

Grant County

Central Services

P O Box 37

Ephrata WA 98823

(509) 754-2011 Ext-3276

Fr: Central Services
To: Board of County Commissioners
Re: Recommendation to select A&E Services "On Call"

January 15 2019

CONSENT TITLE: Request for Qualifications (RFQ) P1901, On-Call Architectural & Engineering Services for fees less than \$75,000.00

BACKGROUND: This RFQ is for Architectural & Engineering service providers who will be eligible to provide services on an on- call basis for miscellaneous County projects with individual fee values that are estimated to be less than \$75,000.00. Work will include all phases and disciplines normally and customarily associated with a professional Architectural & Engineering firm. Work may include master planning, schematic design, design development, construction document, bidding, construction and project closeout and construction management for projects such as remodeling, renovation and new construction especially park and recreational facilities.

RECOMMENDATION: It is respectfully recommended that the firm of Bernardo | Wills PC, dba Bernardo | Wills Architects PC, 153 South Jefferson Street, Spokane Washington, 99201, be considered as the most highly qualified for the referenced services.

The committee requests selection of this firm as the most highly qualified and, for the purposes of this selection, the remaining firms are selected in the most highly qualified ranked order, as determined by the committee, per the attached evaluation form summary. In the event that Grant County is unable to negotiate a contract with Bernardo | Wills PC., at a price the agency determines to be fair and reasonable for a specific on-call project, the County may terminate such negotiations and enter into negotiations with the next most qualified firm for such project until either a contract is negotiated or all firms on the list of selected firms have been exhausted. Once the list has been exhausted the County, at its sole option, can either elect to begin the negotiating process over, starting with the number 1 ranked firm, or terminate the process.

Submittals stating qualifications were received from 15 firms out of 420 solicitations. The Central Services Department holds the spreadsheet showing the individual scoring of the committee members.

The committee also requests authority for the Central Services Director and the Department Head or Elected Official that requires a specific project to negotiate proposed scope(s) of work, fees and execute contract(s) and any amendments to said contracts with an aggregate value less than \$75,000.00 at other than a public meeting.

It is, also, recommended that a majority of the Board of County Commissioners, or its chairman acting on behalf of the Board, be authorized to execute the contract(s) negotiated, and any amendments to said contract(s), at other than a public meeting.

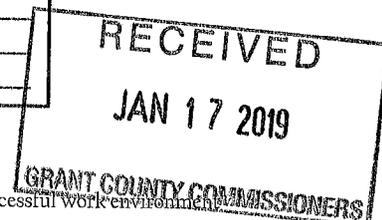
Best Regards

Tom Gaines

Tom Gaines
Director, Grant County WA
Central Services Department

Resolution form with handwritten date '22nd' and month 'January', 2019. Includes columns for 'Approve', 'Disapprove', and 'Abstain' with rows for Districts #1, #2, and #3. The 'Approve' column has handwritten initials.

Tom Gaines
Director of Central Services
tgaines@grantcountywa.gov



**BOARD OF COUNTY COMMISSIONERS
Grant County, Washington**

**RESOLUTION REGARDING THE
SELECTION OF BERNARDO | WILLS PC.
DBA BERNARDO | WILLS ARCHITECTS. TO
PROVIDE ON CALL ARCHITECTURAL &
ENGINEERING SERVICES FOR FEE
VALUES LESS THAN \$75,000 - RFQ NO. P1901**

RESOLUTION No. 19- 009 -CC

WHEREAS, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners of Grant County, Washington has the care of County property and the management of County funds and business; and

WHEREAS, pursuant to Chapter 39.80 of the Revised Code of Washington, Grant County is required to publicly announce requirements for architectural & engineering services, and to negotiate contracts for architectural & engineering services on the basis of demonstrated competence and qualification for the type of professional services required at fair and reasonable prices; and

WHEREAS, pursuant to RCW 39.80.030, the Grant County Central Services Department issued Request for Qualifications (RFQ) No. P1901, which asked professional architectural & engineering firms to submit a statement of qualifications for a generalized scope of work and services set forth in RFQ No. P1901 for various and miscellaneous projects at fee values anticipated to be less than \$75,000.00 (“generalized scope of work and services”); and

WHEREAS, the threshold of \$75,000.00 specified in RFQ P1901 is used solely as an order of magnitude, in the decentralized utilization of the Eligibility List that will be created as a result of RFQ No. P1901, and such threshold is not intended for the purpose of restricting the County in contracting for its needs for professional landscape architectural services; and

WHEREAS, the purpose of RFQ No. P1901 is to establish an “Eligibility List” of architectural & engineering firms with which the County may elect to undertake any one or combination of the following actions:

