

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

**IN THE MATTER OF:**

ISSUE A REQUEST FOR QUALIFICATIONS (RFQ)  
TO PROVIDE 2026 ANNUAL STRUCTURAL  
ENGINEERING SERVICES FOR PUBLIC WORKS  
PROJECTS

RESOLUTION NO. 26-002

**WHEREAS**, Lewis County Public Works anticipates needing annual structural engineering services for various projects, including Rural Arterial Program (RAP) funded projects, Federal Emergency Management Agency (FEMA) funded projects, US Department of Housing and Urban Development (HUD) funded projects, and Lewis County Transportation Improvement Program (TIP) projects; and

**WHEREAS**, Lewis County Public Works does not have the required resources to complete the structural engineering services for these projects within the scheduled time; and

**WHEREAS**, publication to solicit for professional services is needed to contract with a professional structural engineer services consultant; and

**WHEREAS**, Lewis County Public Works is soliciting statements of qualifications from consulting firms with expertise in structural engineering services; and

**WHEREAS**, statements of qualifications (SOQs) are due electronically through OpenGov (<https://procurement.opengov.com/portal/lewiscountywa>) by 2 p.m. February 6, 2026.

**NOW THEREFORE BE IT RESOLVED** that Lewis County Public Works is instructed to prepare an RFQ, evaluate responses, select a consultant, and negotiate a contract; and the Clerk of the Board of County Commissioners is instructed to proceed with all appropriate and necessary notifications, posting and publication as required by RCW 65.16.

DONE IN OPEN SESSION this 6th day of January, 2026.

APPROVED AS TO FORM:  
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

David Bailey  
By: David Bailey,  
Chief Civil Deputy Prosecuting Attorney

Lindsey R. Pollock, DVM  
Lindsey R. Pollock, DVM, Chair

ATTEST:



Rieva Lester, CMC  
Rieva Lester, CMC,  
Clerk of the Lewis County Board of  
County Commissioners

Scott J. Brummer  
Scott J. Brummer, Vice Chair

Sean D. Swope  
Sean D. Swope, Commissioner

LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

**Request for Qualifications (RFQ)**  
**2026 Annual Structural Engineering Services**

Lewis County is soliciting Statements of Qualifications (SOQs) from qualified consulting firms with expertise in providing professional structural engineering consulting services for the year 2026 (February – December). The consultant will provide structural services as County projects are scheduled or as circumstances emerge that require professional structural engineering services.

This will include but is not limited to upcoming Rural Arterial Program (RAP) funded projects, Federal Emergency Management Agency (FEMA) funded projects, U.S. Department of Housing and Urban Development (HUD) funded projects, and Lewis County Transportation Improvement Program (TIP) projects. All work is required to comply with WSDOT, AASHTO, Lewis County requirements and regulations. In the instance of federally funded projects, applicable federal contract provisions must be followed.

Lewis County is interested in entering a professional services contract with a structural engineering firm to provide consulting services and subsequently be asked to prepare specific proposals (task orders) for more than one project. The work will be conducted on an individual task order basis, according to each project scope. Each task order shall be authorized in writing by Lewis County prior to execution of the work and be negotiated based on an Actual Costs Plus a Fixed Fee agreement. All work will support design and construction projects anticipated by Lewis County Public Works.

Lewis County desires to have a consulting firm available for a variety of structural engineering tasks associated with various Lewis County projects, and the selected consultant for this contract will be expected to perform services related to structural evaluations, structural design of facilities, bridge load ratings, and bridge inspections as it relates to damage caused by natural disasters or man-made causes or NBIS requirements.

Lewis County Public Works 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 response

## **Scope of Work**

### **General Structural Engineering Services**

General Scope of Services:

- A) Inspection: Routine bridge inspection services for various structures, including data input to the WSDOT bridge data storage location; may include inventory of new bridges.
- B) Load Rating: Routine and damaged structure load rating services for various bridges within Lewis County.
- C) Assessments: Structural investigations, evaluation of alternatives, benefit/cost analyses, and recommendations for emergency structural repairs for various structures.
- D) Design: Structural design and plan preparation services (PS&E) for emergency repairs of various transportation structures, retaining walls, and highway bridges.

