

**Request for Qualifications (RFQ)**  
**for Walla Walla County, Washington for:**

- **Architectural Engineering Services**
- **Electrical Engineering Services**
- **Mechanical Engineering Services**
- **Structural Engineering Services**
- **Civil Engineering Services**
- **Environmental Engineering Services**
- **Interior Design/Space Consulting Services**
- **Engineering—project management**

Walla Walla County, Washington is seeking qualification information from individuals or firms for the above services. The information received will be utilized as needed by the county if/when projects arise. Statements of Qualifications (SOQs) will be accepted at the address below until September 6, 2023.

Walla Walla County  
Board of County Commissioners  
P. O. Box 1506  
314 West Main, Room 203  
Walla Walla, WA 99362  
Email: [bids@co.walla-walla.wa.us](mailto:bids@co.walla-walla.wa.us)

Telephone: 509/524-2505

**Response Format and Content:** In submitting SOQs, each respondent acknowledges that the County shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any respondent in anticipation of County action approving or disapproving any proposed agreement. Nothing in the Request for Qualifications or in subsequent negotiations creates any contractual obligation on behalf of the County until the execution of a written contract.

Responses must contain the following or they will be considered incomplete by the County.

- A. Notation of services (indicate all that apply) you/your firm is interested in providing.
- B. Letter of Transmittal
- C. Narrative: Brief resumes of the “Principal-in-Charge” and the key technical staff and licensing information.
- D. Prior work/projects list.
- E. References: Provide names and telephone numbers of three references who will attest to your firm’s ability to complete a project on time and within budget.

SOQs may be hand-delivered, mailed, e-mailed or delivered by courier. No faxes will be accepted. Responses to this RFQ shall be clearly marked on the outside of the envelope or on the subject line of the e-mail:

**Request for Qualifications (RFQ) for General Services**

From the responses received, Walla Walla County may select for interviews certain firms/individuals that appear to best serve the needs of the County when projects dictate. Evaluation criteria and selection process will take into consideration the project and qualifications as submitted.

Walla Walla County reserves the right to re-advertise, review responses from its previous solicitations or advertise on a project-by-project basis and compare qualifications from those received at that time as well as those received as a result of this process. Inquiries regarding the RFQ shall be directed to the address listed above.