- (a) Select and negotiate a scope and fee at a price determined to be fair and reasonable and execute a contract with the firm ranked on the Eligibility List as number one “most highly qualified” based on the generalized scope of work and services of RFQ No. P1901. In the event that the County is unable to successfully negotiate a contract with the most highly qualified firm at a price the County determines to be fair and reasonable, then the County may terminate such negotiations and enter into negotiations with the next “most highly qualified” firm on the Eligibility List-- until either a contract is successfully negotiated and executed for said project, or efforts have been exhausted with all firms on the Eligibility List. In such event, the County at its sole option may either elect to begin a new negotiating process, starting with the number-one ranked firm, or terminate the process; or alternatively

- (b) Select based upon the criteria set forth in RFQ No. P1901, the firm deemed to be the “most highly qualified” to provide the services required for a proposed project by: (i) Evaluation--in any order-- current statements of qualifications and performance data on file of all of the firms that have submitted proposals in

response to RFQ No. P1901; (ii) discussions with any one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services; or alternatively

(c) At any time, terminate the process and issue an entirely separate RFQ under a new project number for the proposed project pursuant to RCW 39.80 and the County's policy for issuing an RFQ or RFP; and

WHEREAS, pursuant to RFQ No. P1901, statements of qualifications based upon the generalized scope of work and services were received from five (15) out of the thirty (420) firms solicited; and

WHEREAS, a committee comprised of Tom Gaines, James McKiernan, and Kevin Schmidt, reviewed the statements of qualifications submitted; and

WHEREAS, said committee, after taking into account the scope, complexity, and professional nature of the services to be rendered, has recommended that the following firms responding to Grant County RFQ No. P1901 be selected for providing professional architectural & engineering services under the Eligibility List of RFQ No. P1901 in the following order ranked as "most highly qualified" based on the generalized statement of work set forth in the RFQ: (1) Bernard | Wills PC dba Bernard | Wills Architects 153 South Jefferson Street Spokane WA 99201; (2) Century West Engineering dba Century West Engineering Corporation 11707 East Montgomery Drive Spokane WA 99206; (3) Erlandsen dba Erlandsen & Associates Incorporated 250 Simon Street Southeast East Wenatchee WA 98802; (4) SCJ Alliance dba Shea Carr & Jewell Incorporated 25 North Wenatchee Avenue Suite 238 Wenatchee WA 98801; (5) Design West Architects dba Design West Architects 905 West Riverside Avenue Suite 605 Spokane WA 99201; (6) Pacific Engineering dba Pacific Engineering & Design PLLC 200 South Columbia Street Suite 300 Wenatchee WA 98801; (7) Western Pacific dba Western Pacific Engineering & Survey 1328 E Hunter Place Moses Lake WA 98837 and

WHEREAS, the Director of Central Services and said committee have further recommended that the Director of Central Services and the agency's Department Head or Elected Official that requires the specific project be authorized to select a firm with which to negotiate a contract in the manner heretofore described at a price the agency determines to be fair and reasonable; and

WHEREAS, the Director of Central Services and said committee have concurrently recommended that the Director of Central Services and the Department Head or Elected Official that requires the specific project, be authorized to execute through the Central Services Department and at other than a public meeting any contracts, and any change order(s) or amendment(s) thereto, for architectural & engineering services at project scope and fee values of up to \$75,000 per project, notwithstanding any language to the contrary in County Policy regarding the Purchasing and Procurement of services; PROVIDED that sufficient funds have been appropriated by the Board of Grant County Commissioners in the budget of the agency that requires the specific project; and PROVIDED FURTHER, that any contract execution, change order(s) or modification(s) is approved by the Board of County Commissioners when the incremental or aggregate value of the scope and fee for a project exceeds \$75,000.00; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Grant County, Washington, that:

1) The Eligibility List for providing professional architectural & engineering services under Grant County RFQ No. P1901 is hereby established and the following firms responding to Grant County RFQ No. P1901 are hereby selected in the following order ranked as "most highly qualified" based on the generalized statement of work set forth in said RFQ:

(1) Bernard | Wills PC dba Bernard | Wills Architects 153 South Jefferson Street Spokane WA 99201; (2) Century West Engineering dba Century West Engineering Corporation 11707 East Montgomery Drive Spokane WA 99206; (3) Erlandsen dba Erlandsen & Associates Incorporated 250 Simon Street Southeast East Wenatchee WA 98802; (4) SCJ Alliance dba Shea Carr & Jewell Incorporated 25 North Wenatchee Avenue Suite 238 Wenatchee WA 98801; (5) Design West Architects dba Design West Architects 905 West Riverside Avenue Suite 605 Spokane WA 99201; (6) Pacific Engineering dba Pacific Engineering & Design PLLC 200 South Columbia Street Suite 300 Wenatchee WA 98801; (7) Western Pacific dba Western Pacific Engineering & Survey 1328 E Hunter Place Moses Lake WA 98837; and