Load rating of various bridges. Load rating shall comply with WSDOT Bridge Design Manual and applicable federal requirements including evaluations of all Single Haul Vehicles (SHV's) and Emergency Vehicles (EV's). Currently no bridges have been identified at the time of this agreement.

### **Estimate and Schedule**

The agreement will be for one year in duration with an option to extend for an additional year by mutual agreement. Structural Engineering Services will be required for planned construction projects and future unplanned projects due to natural disasters or emerging situations.

Anticipated maximum total value of contract: \$300,000. At the sole option of Lewis County Public Works, the contract amount may be increased to meet ongoing needs of Lewis County Public Works.

### **Submittal**

CONSULTANTS desiring consideration shall electronically submit a complete SOQ packet for Structural Engineering Services RFQ in OpenGov <https://procurement.opengov.com/signup> . The selected consultant firm must include a licensed Washington State licensed structural engineer(s).

Statement of Qualifications must be limited to ten (10) pages (8 ½" X 11"), single sided, and must be submitted electronically (in OpenGov) **no later than 2:00PM February 6, 2026**. Any questions regarding this project should be directed to Joe Byers at 360-740-1169 or [joe.byers@lewiscountywa.gov](mailto:joe.byers@lewiscountywa.gov).

Additional information regarding OpenGov Procurement and submittal requirements is available at [www.lewiscountywa.gov](http://www.lewiscountywa.gov).

The following schedule has been established for the submission and evaluation of the SOQs and selection of the Consultant. These are tentative dates only and the County reserves the right to adjust these dates at its sole discretion:

- First advertisement for RFQ: January 8, 2026
- Second advertisement for RFQ: January 15, 2026
- SOQs due: February 6, 2026 (2:00 PM Local Time)
- Interviews, if needed: February 13, 2026
- Consultant selected: February 20, 2026

Submittals will be evaluated and ranked equal weight for the following criteria: 1) Qualification of key personnel; 2) Relevant experience; 3) Availability and response time; 4) Costs associated with Services; and 5) Overall SOQ Evaluation by the Lewis County selection team. Availability and response time should include response times after contact as well as typical turnaround times for document preparation and revisions. Cost breakdown should include hourly rates per Classification along with fixed fee and overhead.

Lewis County is an equal opportunity and affirmative action employer. Disadvantaged, minority, and women-owned firms are encouraged to submit SOQs.

#### **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 Zelma Hammer at [Zelma.hammer@lewiscountywa.gov](mailto:Zelma.hammer@lewiscountywa.gov) or by calling collect 360-740-1123.

#### **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.

#### **Dates of Publication:**

- Lewis County's Newspaper of Record "The Chronicle", January 8 & 15, 2026
- Seattle Journal of Commerce, January 8, 2026
- Website Posting January 8, 2026, through RFQ submittal date
- Office of Minority and Women's Business Enterprises <https://omwbe.wa.gov>
- Lewis County's website <https://lewiscountywa.gov>

# BOCC AGENDA ITEM SUMMARY

**Resolution:**

**BOCC Meeting Date:** Jan. 6, 2026

**Suggested Wording for Agenda Item:**

**Agenda Type:** Legal Notice

Issue a Request for Qualifications (RFQ) to provide 2026 Annual Structural Engineering Services for public works projects

**Contact:** Vince Hall

**Phone:** 360-740-2762

**Department:** PW - Public Works

## Description:

A Request for Qualifications (RFQ) is to be issued to retain a professional consultant for annual structural engineering services for projects including Rural Arterial Program (RAP) funded projects, Federal Emergency Management Agency (FEMA) funded projects, US Department of Housing and Urban Development (HUD) funded projects, and Lewis County Transportation Improvement Program (TIP) projects. The agreement will be for one year in duration with an option to extend for an additional year by mutual agreement. The statement of qualifications must be submitted electronically in OpenGov no later than 2:00 p.m. local time, February 6, 2026.

## Approvals:

User	Status
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## Publication Requirements:

### Publications:

The Chronicle; January 8, 2026, and January 15, 2026,

The Daily Journal of Commerce (Seattle); January 8, 2026,

OMWBE; January 8, 2026,

## Additional Copies:

Joseph Byers, Wes Anderson, Robin Saline, Geoff Soderquist, PW

## Cover Letter To: