



Capital Infrastructure

Request for Qualifications

2026-RFQ-040

FIRE ALARM ENGINEERING FOR LEWIS COUNTY

Lewis County



CAPITAL INFRASTRUCTURE

Project: Fire Alarm engineering for Lewis County, 2026-RFQ-040

Effective Date: undefined

1. Introduction

1.1. Summary

Lewis County is seeking a qualified engineering firm to provide comprehensive design and engineering services for several upcoming capital projects. The selected firm will be responsible for developing bid-ready documents, construction specifications, and supporting materials needed to procure contractors and execute work across multiple County-owned facilities.

Current anticipated project locations include:

- IT Building
- Historic Courthouse
- Health Building
- Lewis County Jail

*Additional facilities as projects may be identified

The scope of work may include site assessments, systems evaluation, architectural and mechanical considerations, detailed engineering drawings, permitting support, and coordination with County staff to ensure each project is fully prepared for competitive bidding.

The intent of this RFQ is to establish a partnership with an engineering firm capable of delivering clear, accurate, and complete bid documents that support efficient procurement and successful construction outcomes across a variety of building types.

The selected firm will be asked to provide various services, including but not limited to, the following:

- identify the current system types, including their manufacturers and installation dates
- review device coverage, layout and overall system condition to determine remaining useful life
- assess code compliance
- examine integration capabilities with existing building systems, such as HVAC, access control and elevator controls
- provide recommendations outlining whether / how each system should be repaired, upgraded or fully replaced to meet current operational and safety requirements

1.2. Background

Lewis County has several upcoming projects that range from new construction requiring complete system designs to modifications of existing building systems. The County aims to

move these projects forward quickly and is looking for engineering support that can produce consistent, reliable, and standardized designs across facilities.

Where possible, systems should be designed to align with existing County standards and integrate smoothly with current infrastructure. Standardization, clarity in documentation, and efficient coordination will be key to ensuring that each project progresses without unnecessary delays and that long-term maintenance and operations are streamlined across all buildings.

1.3. Contact Information

Matt Patana

Capital Infrastructure Specialist

351 NW North Street

Chehalis, WA 98532

Email: matt.patana@lewiscountywa.gov

Phone: [\(360\) 219-5134](tel:(360)219-5134)

Department:

Capital Infrastructure

Department Head:

Matt Patana

Capital Infrastructure Specialist

1.4. Timeline

Release Project Date	October 6, 2026
Question Submission Deadline	October 20, 2026, 5:00pm
Question Response Deadline	October 23, 2026, 5:00pm
Proposal Submission Deadline	October 30, 2026, 2:00pm
Interviews (Zoom or Teams)	November 5, 2026

2. **Project Details**

2.1. Important Instructions for Electronic Submittal

Lewis County, Capital Infrastructure, is accepting electronic proposal submissions. All proposals must be submitted through the OpenGov platform. 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

As part of this project, the selected firm will perform comprehensive on-site evaluations of the existing fire alarm systems at each facility. This assessment will include identifying the current system type, manufacturer, and installation date, along with reviewing device coverage, layout, and overall system condition to determine remaining useful life. The evaluation will also assess code compliance with current NFPA 72, IBC, and IFC standards and examine integration capabilities with existing building systems such as HVAC, access control, and elevator controls. In addition, the firm will review available documentation and records to verify system history and maintenance information. Based on these findings, the firm will provide a recommended scope of work outlining whether each system should be repaired, upgraded, or fully replaced to meet current operational and safety requirements.

2.3. Scope of Service

Based on evaluation findings and County direction, the firm shall develop:

- Construction drawings including: floor plans with device locations, riser diagrams, panel locations and wiring pathways, notification appliance circuit layouts, and standpipe/sprinkler supervisory connections where applicable
- Technical specifications including approved manufacturer and model specifications, device quantities and performance criteria, wiring and conduit requirements, sequence of operations, and integration requirements with County-preferred systems
- Bid-ready documents including Division 28 specifications, supplementary conditions, equipment schedules, installation details, and points list with programming requirements
- The firm may be asked to provide: pre-bid conferences and site visits, bid evaluation support, submittal review, RFI responses, construction observation, commissioning observation, final acceptance testing witness, and record drawing preparation.
- The firm shall provide plans stamped by a licensed electrical engineer familiar with Washington State fire alarm requirements, coordinate with local fire marshal and building official plan review, respond to plan review comments, and provide final approved record drawings.

2.4. Applicant and Application Requirements

Professional Licensing

Licensed electrical engineer on staff or under contract, registered in Washington State. Ability to provide engineer-stamped drawings for permit submittal.

Fire Alarm Design Credentials

NICET certification for design personnel: Level III or IV in Fire Alarm Systems preferred; Level II minimum for primary designer. Demonstrated experience with addressable fire alarm systems and familiarity with voice evacuation/emergency communication systems where required by code.

