

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

**IN THE MATTER OF:**

RESOLUTION NO. 20-071

ISSUING A REQUEST FOR QUALIFICATIONS (RFQ)  
FOR A 911 CONSOLIDATION FEASIBILITY STUDY

**WHEREAS**, the Lewis County Board of County Commissioners (BOCC) has identified a need to explore and compare alternative approaches in how 911 services are provided to the public in Lewis County; and

**WHEREAS**, the study will explore both a regional approach to 911 services with another primary Public Safety Answering Point (PSAP) (Thurston County) and options that may improve service while maintaining the current PSAP; and

**WHEREAS**, qualified consulting services are needed; and

**WHEREAS**, Lewis County is seeking proposals from qualified consulting firms with expertise in 911 consolidation feasibility studies; and

**WHEREAS**, publication to solicit for professional services is needed to contract with a professional consultant.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners that the County Manager is instructed to develop an RFQ, evaluate responses and negotiate a contract with the qualified consultant for BOCC approval; and the Clerk of the Lewis County BOCC is instructed to proceed with all appropriate and necessary notifications to advertise for said purpose.

DONE IN OPEN SESSION this 2nd day of March, 2020.

APPROVED AS TO FORM:  
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

Cullen Gatten  
By: Cullen Gatten,  
Deputy Prosecuting Attorney

Gary Stamper  
Gary Stamper, Chair

ATTEST:



Edna J. Fund  
Edna J. Fund, Vice Chair

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

Robert C. Jackson  
Robert C. Jackson, Commissioner



LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

REQUEST FOR QUALIFICATIONS (RFQ)

911 CONSOLIDATION FEASIBILITY STUDY

Lewis County is seeking interest from consulting firms with expertise in 911 communications systems to conduct a feasibility analysis and assessment for the development of shared 911 services with another primary Public Safety Answering Point (PSAP) as well as alternatives to improve service using the existing PSAP.

Firms desiring consideration shall submit three (3) hard copies and one (1) electronic PDF of a complete proposal packet to Erik Martin, County Manager, 351 NW North St, Chehalis, WA 98532, by 5:00 PM local time, March 23, 2020.

The Request for Qualifications and supporting documents are available for review on the Lewis County website, [www.lewiscountywa.gov](http://www.lewiscountywa.gov), or at the Lewis County Board of County Commissioners' office, 351 NW North St, Chehalis WA 98532 during regular business hours.

For more information about the project and submittal requirements contact Lara McRea at 360-740-2660 or [Lara.McRea@lewiscountywa.gov](mailto:Lara.McRea@lewiscountywa.gov) or [www.lewiscountywa.gov](http://www.lewiscountywa.gov) for an information packet.

Lewis County is an equal opportunity and affirmative action employer.

DATED this 2<sup>nd</sup> day of March, 2020.



Clerk of the Board of County Commissioners  
Lewis County, WA



PUBLISH: The Chronicle – March 3 and March 10, 2020  
Daily Journal of Commerce (Seattle) March 4, March 7 and March 11, 2020  
Daily Journal of Commerce (Portland) March 4, March 6 and March 11, 2020  
Lewis County Web Site @[www.lewiscountywa.gov](http://www.lewiscountywa.gov)



# REQUEST FOR STATEMENTS OF QUALIFICATIONS

## 911 Consolidation Feasibility Study

### General Information

Lewis County is requesting qualifications from firms interested in conducting a feasibility analysis and assessment for the development of shared 911 services with another primary PSAP (Thurston County).

- Over the last 40 years, the Lewis County public safety services – including law enforcement, fire services, emergency medical services and dispatch – have all undergone evolutionary changes. One major turning point was the advent of nationwide 911. As the community has grown, so have the demands, challenges and expectations for public safety services across all disciplines.
- Prior to the early 1980s, most response agencies did their own dispatching. With growing demands and complexity of receiving/dispatching calls for service, there was a big push to consolidate the county and city law enforcement and a few of the fire districts. They joined together to create a single “Public Safety Access Point” now referred to as a “PSAP.”
- By the mid-1980s, all the fire districts were successfully joined with the law enforcement agencies into the current PSAP partnership. An interlocal agreement among the partners was developed to help guide and define the delivery of services, establish the costs and adopt a fee formula for the PSAP operation.
- Throughout this evolutionary period and up to today, the partnership between public safety disciplines and the 911 Communications Center has at times been contentious. There have been multiple changes in the leadership and governance of 911 which impacted a focused strategy and cohesive partnership. There are also the challenges that continue with the growing population, ever-changing technology, levels of acceptable service and division of costs.
- During the last few years, this critical partnership has been challenged again. The issues of safety, service and costs are often misunderstood and miscommunicated. These challenges have resulted in a new community awareness and public debate on the operation of the PSAP and in looking at possible alternatives for the future delivery of 911 services. This analysis should include a regional approach with a single PSAP serving both Thurston and Lewis Counties as well as alternatives to improve service if a regional approach is not the best choice.

