



COLUMBIA COUNTY PUBLIC TRANSPORTATION

RFQ #25-12242025

NOVEMBER 13, 2025

507 Cameron st, Dayton, WA 99328

**INSTRUCTIONS FOR
REQUEST FOR QUALIFICATION STATEMENTS
FOR ARCHITECTURAL DESIGN AND ENGINEERING SERVICES
FOR A FUTURE COLUMBIA COUNTY PUBLIC TRANSPORTATION
ADMINISTRATION AND MAINTENANCE FACILITY**

Columbia County Public Transportation (“CCPT”), a public transit system operating in Columbia County, Washington, is seeking Statement of Qualifications and Performance Data from firms qualified to provide the architectural, engineering, and other services described below under the following terms and conditions:

All submitted documents must be clearly marked RFQ #25-12242025 CCPT Administration and Maintenance Facility Architectural and Engineering Services. Questions concerning this RFQ or these RFQ Instructions may be submitted to CCPT by mail, fax or e-mail as follows:

David Ocampo
General Manager
Columbia County Public Transportation
RFQ #25-12242025
507 Cameron Street
Dayton, WA 99328
Phone: (509) 382-1647
Fax: (509) 382-3004
E-mail: david@ccptransit.org

Answers to the questions will be provided to all proposers requesting these RFQ Instructions. The deadline for submitting questions is 3:00 p.m. (PST) on November 21, 2025.

2. [RFQ Schedule](#)

RELEASE OF RFQ.....	November 17, 2025
RFQ QUESTION DEADLINE.....	December 5, 2025
STATEMENTS DUE.....	3:00 p.m. on December 17, 2025
STATEMENT REVIEW/SELECTION PERIOD.....	December 18-22, 2025
INTERVIEWS (IF NEEDED)	December 19-21, 2025
FINAL RANKING OF STATEMENTS AND SELECT MOST QUALIFIED FIRM.....	December 24, 2025

The above deadlines are subject to change by CCPT at any time. CCPT will inform those firms inquiring about this RFQ and/or request these RFQ Instructions for any deadline changes.

3. The Statements of Qualifications and Performance Data must include the following information and must be submitted to CCPT as follows:

- A. A cover letter on the firm's letterhead indicating the firm's interest in the project and highlighting its qualifications to perform the project, the original Statement, two (2) hard copies of the Statement not to exceed 30 double-sided pages (tab dividers not included in page count), and a digital (CD or USB) copy in a standard format must be submitted to CCPT.
- B. The Statements must include all mandatory elements and be in the format indicated in the following sections of these RFQ instructions. The proposer will be required to comply with all the requirements of applicable FTA and WSDOT standards for facility design.
- C. The cover letters and Statements must be received by CCPT by 3:00 p.m. (PST) on December 17, 2025, and should be addressed as follows:

David Ocampo
General Manager
Columbia County Public Transportation
RFQ:25-12242025
507 Cameron Street
Dayton, WA 99328

Deliveries to our physical address:
Columbia County Public Transportation
RFQ:25-12242025
507 Cameron Street
Dayton, WA 99328

Statements received after 3:00 p.m. (PST) on December 17, 2025, will be rejected and will not be considered by CCPT. Postmarks on or prior to the due date are irrelevant unless CCPT receives the Statement by 3:00 p.m. (PST) on December 17, 2025.

- 4. Any and all costs incurred in responding to this RFQ are at the firm's risk and expense as a cost of doing business, and CCPT is not liable for reimbursement for any expense so incurred, regardless of whether or not the statement is accepted.
- 5. Any conditions or expectations for performance by CCPT must be set forth in the Statement. CCPT is not obligated to consider post-submittal terms and conditions.
- 6. At the discretion of CCPT, one or more firms may be asked for more detailed information before final ranking, and CCPT may also request oral interviews. The travel, lodging and meal costs incurred by the firm(s) in traveling to and attending the interviews shall not be paid or reimbursed by CCPT. CCPT reserves the right to waive immaterial irregularities in the Statements, reject any or all Statements, and discontinue or modify this RFQ at any time.
- 7. CCPT is not responsible for misdirected Statements. The proposer should call the CCPT office at (509) 382-1647 or send an e-mail to CCPT at david@ccptransit.org to ensure receipt of their documents by the time and date listed above.

8. Background

CCPT currently leases approximately 1,350 square feet of office space in Dayton. In addition, CCPT leases approximately 4,900 square feet of space for internal vehicle storage. Columbia County Public Transportation and CHS Farmers Co-op also occupies these leased facilities. CHS Farmers Co-op leases approximately 2,500 square feet of office and storage space. Since moving into the facility in 2010, CCPT has experienced rapid growth. The initial space quickly became inadequate, especially after bringing maintenance operations in-house in 2017. The strong relationship with the Port of Columbia has been beneficial, but the need for a dedicated maintenance area, staff break room, and additional office space necessitates ownership and expansion.