Relevant Experience

Minimum five (5) years of fire alarm design experience. Minimum three (3) projects of similar scale and complexity completed within the last five (5) years. Experience with public agency clients preferred. Experience with historic buildings, healthcare occupancies, and detention/correctional facilities strongly preferred.

Local Knowledge

Familiarity with Washington State building and fire codes. Experience working with Lewis County, Chehalis, or Centralia building/fire officials preferred. Understanding of WSEC integration requirements.

Submission Requirements

Firm qualifications including history, size, organizational structure, relevant project experience, resumes of key personnel, proof of professional licensing and NICET certifications, explanation of approach to existing system evaluation, and description of quality control processes.

Provide three (3) client references from public agency projects completed within the last five years, including project name, scope, contract value, and client contact information.

Confirm availability to begin work within 30 days of selection and describe current workload and capacity for multiple phased projects.

2.5. Right to Amend

Capital Infrastructure 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, women-owned and veteran-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 Matt Patana at matt.patana@lewiscountywa.gov or calling (360) 219-5134

2.8. Non-Discrimination (Lewis County Funds)

The Contractor or any employee, agent or representative of the Contractor or any subcontractor shall not discriminate against any person in the performance of this contract in the performance of any of its obligations hereunder on the basis of race, color, creed, ethnicity, religion, national origin, age, sex, marital status, veteran or military status, sexual orientation or the presence of any disability. Implementation of this provision shall be consistent with Section 49.60.400 of the Revised Code of Washington.

The Contractor must comply with the American with Disabilities Act of 1990, Public Law 101-336, including but not limited to protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

2.9. Decision Making Process

- A. Proposals for this funding will be reviewed by a selection committee of not less than 3 County Employees.
- B. Written proposals will be evaluated for completeness and eligibility. A short-list of Candidates will be required to provide an oral presentation to the selection-committee. The selection committee will score proposals according to the criteria and percentage value identified in the Evaluation Criteria. The selection committee, in its discretion, may further define these criteria and implement and allocate value within these percentages. Final contract award recommendations may consider both written and oral elements. All recommendations will be shared with the Board of County Commissioners (BOCC). All final award decisions will be made by the BOCC.
- 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.
- D. Lewis County will evaluate qualifications based on the following weighted criteria:
 1. Firm Qualifications20%NICET certifications, licensed engineer availability, relevant project experience, quality control processesResponsiveness and Capacity20%Ability to meet multiple project schedules, availability within 30 days, current workload, staffing for phased workHistorical experience10%Experience with Buildings that are historical or otherwise compare to the Historic CourthouseJail experience10%Experience with Jails or similar structures, with similar requirements.Compliance and Documentation20%Strong record of regulatory compliance and timely permitting Blueprint Design/ Specification 20%Design documents and specifications that provide a high level of clarity and simplicity yet remain comprehensive and sufficiently detailed.

2.10. Awarding of Contract

- The County will negotiate scope, schedule, and a fair and reasonable fee with the top-ranked firm, formally terminate if it cannot agree, and then go to the next firm. The Board of County Commissioners will decide the final award.

3. **Evaluation Phases**

N o.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Firm Qualifications NICET certifications, licensed engineer availability, relevant project experience, quality control processes.	Points Based	20 (20% of Total)
2.	Demonstrated ability to meet schedules/commitments Ability to meet multiple project schedules, availability within 30 days, current workload, staffing for phased work.	Points Based	20 (20% of Total)
3.	Historical experience Experience with Buildings that are historical or otherwise compare to the Historic Courthouse	Points Based	10 (10% of Total)
4.	Jail experience Experience with Jails or similar structures, with similar requirements	Points Based	10 (10% of Total)
5.	Compliance and Documentation Strong record of regulatory compliance and timely permitting	Points Based	20 (20% of Total)
6.	Blueprint Design/ Specification Design documents and specifications that provide a high level of clarity and simplicity yet remain comprehensive and sufficiently detailed.	Points Based	20 (20% of Total)

4. Vendor Submissions

4.1. Submit your Statement of Qualifications- RFQ with complete information attached.**
Please download the below document, read completely and upload statement of qualifications.
Refer to document attached for submittal requirements.

- Lewis County RFQ Fire Alarm...

*Response required

4.2. Proposal Requirements*

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

- Scope of Work
- Submittal Requirements

C. Qualifications

D. Experience

E. Evaluation Process

☐ Yes

☐ No

*Response required

4.3. Name of the organization principal(s)*

*Response required

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

Contact Name:

Phone Number:

Email Address:

*Response required

4.5. Physical and mailing addresses*

Physical Address:

Mailing Address:

*Response required