1. **Experience and Qualifications:** Provide a description of your firm's experience and qualifications in flood hazard assessment, hazard mitigation planning, and public engagement. Respondents should demonstrate knowledge of FEMA's National Flood Insurance Program (NFIP) and Community Rating System (CRS), with direct experience preparing Repetitive Loss Area Analyses (RLAAs) or similar area-scale flood risk and mitigation assessments. Previous experience providing plans for local government is required.

2. **Project Team:** Identify proposed team members and responsibilities. Provide individual resumes, outlining credentials and experience, and a statement about the availability and commitment of the proposed team members to complete the contract.
3. **References:** Provide the name and phone number for at least three (3) references of past clients in relation to projects similar to those in the above Scope of Work definition.
4. **Project Understanding:** Identify the approach that will be taken to meet the scope of work and your general understanding of Kittitas County area risk and mitigation assessments. Identify potential challenges and approaches that will be taken to complete the planning process before June 30, 2027.

Responders are directed as follows:

- The maximum number of pages (double-sided) is ten and shall be 12-point font – including all graphics.
- A cover letter may be provided in addition to the ten-page (double sided) limit.

SELECTION PROCESS AND PROPOSED SCHEDULE:

Kittitas County selection will be based on:

1. **Firm/Team Qualifications (25%):** Preference shall be given to qualifications preparing and delivering a Repetitive Loss Area Analysis. A preference for certified disadvantaged business inclusion will be provided (5% of criteria score).
2. **Project Experience (25%):** Preference shall be given to experience in relation to projects similar to those in the above Scope of Work.
3. **References (15%):** Preference shall be given to experience in Repetitive Loss Area Analyses.
4. **Project Understanding (35%):** Preference shall be given to a comprehensive understanding of the Scope of Work requirements, flooding hazards facing Kittitas County, and approaches to ensure that the plan is complete before June 30, 2027.

A Kittitas County review committee will re review and rank the RFQs.

The County reserves the right to reject any and all submissions to this RFQ, request clarification, and waive informalities/technicalities, if deemed in the best interest of the County. The County assumes no responsibility for costs incurred in responding to this RFQ.

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.

Anticipated Dates	Tasks
5 PM local time October 23, 2026	Deadline for RFQ submittals
October 28, 2026	Reference Checks Completed and Provider Selection
November 03, 2026	BOCC Contract Award

The above schedule is tentative and may be changed based on the number of proposals submitted.

CONTRACT:

The selected consultant will be expected to enter into a Standard Local Agency Professional Services Negotiated Hourly Rate Consultant Agreement. Insurance requirements are included in that agreement. A detailed scope of services and associated fees will be developed and agreed to by the selected consultants and the County and incorporated as part of the contract.

INQUIRIES:

Direct all inquiries regarding this request for services to Candie Leader, Contracts Specialist, at (509) 962-7523, or via e-mail to candie.leader@co.kittitas.wa.us