

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

IN THE MATTER OF:

ISSUE A REQUEST FOR QUALIFICATIONS (RFQ)
FOR ENGINEERING SERVICES FOR THE
PACKWOOD (55S) AIRPORT AND THE SOUTH
LEWIS COUNTY-ED CARLSON MEMORIAL,
TOLEDO (TDO) AIRPORT

RESOLUTION NO. 26-203

WHEREAS, Lewis County owns and operates the Packwood (55S) Airport and the South Lewis County-Ed Carlson Memorial, Toledo (TDO) Airport, located in Lewis County. Professional Engineering Services to support future airport improvements are needed for projects identified on each of the 5-year Capital Improvement Plans for both general aviation airports; and

WHEREAS, Lewis County Public Works does not have the required expertise with Federal Aviation Administration (FAA) professional engineering requirements for Airport Funded Projects in conjunction with the Airport Improvement Program; and

WHEREAS, Lewis County Public Works is issuing a request for qualifications from consulting firms with expertise in FAA professional engineering services for airport capital improvement program planning and improvement projects; and

WHEREAS, publication to solicit for professional services is needed to contract with a qualified professional airport engineering services consultant; and

WHEREAS, proposals must be submitted electronically through OpenGov (<https://procurement.opengov.com/portal/lewiscountywa>) and are due by 2 p.m. Aug. 7, 2026.

NOW THEREFORE BE IT RESOLVED that Lewis County Public Works is instructed to advertise the attached RFQ, evaluate responses, select a consultant, and negotiate a contract for the Lewis County Board of County Commissioners' (BOCC) approval; and the Clerk of the Lewis County 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 7th day of July, 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:



Scott J. Brummer
Scott J. Brummer, Vice Chair

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

Sean D. Swope
Sean D. Swope, Commissioner

LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

Request for Qualifications (RFQ) Professional Airport Engineering Services On-Call for Packwood (55S) and South Lewis County (TDO) Toledo Airports

Lewis County Department of Public Works is soliciting Statements of Qualifications (SOQs) from qualified consulting firms with expertise who wish to be evaluated and considered to provide Airport Engineering Services for the Packwood (55S) and South Lewis County–Ed Carlson Memorial, Toledo (TDO) Airports in Lewis County, Washington.

Lewis County reserves the right to amend the 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.

Project Description

Lewis County owns and operates two general aviation airports. The South Lewis County–Ed Carlson Memorial (TDO) airport and the Packwood (55S) airports.

- The South Lewis County–Ed Carlson Memorial (TDO) airport is a local general aviation (GA) airport located three miles northeast of the City of Toledo, WA. It has a runway length of 4,479 feet and width of 150 feet with a based aircraft fleet of 39 single engine airplanes and 2 helicopters.
- The Packwood Airport (55S) is a basic general aviation (GA) airport located approximately ½ mile southwest of the Packwood Town Center in unincorporated Lewis County. The airport has a runway length of 2,356 feet and width of 60 feet with a based aircraft fleet of 1 and with 5,300 operations annually.

The successful consultant will provide the services listed under the General Scope of Services, and as determined appropriately by Lewis County, on upcoming projects. All projects will include cooperative project development and management with Lewis County.

Scope of Work

This work is to provide Professional Engineer Services to support future architectural, engineering, environmental, design, plans, specifications, engineer’s estimates of probable construction costs, construction/inspection, and other related professional services for projects identified on each of the 5-year Capital Improvement Plans for both airports.

The Consultant(s) selected will follow the guidance provided in FAA Advisory Circulars, specifically AC 150/5070-14, Architectural, Engineering, Environmental, and Planning Consultant service for Airport Funded Projects in conjunction with the Airport Improvement Program (AIP) or other source funding, including but not limited to State and local funding programs.

Professional, technical, planning, and advisory services are needed for airport capital improvement program planning and development projects expected to include the following and other pertinent professional services as needed:

- Administrative functions in support of the following services
- Runway Rehabilitation
- Runway Improvements
- Taxiway Rehabilitation
- Taxiway Improvements
- Apron Construction
- Apron Rehabilitation
- Environmental Study/Analysis
- General Aviation Planning and Development
- Security Improvements
- Airport Ingress and Egress Improvements
- Utility Study/Analysis
- Navigational Aids
- Airspace & Aviation Analysis
- Geotechnical Study/Analysis
- Drainage Study/Analysis
- Architectural & Engineering Services including building construction and repairs
- Construction Management Services including building construction and repairs

The approach, level of effort, tasks and deliverables will be further refined during the scoping process.

A copy of both airports current capital improvement program can be requested from Russ Morton, Airport System Manager, at (360) 864-4966, email Russ.Morton@lewiscountywa.gov. Consultants should be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements.

SUBMITTAL

CONSULTANTS desiring consideration shall electronically submit a complete SOQ packet for Professional Airport Engineering Services On-Call for Packwood (55S) and South Lewis County (TDO) Toledo Airports in OpenGov <https://procurement.opengov.com/signup>.

Statement of Qualifications must be limited to ten (10) pages (8 ½' X 11") and must be submitted electronically (in OpenGov) no later than 2:00 PM August 7, 2026. Material submitted more than this limit (cover page, additional maps, additional resumes, etc.) will not be forwarded to Lewis County's selection committee for evaluation.