Columbia County Public Transportation (CCPT) proposes to purchase the facility currently leased from the Port of Columbia in Dayton, Washington. This strategic acquisition will support CCPT's long-term growth, operational efficiency, and independence. The facility was originally constructed in 2010 with CCPT's needs in mind but increasing service demand and the expansion of our in-house maintenance department since 2017 have made the current space insufficient.

Ownership of the facility will allow CCPT to expand into the adjacent section currently occupied by CHS Farmers Co-op. This area includes office space and storage space, which is ideal for relocating our maintenance department, giving CCPT a total of 8,750 square feet. Minimal structural changes, such as removing a section of the wall for access will be required. The acquisition also includes adjacent land, currently used as a graveled parking area, which is essential for future development.

The additional land will be paved and fenced to accommodate fuel and charging stations. This expansion will support CCPT's operational growth and sustainability goals. The current parking configuration includes bus parking behind the building and designated areas for rideshare, customer, and employee vehicles.

CCPT has identified potential properties for the project and has begun the NEPA process with the Federal Transit Administration (FTA). Initial planning and design for the facility are expected to assist with making decisions and provide budget impacts necessary to determine funding alternatives for the project.

9. Scope of Work

The project will include:

- A. Preparation of planning, siting, design, and development documents in cooperation with CCPT-designated representatives leading to financial feasibility of the project. Based on Board approval, preparation of final building and site development plans and specifications in sufficient detail to construct new maintenance and operations facilities to comply with CCPT's long-term facility needs and parameters to be established with the selected firm. Final construction documents and specifications shall be prepared in compliance with applicable local, state, and federal regulations (including but not limited to permitting and NEPA/SEPA applications) and Uniform Act Compliance/documentation). The selected firm will also assist with Right-of-Way (RoW) acquisition activities, including all required

coordination and documentation. All final plans, construction documents, and specifications shall become the sole property of CCPT.

- B. Preparation of supporting materials including but not limited to permitting, NEPA/SEPA applications, funding applications, and Uniform Act compliance/documentation as necessary to complete the project. This task shall also include assistance with Right of Way (RoW) acquisition activities, including required coordination and documentation, in accordance with applicable federal, state, and local regulations.
- C. Appraisal and purchase of the property, including coordination with licensed appraisers, negotiation support, and preparation of necessary acquisition documents, consistent with Uniform Act requirements and other applicable laws.
- D. Aiding with and monitoring the competitive bidding process and construction activities related to the construction of the operations base and related utilities as directed by CCPT.
- E. Furnishing architectural and engineering services related to the construction of the facilities and related utilities as requested by CCPT.
- F. The selected firm will assign an experienced project manager who will manage the project activities, coordinate with the project team and other sub-consultants as needed, and report to CCPT.
- G. Attending and participating in meetings and conferences with CCPT officials and agents and contractors of CCPT as well as governmental agencies involved in the project.

The selected firm will be expected to give high priority to this project and be prepared to begin work on this project immediately upon contract execution and complete the necessary professional services satisfactorily in accordance with CCPT's needs and timeline to meet funding requirements. This is anticipated to be a four-year project with design through the end of construction. Some, but not a majority, of the requested work may be subcontracted, provided that the subcontractor(s) and subcontracted work are approved in advance by CCPT in writing.

10. [Statement Format](#)

At a minimum, the following items shall be addressed and included in the Statements:

- A. The firm's general qualifications and a brief overview of the firm, including how long the firm has been in business, publicly or privately owned, etc.
- B. Specific qualifications that would make the firm especially suited for the proposed project.
- C. A listing of related transit projects and other similar projects completed by the firm. The listing shall include:
 - i. the specific work involved;
 - ii. the estimated cost of the work and the actual cost of the work;
 - iii. how long each project took to complete;

- iv. the names, position titles, addresses, and telephone numbers of people representing the owner/requestor of the project which CCPT may contact regarding the project and the firm's work;
 - v. Current workload.
- D. The names and resumes of the persons within the firm who would be expected to work on CCPT's project, related experience with similar types of projects, specific qualifications of key team members, and the role each would play, and the amount of time they would devote to this project.
- E. The firm's planned approach to the project includes key activities, milestones, and products. This may be as detailed or as general as the knowledge of the situation allows.
- F. Ability to execute the contract upon award.
- G. Identify if the firm has ever been involved in any claims, litigations, or arbitrations and/or has filed for bankruptcy.
- H. Provide a statement that the firm has not been suspended or disbarred from federal/government work.
- I. Identify at least three (3) references including entity name, contact person, and telephone number.
- J. The signed Federal Certifications and Assurances are referred to in the last section of these RFQ instructions.

11. [Competitive Selection](#)

The Statements will be reviewed and evaluated, and the Statements/firms will be tentatively ranked by the CCPT Selection Committee and, following the review and tentative ranking, the General Manager will make a recommendation to the Board for approval of a contract.

