



Facilities

Request for Qualifications

31-2415

REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING AND DESIGN SERVICES
FOR A PROPOSED EQUESTRIAN CENTER LOCATED AT THE SWW FAIRGROUNDS,
1901 S. GOLD ST., CENTRALIA, WA.

Lewis County



FACILITIES

Project: Request for Qualifications (RFQ) for engineering and design services for a proposed equestrian center located at the SWW Fairgrounds, 1901 s. Gold St., Centralia, wa., 31-2415

Effective Date: undefined

1. Introduction

1.1. Summary

Request for qualifications (RFQ) for engineering and design services for a proposed equestrian center at the SWW Fairgrounds, 1901 S. Gold Centralia, WA. The duration of this agreement is through October 2025.

Interested firms should submit a statement of qualifications stating your ability and availability to complete this work in accordance with this notice and must be submitted electronically through the procurement portal at <https://procurement.opengov.com/portal/lewiscountywa>

Lewis County is interested in entering into a professional services contract with one professional engineering firm to provide consulting services, and subsequently be asked to prepare a specific proposal for the project and negotiate based on Actual Costs Plus a Fixed Fee Agreement. The anticipated maximum total value of the contract: is \$199,820. This will include, but not be limited to, completing a site study, design, and market needs evaluation to include projected uses of the center and related infrastructure needs. Cost proposals, if included in the proposal, shall be in a concealed format and separate from the technical/qualifications of the proposal and will not be considered in the evaluation, ranking, and selection phase.

The pre-design activities will help to inform the design work for phase 2. Phase 2 will include additional barns, offices, and an open arena. The future Southwest Washington Fair Equestrian Facility will provide a year-round venue for various equestrian shows, events, training, and other agricultural events.

THE STATEMENT OF QUALIFICATIONS MUST BE DELIVERED BY OR BEFORE 5:00 PM ON FEBRUARY 24, 2025 (PROPOSALS SUBMITTED AFTER 5:00 PM PACIFIC TIME WILL NOT BE CONSIDERED FOR THIS PROJECT.) The statement of qualifications must be submitted electronically through the procurement portal at <https://procurement.opengov.com/portal/lewiscountywa> no later than and be in accordance with the plans, specifications, and other contract documents available through the procurement portal.

Interested CONSULTANTS shall provide a statement of qualifications, experience, and extent of involvement for the assigned personnel on similar projects. The SOQ shall include the project

name, description, and contact information for each project. The SOQ must be limited to ten total pages of text, graphs, photographs, resumes, etc. Any additional information (cover letter, cover sheet, additional graphs, photographs, project information, etc.) more than a maximum of ten pages/sheets will not be forwarded to the County's review panel for evaluation.

The Lewis County Capital Facilities Department in accordance with 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 respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, 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.

Lewis County is an equal opportunity and affirmative action employer. Minority, veteran and women-owned firms are encouraged to submit a statement of qualifications.

1.2. Background

The Lewis County Parks, Recreation & Open Space (PROS) Plan identified several improvement projects including an expanded and improved equestrian facility. In 2024, the Washington State Legislature awarded Lewis County \$199,820 to perform a Pre-Design study for the proposed Equestrian Center. This project will provide a year-round location supporting the large equestrian community in SW Washington and across the state. The center will provide for various equestrian shows, events, training, and a plethora of other agricultural events. The pre-planning and Design work will provide the County and Legislature with information on the next phases of the project and funding. Final design work will need to be completed by September 2025.

1.3. Contact Information

Becky Butler

Budget Administrator

351 NW North Street

Chehalis, WA 98532

Email: becky.butler@lewiscountywa.gov

Phone: (360) 740-1198

Department:

Facilities

Department Head:

Alex Murray

Facilities Administrator

1.4. Timeline

Release Project Date	January 28, 2025
Question Submission Deadline	February 17, 2025, 5:00am
Proposal Submission Deadline	February 24, 2025, 5:00pm
Short list for interviews	March 3, 2025

2. **Project Details**

2.1. Important Instructions for Electronic Submittal

Lewis County, Facilities, is accepting electronic proposal submissions. Consultants may create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, browse back to this page, click on "Submit Response", and follow the instructions to submit the electronic proposal.

2.2. Project Details

This project will perform a Pre-Design for constructing a covered equestrian center at the SWW Fairgrounds. The center would host various equestrian events during the annual fair in addition to events during the remainder of the year. Events other than equestrian are also envisioned.

In addition, the report should list amenities and infrastructure desired to support the venue and events.

2.3. Scope of Service

The pre-design will perform a cultural review, soils and other necessary testing to inform design work scheduled for phase 2.

Any soil disturbing work will require DAHP and Tribal concurrence prior to disturbance.

2.4. Applicant and Application Requirements

Applicants will need to provide Statements of Qualification to outline qualifications and certifications, similar projects completed and a list of 5 references relating to this type of work. Also applicants will need to supply a proposal and envisioned scope, including timeline.

2.5. Right to Amend

Facilities reserves the right to amend terms of this "Request for Qualifications" (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

2.6. Equal Opportunity

Interested firms should submit a statement of qualifications stating your ability and availability to complete this work in accordance with this notice. Lewis County is an equal opportunity and affirmative action employer. Disadvantaged, minority, and women-owned firms are encouraged to submit statements.

2.7. Americans with Disabilities Act (ADA) Information

Lewis 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 emailing Alex Murray at alex.murray@lewiscountywa.gov or calling (360) 740-1459

2.8. Title VI Statement

Lewis 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 in any contract entered into pursuant to this advertisement, 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.

2.9. Decision Making Process

- A. Proposals for this funding will be reviewed by a selection committee.
- B. Written proposals will be evaluated for completeness and eligibility.
- C. Lewis County, in its sole judgment, reserves the right to determine which proposals best meet the County's needs. The County retains the right to reject any or all proposals or to waive formalities with or without cause.

3. **Evaluation Phases**

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Staffing Expertise and Qualifications	Points Based	30 (30% of Total)
2.	Experience with similar projects and familiarity with State funded projects	Points Based	30 (30% of Total)
3.	Demonstrated ability to meet schedules/commitments given by staff personnel	Points Based	15 (15% of Total)
4.	Overall proposal alignment with needs of County	Points Based	25 (25% of Total)

4. **Vendor Submissions**

4.1. Proposal Requirements*

Did you read through and confirm that you met all of the proposal requirements including the sections:

- A. Scope of Work
- B. Submittal Requirements
- C. Qualifications
- D. Experience
- E. Evaluation Process

☐ Yes

☐ No

*Response required

4.2. Name of the organization principal(s)*

*Response required

4.3. Contact name, phone number, and email address*

Contact Name:

Phone Number:

Email Address:

*Response required

4.4. Physical and mailing addresses*

Physical Address:

Mailing Address:

*Response required