### RFQ Submittal

Three (3) hard copies and one (1) electronic copy of your Statement of Qualifications (Qualifications) are required. The electronic copy shall be in pdf format and provided on a USB flashdrive. All materials



shall be sealed in an envelope and labeled with the name and address of the firm and include the RFQ title and number. All submittals shall be delivered to;

**Erik Martin**  
**County Manager, Lewis County**  
**351 NW North Street**  
**Chehalis, WA 98532**

All submittals shall be received no later than **5:00 pm on March 23, 2020**. Submittal packages that are incomplete or submitted after the deadline will be rejected and automatically disqualified from further evaluation.

## RFQ Contact

All questions regarding this RFQ shall be provided in writing and directed to;

**Erik Martin**  
**County Manager, Lewis County**  
[Erik.Martin@lewiscountywa.gov](mailto:Erik.Martin@lewiscountywa.gov)

## Project Goals

Lewis County has

1. **SAFETY:** Public safety and safety of the first responders **MUST** be the top priority.
2. **ECONOMICS:** The **BEST** use taxpayer dollars to achieve public safety.
3. **EFFICIENCY & EFFECTIVENESS:** Use of limited resources most efficiently and effectively and at the same time creating a positive work environment to attract and retain quality talent.
4. **UNITY:** Decisions about governance will be made together, as Lewis County. This includes all users of the 911 communications system, both responders and the public.

## Scope of Work

The scope of work will be determined once a qualified consultant has been selected. However, it is anticipated that the following areas, among other, will likely be included in the study:

1. **Call Processing and Call Flow**
2. **Staffing and Operations**
3. **Facility and Equipment**
4. **Capital and Operational Budgets**
5. **Implementation Planning**
6. **Funding Options**

## Proposal Schedule

All submittals shall be delivered to the Lewis County Manager, Erik Martin no later than 5:00 pm on March 23, 2020. Questions must be submitted, in writing, to the contact listed no later than 5:00 pm on March 17, 2020. All submittals will be reviewed and evaluated by April 6, 2020. If there are multiple qualified proposers, Lewis County reserves the right to hold interviews with the qualified proposers. If



the County and the successful consultant are unable to agree on terms and conditions, the County may exercise its right to negotiate with the next highest qualified proposer.

## Submittal Requirements

- A brief statement of interest, stating why your firm should be considered for this project.
- Name, office location, and contact information for the firm submitting as prime.
- The names and number of years the firm serving as the prime and any anticipated subconsultants have been in business under current or previous names.
- The name and title of the person authorized to execute a contract on behalf of the firm.
- The name and resume for the proposed project manager and a name and resume for a backup project manager assigned to work on this project.
- Names and resumes for other key individuals assigned to work on this project, including any subconsultant staff.
- A schedule outlining the proposed milestones and delivery timeline for completing the project.
- A statement outlining any exceptions to the County's requirements or clarifications to the requirements.
- Any additional services or procedures of benefit to the County not specifically required herein, which the Contractor offers to provide.
- References for similar work provided, including contact name, title, phone number, and email address.
- A summary of any litigation pending or judgements within the last 5 years.
- Submittals shall be no more than ten (10) pages in length, double sided, not including the cover letter and resumes.

## Evaluation Criteria

Firms will be evaluated based on the following criteria;

- The ability of the firm to provide the anticipated services as outlined in the scope of work.
- The experience of the project manager and the firm on other similar services.
- Experience of the key individuals assigned to this project.
- References.
- Past performance with the County.

## RFQ Costs

Costs incurred for preparing and presenting your qualifications shall be the responsibility of the proposer and are not subject to reimbursement by Lewis County.

Lewis County is an equal opportunity and affirmative action employer. Minority- and women- owned firms are encouraged to submit statements.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 200D-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that

any contract entered into pursuant to this advertisement, disadvantaged enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

DATED this 2nd day of March, 2020