2) The Eligibility List established in Item 1 above is not a contract and is not an exclusive list for providing professional architectural & engineering services; and if it be in the best interest of the County, the County may elect to issue separate RFQ's in contracting for professional architectural & engineering services; and

3) Whenever a Department Head or Elected Official that requires professional architectural & engineering services for a specific project at scope and fee values anticipated to be less than \$75,000, then the Director of Central Services and the head of the department or elected official that requires the specific project are hereby authorized to:

a) Determine as fair and reasonable scope and fees for architectural & engineering services negotiated with firms on the RFQ No. P1901 Eligibility List as established herein, notwithstanding any language to the contrary in County procurement and purchasing policies; and

b) Select and negotiate a scope and fee at a price determined to be fair and reasonable and execute a contract with the firm ranked on the Eligibility List as number one "most highly qualified" based on the generalized scope of work and services of RFQ No. P1901. In the event that the County is unable to successfully negotiate a contract with the most highly qualified firm at a price the County determines to be fair and reasonable, then the County may terminate such negotiations and enter into negotiations with the next "most highly qualified" firm on the Eligibility List until either a contract is successfully negotiated and executed for said project, or efforts have been exhausted with all firms on the Eligibility List. In such event, the County at its sole option may either elect to begin anew the negotiating process, starting with the number-one ranked firm, or terminate the process; and

c) Select based upon the criteria set forth in RFQ No. P1901, the firm deemed to be the "most highly qualified" to provide the services required for a proposed project by: (i) Evaluation--in any order--current statements of qualifications and performance data on file of all of the firms that have submitted proposals in response to RFQ No. P1901; (ii) discussions with any one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services; and

d) At any time, terminate the process and issue an entirely separate RFQ under a new project number for the proposed project pursuant to RCW 39.80 and pursuant to the County's policy for issuing RFQ's/RFP's.

4) For projects with a total scope and fee value anticipated to be less than \$75,000.00, the Director of Central Services and the head of department or agency requiring the professional architectural & engineering services are authorized to execute, through the Central Services Department, any contracts, and any change order(s) or amendment(s) thereto, at other than a public meeting notwithstanding any language to the contrary in County procurement and purchasing policies; PROVIDED that any change is approved by the Board of County Commissioners as provided for in Item 6, below, when the incremental or aggregate value of the scope and fee for a project exceeds \$75,000.00; and

5) The threshold of \$75,000.00 as specified in RFQ P1901 is solely an order of magnitude in the decentralized utilization of the Eligibility List that will be created as a result of RFQ No. P1901, and is not intended for the purpose of restricting the County in contracting for its needs for professional architectural & engineering services, and if it be in the County's best interest, the Board of County Commissioners may execute as provided for in Item 6, below, any contracts, change orders(s) or modification(s) for professional landscape architectural services at values exceeding \$75,000; and

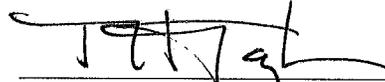
6) Other than as provided for hereinabove, for projects with a total scope and fee values of \$75,000.00, or more, a majority of the Board of County Commissioners, or its chairman acting on behalf of the Board, are/is authorized on behalf of the Board, to execute the contract(s), and any amendments thereto, at other than a public meeting.

NOW, BE IT FURTHER RESOLVED THAT the Grant County Board of Commissioners, approve RFQ P1901 and adopt the resolution for A&E Services for fee values less than \$75,000.00:

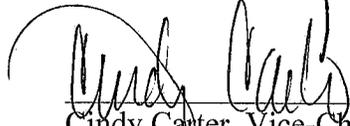
DATED this 22nd day of January, 2019.

**BOARD OF COUNTY COMMISSIONERS
GRANT COUNTY, WASHINGTON**

Yea Nay Abstain



Tom Taylor, Chair

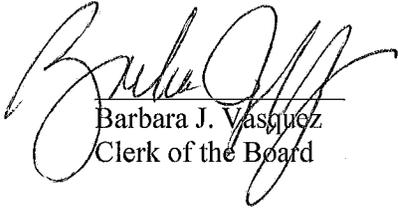


Cindy Carter, Vice-Chair



Richard Stevens, Member

ATTEST:



Barbara J. Vasquez
Clerk of the Board