Additional information regarding OpenGov Procurement and submittal requirements is available at 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: July 9, 2026
- Second advertisement for RFQ: July 16, 2026
- SOQs due: August 7, 2026 (2:00 PM Local Time)
- Interviews, if needed: August 14, 2026
- Consultant selected: August 27, 2026

The selection process shall be in accordance with FAA Change 1 to Advisory Circular (AC) 150/5100-14E "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

No cost or fee schedules shall be submitted with your proposal. Consultants will be selected based on their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated, and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

Submittals will be evaluated and ranked equal weight for the following criteria. Submittals that do not address all items listed in this section will be considered incomplete and will be deemed non-responsive by the County.

Firm / Team Qualifications (25 Points):

- Preference shall be given to qualifications in airport architectural, engineering, design, planning and environmental services.
- Provide a description of your firm's qualifications in airport architectural, engineering, design and environmental services.
- Identify proposed team members and responsibilities. Provide individual resumes outlining credentials and experience. Provide information regarding key personnel's current workload. Provide information on the identified Project Manager's past performance on scope, schedule and budget issues.
- Identify where key personnel are based and their ability to manage and complete projects that may be a considerable distance from their office location.
- Provide qualifications of sub-consultants who will participate in various projects. Identify potential project elements that would be performed by sub-consultants.

Airport Understanding (20 Points):

- Preference shall be given to an understanding of the concerns of the airport and project needs.
- Provide your general understanding of the airport and issues regarding upcoming projects as outlined in the Scope of Work section.
- Identify potential challenges and/or concerns.

Project / FAA Experience (25 Points):

- Preference shall be given to working relationships with the FAA and understanding of FAA aviation procedures and requirements regarding airport development as well as those who demonstrate satisfactory and above average performance meeting clients' needs on projects.
- Provide a description of your firm's experience with FAA Airport Improvement Program (AIP) procedures and requirements. Also describe your firm's familiarity with FAA Advisory Circulars, FAA standards and the FAA construction process.
- Provide a description of your recent successful experience on projects similar to those planned. Include a demonstrated ability to meet schedule, scope and budget.
- Provide a list of all current airport engineering projects as well as any which have been completed in the last three years. Include the project manager assigned to each project,

starting and completion dates and the sponsor's name and telephone number for each project.

References (15 Points):

- Provide the name and telephone number for at least four (4) references familiar with your services in relation to Airport projects similar to those in the above Scope of Work.

Additional Information (15 Points):

- Provide evidence that you have established and implemented an Affirmative Action Program.
- List any other programs you might have implemented that may be required by Lewis County, Washington State, or the FAA.
- Any other related information you deem pertinent to this RFQ.

CONTRACT

A maximum of two firms will be selected to support County airport projects. The firms will be invited to negotiate a 3-year contract with Lewis County with the option to extend the contract to an additional year, up to two extensions. A detailed scope of work will be developed and agreed to by the selected consultant and Lewis County. This detailed scope of work and associated fee will be incorporated as part of the contract.

The County, at its sole discretion, may terminate this contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the County.

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 or by calling 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 "Chronicle" July 9, 2026, and July 16, 2026
Seattle Journal of Commerce July 9, 2026
Office of Minority and Women's Business Enterprises <https://omwbe.wa.gov>
Lewis County's website <https://lewiscountywa.gov>

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The consultant will follow the guidance provided in FAA Advisory Circulars, specifically AC 150/5070-14, Architectural, Engineering, Environmental, and Planning Consultant service for Airport Funded Projects in conjunction with the Airport Improvement Program (AIP).

A copy of both airports current capital improvement program can be requested from Russ Morton, Airport System Manager, at (360) 864-4966, email Russ.Morton@lewiscountywa.gov. Consultants should be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements.

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Due Date: No later than 2:00 PM August 7, 2026.

Consultants will be selected based on their qualifications and experience, with fees determined through negotiations following selection.

Submittals will be evaluated and ranked equal weight for the following criteria:

- Firm / Team Qualifications (25 Points)
- Airport Understanding (20 Points)
- Project / FAA Experience (25 Points)
- References (15 Points)
- Additional Information (15 Points)

The firms will be invited to negotiate a 3-year contract with Lewis County with the option to extend the contract to an additional year, up to two extensions. A detailed scope of work will be developed and agreed to by the selected consultant and Lewis County. This detailed scope of work and associated fee will be incorporated as part of the contract.

Full RFQ with scope and schedule can be viewed on the OpenGov procurement site.

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The Chronicle: July 9, 2026, and July 16, 2026
The Daily Journal of Commerce (Seattle) July 9, 2026
OMWBE: July 9, 2026

BOCC AGENDA ITEM SUMMARY

Resolution:

BOCC Meeting Date: July 7, 2026

Suggested Wording for Agenda Item:

Agenda Type: Legal Notice

Issuing a Statement of Qualifications from qualified consulting firms to provide Airport Engineering Services for the Packwood (55S) Airport and the South Lewis County-Ed Carlson Memorial, Toledo (TDO) Airport in Lewis County, Washington

Contact: Geoff Soderquist

Phone: 360-740-2711

Department: PW - Public Works

Description:

Lewis County Department of Public Works is soliciting Statements of Qualifications (SOQs) from qualified consulting firms to provide Airport Engineering Services for the Packwood (55S) Airport and the South Lewis County-Ed Carlson Memorial, Toledo (TDO) Airport in Lewis County, Washington

Approvals:

User	Status
PA's Office	Pending

Publication Requirements:

Publications:

Lewis County Paper of Record "Chronicle"; July 9, 2026, and July 16, 2026

The Daily Journal of Commerce (Seattle); July 9, 2026
Office of Minority and Women's Business Enterprises;
July 9, 2026

Additional Copies:

Geoff Soderquist, Zelma Hammer, Russ Morton,
Wesley Anderson, Robin Saline

Cover Letter To: