

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

**IN THE MATTER OF:**

REQUEST FOR QUALIFICATIONS (RFQ) FOR  
ENGINEERING AND DESIGN SERVICES FOR  
"FRIENDLYVILLE ACCESSIBILITY AND  
IMPROVEMENTS" PROJECT AT THE SOUTHWEST  
WASHINGTON FAIRGROUNDS

RESOLUTION NO. 26-003

**WHEREAS**, Lewis County is looking to expand and improve its equestrian facility to provide locals and visitors a year-round location for equestrian shows, events and training -- as well as a plethora of other agricultural events; and

**WHEREAS**, Lewis County Capital Infrastructure is soliciting proposals for pre-design services to include, but not be limited to, surveying, engineering and design work necessary to meet City of Chehalis requirements for grading and installation of new hard surfaces at the Southwest Washington Fairgrounds at 1901 S. Gold Street in Centralia, Wash., as part of its "Friendlyville Accessibility and Improvements" project at the fairgrounds; and

**WHEREAS**, Lewis County does not have the resources to complete the Engineering and Design Services for the project; and

**WHEREAS**, publication to solicit professional services is needed to contract with an Engineering Services Consultant as outlined in RCW 39.80; and

**WHEREAS**, proposals must be submitted electronically in OpenGov (<https://procurement.opengov.com/portal/lewiscountywa>) by 5 p.m. Feb. 24, 2026.

**NOW THEREFORE BE IT RESOLVED** the Lewis County Capital Infrastructure Specialist is instructed to advertise a Request for Qualifications (RFQ), evaluate responses, select a firm and negotiate a contract for Engineering and Design Services for the project at the Southwest Washington Fairgrounds, 1901 S. Gold in Centralia; and the Clerk of the Lewis County Board of County Commissioners (BOCC) 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



Capital Infrastructure

# Request for Qualifications

TBD

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

Lewis County



## CAPITAL INFRASTRUCTURE

Project: Request for Qualifications (RFQ) for engineering and design services for Friendlyville located at the SWW Fairgrounds, 1901 s. Gold St., Centralia, wa., TBD

Effective Date: undefined

### 1. Introduction

#### 1.1. Summary

Request for qualifications (RFQ) for engineering and design services for a proposed grading and paving project at the SWW Fairgrounds, 1901 S. Gold Centralia, WA. The duration of this agreement is through December 2026.

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 a qualified engineering firm to provide consulting services. The selected firm will subsequently be asked to prepare a detailed proposal for the project and negotiate under an Actual Cost Plus Fixed Fee Agreement. The anticipated maximum total value of the contract is \$15,000. Services will include, but are not limited to, conducting a site study, survey, preparing design and engineering plans, delivering permit-ready plans complete with bid-ready documents for future construction, and providing cost estimates for work to be performed by construction contractors.

The design and engineering for future Friendlyville work at the Southwest Washington Fair Facility will provide a year-round venue for various events, including food trucks, car shows, and agricultural events.

**THE STATEMENT OF QUALIFICATIONS MUST BE DELIVERED BY OR BEFORE 1:00 PM ON January 28, 2026 (PROPOSALS SUBMITTED AFTER 1:00 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**

In 2025, the Washington State Department of Agriculture awarded Lewis County a grant to enhance the Friendlyville area at the SWW Fairgrounds. The project will include grading and paving the existing space to improve functionality and accessibility, particularly for individuals with ADA needs. These improvements may also trigger stormwater management or other regulatory requirements, which will be addressed during design. Once completed, the area will serve as a versatile venue for shows, events, and a wide range of agricultural activities. Engineering and design work will deliver a permit-ready plan, complete with bid-ready documents for future construction.

#### **1.3. Contact Information**

##### **Matt Patana**

Specialist

351 NW Nort Street

Chehalis, WA 98532

Email: [matt.patana@lewiscountywa.gov](mailto:matt.patana@lewiscountywa.gov)

Phone: [\(360\) 219-6147](tel:(360)219-6147)

##### **Department:**

Capital Infrastructure

##### **Department Head:**

Matt Patana

Capital Infrastructure Specialist

#### **1.4. Timeline**

<b>Release Project Date</b>	January 7, 2026
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<b>Question Submission Deadline</b>	January 16, 2026, 1:00pm
<b>Proposal Submission Deadline</b>	January 28, 2026, 1:00pm
<b>Short list for interviews</b>	February 5, 2026

## 2. Project Details

### 2.1. Important Instructions for Electronic Submittal

Lewis County, Capital Infrastructure, 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

Services will include, but are not limited to, conducting a site study, survey, preparing design and engineering plans, delivering permit-ready plans complete with bid-ready documents for future construction, and providing cost estimates for work to be performed by construction contractors.

The design and Engineering for future Friendlyville work at the Southwest Washington Fair Facility will provide a year-round venue for various events, including food trucks, car shows, and agricultural events.

### 2.3. Scope of Service

- Provide details on your team's qualifications in civil engineering, stormwater management, and site design for multi-use venues. List key personnel and their credentials.
- Explain your approach to delivering bid-ready documents and cost estimates. How do you ensure accuracy and alignment with budget constraints?
- Outline your process for coordinating with stakeholders and meeting deadlines. Include examples of how you've managed permitting and compliance in past projects.

### 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 3 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

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, 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 Matt Patanaat matt.patana@lewiscountywa.gov or calling (360) 219-6147

## 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.	<b>Staffing Expertise and Qualifications</b>	Points Based	30 (30% of Total)
2.	<b>Experience with similar projects and familiarity with local soils and codes</b>	Points Based	30 (30% of Total)

3.	<b>Demonstrated ability to meet schedules/commitments given by staff personnel</b>	Points Based	15 (15% of Total)
4.	<b>Overall proposal alignment with needs of County</b>	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

##### **4.5. Statement of Qualifications**

##### **4.6. Please share up to three similar projects you have completed that are comparable in complexity and fall within a total cost range of \$100,000-\$250,000.\***

Please share prints, specifications and any pictures of the project.

\*Response required

## BEFORE THE LEWIS COUNTY BOARD OF COUNTY COMMISSIONERS

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### **LEWIS COUNTY NOTICE TO CONSULTANTS FOR:**

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sheet, additional graphs, photographs, project information, etc.) more than maximum ten pages/sheets will not be forwarded to the County's review panel for evaluation.

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

DATED this 6<sup>th</sup> day of January 2026



President

Clerk of the Board of County Commissioners  
Lewis County, WA

PUBLISH:

The Chronicle – Jan. 6, 2026.

Daily Journal of Commerce (Seattle) – Jan. 6, 2026

Daily Journal of Commerce (Portland) – Jan. 7, 2026

Washington State Office of Minority and Women's Business Enterprises (OMWBE)

Lewis County Web Site @[www.lewiscountywa.gov](http://www.lewiscountywa.gov)

# BOCC AGENDA ITEM SUMMARY

**Resolution:** 26-003

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

**Suggested Wording for Agenda Item:**

**Agenda Type:** Legal Notice

Request for qualifications (RFQ) for engineering and design services for "Friendlyville Accessibility and Improvements" project at the Southwest Washington Fairgrounds

**Contact:** Matt Patana

**Phone:**

**Department:** CF - Capital Facilities

## **Description:**

Notice of Request for Qualifications for Pre-Design Services for the proposed SWW Fair Project

## **Approvals:**

User	Status
PA's Office	Pending

## **Publication Requirements:**

### **Publications:**

Chronicle - January 6 and 13, 2026.

Washington State Office of Minority and Women's Business Enterprises (OMWBE)

## **Additional Copies:**

Matt Patana

## **Cover Letter To:**