

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**

**AUTHORIZE THE COMMUNITY DEVELOPMENT DIRECTOR
TO NOTICE A REQUEST FOR QUALIFICATIONS
FOR THE QUALIFIED PROFESSIONALS LIST THROUGH OPENGOV**

RESOLUTION 25-322

WHEREAS, on October 1, 2025, the Board of County Commissioners (BOCC) approved Ordinance 1367, which included amendments to Chapter 17.10.170 Lewis County Code (LCC) to update the definition of "qualified professional"; and

WHEREAS, pursuant to Title 17, the Department of Community Development accepts critical area reports from individuals or businesses that meet the definition of "qualified professional"; and

WHEREAS, during the land use review process, the applicant is responsible for hiring a qualified professional and applicants frequently ask staff if there is a list that they can hire from; and

WHEREAS, creating and maintaining a list of qualified professionals will provide applicants with a pre-screened list of individuals and business that meet the definition found in Chapter 17.10.170 LCC; and

WHEREAS, proposals must be submitted electronically in OpenGov (<https://procurement.opengov.com/portal/lewiscountywa>) by 4 p.m. Dec. 1, 2025.

NOW THEREFORE BE IT RESOLVED that the BOCC finds it in the public best interest to authorize the Director of Community Development to notice a Request for Qualifications for the Qualified Professionals List through OpenGov starting on Nov. 12, 2025, and closing on December 1, 2025; and

NOW THEREFORE BE IT FURTHER RESOLVED the BOCC directs the Clerk of the Board to proceed with all appropriate and necessary notifications, posting and publication.

DONE IN OPEN SESSION this 10th day of November 2025.

APPROVED AS TO FORM:

Jonathan Meyer, Prosecuting Attorney

**BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**


By David Bailey, Chief Civil DPA


Scott J. Brummer, Chair

ATTEST:


Rieva Lester, Clerk of the Board


Lindsey R. Pollock, DVM, Vice Chair


Sean D. Swope, Commissioner





Community Development

Request for Qualifications

2025-GEN-010

LEWIS COUNTY QUALIFIED PROFESSIONALS RFQ

Lewis County



COMMUNITY DEVELOPMENT

Project: Lewis County Qualified Professionals RFQ, 2025-GEN-010

Effective Date: undefined

1. Introduction

1.1. Summary

Lewis County, Washington is developing a list of qualified professionals, as defined by Chapter 17.10, Lewis County Code (LCC). People or businesses that meet the minimum qualifications are encouraged to submit documentation of their qualifications and upon review will be added to a list that will be made available on the county webpage (<https://lewiscountywa.gov/departments/community-development/>) as a resource to the community. Please note, this RFQ is not for a County-sponsored project, but is instead solely for the professional to request to have the professional's name added to the list of qualified professionals.

1.2. Background

When a private development proposal is required to have a Critical Areas Report (see Chapter 17.38 LCC), the applicant is required to have a qualified professional (see Chapter 17.10 LCC) complete the report following all applicable regulations. The Department of Community Development is responsible for implementing Title 17 LCC. To help applicants find a qualified professional, the department will host a list of pre-approved consultants. This list will be initially created through this Request for Proposal and then maintained annually by the department. Please note, being added to the County's qualified professionals list, the County will not be guaranteeing, representing, or warranting the professional's abilities, suitability for any applicant's project, or otherwise vouching for the professional. Applicants are strongly encouraged to research and inquire about any professional on the list to make sure any professional is suitable for the applicant and applicant's project.

1.3. Contact Information

Mindy Brooks

Community Development Director

P: 125 NW Chehalis Ave

M: 351 NW North Street

Chehalis, WA 98532

Email: mindy.brooks@lewiscountywa.gov

Phone: [\(360\) 740-2610](tel:(360)740-2610)

Department:

Community Development

Department Head:

Mindy Brooks

Community Development Director

1.4. Timeline

Release Project Date	November 11, 2025
Question Submission Deadline	November 18, 2025, 4:00pm
Question Response Deadline	November 18, 2025, 5:00pm
Proposal Submission Deadline	December 1, 2025, 5:00pm

2. Project Details2.1. Important Instructions for Electronic Submittal

Lewis County, Community Development, 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

The Growth Management Act (GMA) ([Chapter 36.70A RCW](#)) requires all cities and counties in Washington to adopt regulations protecting "critical areas" in order to preserve the natural environment, wildlife habitats, and sources of fresh drinking water. Critical areas regulations also encourage public safety by limiting development in areas prone to natural hazards like floods and landslides.

When development is proposed that may have negative impacts on a critical area (e.g., wetland, stream, steep slope, aquifer), the applicant is required to submit a Critical Areas Report prepared by a qualified professional.

Lewis County defines "qualified professional" as (see Chapter 17.10 LCC): A person, or a team of persons or organization with combined experience, education, and professional degrees and/or training pertaining to the critical area in question, and with experience in performing delineations, analyzing critical area functions and values, analyzing critical area impacts, and recommending critical area mitigation and restoration. The administrator may require professionals to demonstrate the basis for qualifications and shall make final determination as to

qualifications. An unqualified professional who submitted a critical area report to Lewis County prior to January 1, 2026, may continue to submit critical area reports through December 31, 2030 subject to third party review and associated fees as determined by the adopted fee schedule. A professional may be found to be unqualified if they consistently submit reports or assessments that do not meet industry standards or frequently contain egregious errors.

“Qualified wetlands professional” means either: (a) A person with a bachelor’s degree in biology, ecology, soil science, botany, or a closely related scientific field, whom maintains a wetland certification from an accredited program such as Professional Wetland Scientist (PWS) through the Society of Wetland Scientists, and has a minimum of two (2) years’ experience delineating wetlands using the most current Army Corps of Engineers and Washington State Department of Ecology methods for the Pacific Northwest; or (b) A person with a minimum of four (4) years’ experience completing wetland assessments and delineations, using the most current Army Corps of Engineers and Washington State Department of Ecology methods for the Pacific Northwest, under the direct supervision of a qualified wetland professional who meets criteria (a) above.

“Qualified habitat conservation professional” means a person with a bachelor of science degree in wildlife biology, ecology, fisheries, or closely related field and demonstrated two (2) years professional experience related to the subject species/habitat type.

“Qualified geological hazard professional” means a Washington State licensed geologist, a licensed engineering geologist or a geotechnical engineer, or equivalent licensed engineer with specific education and demonstrated professional competence related to geologic hazards. For mine hazard assessments, a qualified professional must be a professional mining engineer, or other professional engineer with demonstrated professional competence related to mine hazards. For foundation design for mine hazard areas, a qualified professional must be a professional engineer with demonstrated professional competence related to foundation design.

“Qualified critical aquifer recharge Area (CARA) professional” means a Washington State licensed hydrogeologist, geologist, or a professional engineer, with specific education and demonstrated professional competence related to ground water hazards.

“Qualified floodplain professional” means a Washington State licensed engineer or land surveyor (for documentation of lowest floor elevations, only), with specific education and demonstrated professional competence related to flood hazard assessment and construction requirements.

“Qualified forester” means a person with a bachelor of science degree in forestry or the equivalent in post-secondary education and demonstrated two (2) years’ work experience in forestry.

2.3. Scope of Service

People or businesses that meet the minimum qualifications, as described in the Project Details, will be added to a list maintained by the Department of Community Development for one calendar year (January 1 - December 31). Annually the department will request written

affirmation that the person or business continues to meet minimum qualifications and would like to remain on the list. New people or businesses that meet the minimum qualifications may be added annually.

2.4. Applicant and Application Requirements

Please submit documentation that you or your business as a whole meets the minimum qualifications as described in the Project Detail. Please note "direct supervision" means the mentor is providing education and attending site visits with the apprentice, reviewing the apprentice's draft reports and signing off on the final report prior to submission. The mentor may provide less supervision over the four (4) year period, giving the apprentice more independence; however, the mentor must still sign off on the final report prior to submission.

2.5. Right to Amend

Community Development 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 Mindy Brooks at mindy.brooks@lewiscountywa.gov or calling (360) 740-2610

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

Written submissions will be reviewed by the Director of the Department of Community Development and the Planners to determine if the person or business meets the minimum qualifications. The Director may request additional information or clarification. All people or businesses meeting the minimum qualifications shall be added to the Qualified Professionals List, to be published on January 1, 2026. People or businesses not meeting the minimum qualifications shall be provided an explanation.

3. Vendor Submissions

3.1. Upload documentation of your qualifications.*

*Response required

3.2. Name(s) of all qualified professional associated with this RFQ.*

List all people, first and last name, that meet the minimum qualifications provided in the uploaded documentation.

*Response required

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

Contact Name:

Phone Number:

Email Address:

*Response required

3.4. Physical and mailing addresses*

Physical Address:

Mailing Address:

*Response required

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
QUALIFIED PROFESSIONALS**

Lewis County, Washington is developing a list of qualified professionals, as defined by Chapter 17.10, Lewis County Code (LCC). People or businesses that meet the minimum qualifications are encouraged to submit documentation of their qualifications and upon review will be added to a list that will be made available on the county webpage (<https://lewiscountywa.gov/departments/community-development/>) as a resource to the community. Please note, this RFQ is not for a County-sponsored project, but is instead solely for the professional to request to have the professional's name added to the list of qualified professionals.

Lewis County, Community Development is accepting only electronic submissions through OpenGov. Those wishing to submit a proposal must create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup> Once you have completed account registration, the RFP can be completed at the following link:
<https://procurement.opengov.com/portal/lewiscountywa/projects>

CLOSING DAY AND TIME: Submittals will be accepted no later than 4:00PM PST on December 1, 2025.

For more information please contact Mindy Brooks at 360-740-2610 or mindy.brooks@lewiscountywa.gov

BOCC AGENDA ITEM SUMMARY

Resolution:**BOCC Meeting Date:** Nov. 25, 2025**Suggested Wording for Agenda Item:****Agenda Type:** Legal Notice

Authorize the Community Development Director to notice a Request for Qualifications for the Qualified Professionals List through OpenGov

Contact: Mindy Brooks**Phone:** 3607402610**Department:** CD - Community Development**Description:**

Lewis County, Washington is developing a list of qualified professionals, as defined by Chapter 17.10, Lewis County Code (LCC). People or businesses that meet the minimum qualifications are encouraged to submit documentation of their qualifications and upon review will be added to a list that will be made available on the county webpage (<https://lewiscountywa.gov/departments/community-development/>) as a resource to the community.

Approvals:

User	Status
PA's Office	Approved

Publication Requirements:**Publications:**

OpenGov

Additional Copies:**Cover Letter To:**