12. [Statement Evaluation Factors](#)

The following may be used to evaluate the proposers/Statements:

- 1) Firm's proximity to and familiarity with the area in which the project is located, general impressions, and presentation of qualifications.
- 2) Specialized experience with transit projects and technical competence of the firm with respect to the type of professional services required for this project. Firm experience designing and managing federally (preferably FTA funded) capital projects.
- 3) Availability and capability of the firm to perform the work in question within the time and limitations fixed for the completion of the project.
- 4) References, past record of performance of the firm with respect to such factors as control

of costs, quality of work, and ability to meet schedules and deadlines related to Federal Transit Administration (FTA) projects.

13. CCPT reserves the right to reject any and all Statements in part or whole, or to withhold selections of teams for any reason it may determine, or to waive or decline irregularities in any submittal.
14. CCPT reserves the right to request clarification of information submitted and to request additional information from any firm.
15. CCPT reserves the right to award any contract to the next qualified firm if the successful firm does not execute a contract within fifteen (15) days after notification by CCPT that it has been selected. If after consideration, CCPT finds the fee of the successful firm unacceptable, or if the successful firm cannot meet the minimum insurance requirements required by CCPT, they may terminate negotiations with the top-ranked firm and, at their sole discretion, enter into negotiations with the next ranked firm, withhold the award for any reason, and elect not to proceed with any of the proposers, or re-solicit new Statements.
16. CCPT gives maximum opportunities to women, minorities, and veteran-owned firms, making sure that their participation levels are consistent with their general availability within each given field. It is CCPT's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
17. Non-Collusion: Submittal and signature of a Statement swear that the document is genuine and not a sham or collusive and not made in the interest of any person not named, and that the firm has not induced or solicited others to submit a sham offer, or to refrain from proposing.
18. Compliance with Laws and Regulations: In addition to the nondiscrimination and affirmative action compliance requirements previously listed, the firm awarded the contract shall comply with the federal, state, and local laws and regulations related to the execution of the work.

19. [Protests](#)

Unless an applicable law, regulation, or rule requires CCPT to follow a different protest or objection process, protests or objections made in connection with this RFQ shall be resolved under the following procedure. Any protests or objections to CCPT's action in connection with this RFQ shall be resolved by the CCPT Board. Written protests or objections must be submitted to and received by the CCPT office within 7 days of the date that the action or omission is made in connection with this RFQ. Untimely objections or protests shall not be considered by the CCPT Board. The CCPT Board's decision on the objection/protest shall be final, conclusive, and binding.

20. [Federal Assurances](#)

As the proposed capital project may be financed with federal assistance, the selected firm shall be required to comply with and agree to the attached Federal Certifications and Assurances. For a

Statement to be considered responsive, the proposer must sign and submit the attached Assurances and Certifications with its Statement.

FEDERAL TRANSIT ADMINISTRATION REQUIRED CERTIFICATIONS AND ASSURANCES

Instructions

Step #1: Read through each of the Certifications and Assurances required for capital projects.

Step #2: Initial each of the Certifications and Assurances in the table below, indicating you have read and understand each one.

The person initialing and signing must have the legal authority to make such certifications on behalf of the organization applying for funding.

Step #3: Submit the initialed Certifications and Assurances included with the RFQ with your completed proposal packet.

Certification/ Assurance	Title	Please Initial each Certification
1	OVERALL FEDERAL REGULATION COMPLIANCE	
2	ACCESS TO RECORDS AND REPORTS	
3	AMERICANS WITH DISABILITIES ACT (ADA)	
4	BOND REQUIREMENTS	
5	CARGO PREFERENCE REQUIREMENTS	
6	CHANGES TO FEDERAL REQUIREMENTS	
7	CIVIL RIGHTS LAWS AND REGULATIONS	
8	CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT	
9	CONTRACT WORK HOURS AND SAFETY STANDARDS ACT	
10	DAVIS BACON ACT AND COPELAND ANTI- KICKBACK ACT	
11	DEBARMENT AND SUSPENSION	
12	DISADVANTAGED BUSINESS ENTERPRISE (DBE)	
13	ENERGY CONSERVATION	
14	FLY AMERICA	
15	INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS	
16	NO GOVERNMENT OBLIGATION TO THIRD PARTIES	
17	NOTICE TO FTA AND US DOT INSPECTOR GENERAL OF INFORMATION RELATED TO FRAUD, WASTE, ABUSE, OR OTHER LEGAL MATTERS	
18	PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS	

19	PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT	
20	PROMPT PAYMENT	
21	RESTRICTIONS ON LOBBYING	
22	SAFE OPERATION OF MOTOR VEHICLES	
23	SEISMIC SAFETY	
24	SIMPLIFIED ACQUISITION THRESHOLD	
25	SOLID WASTES (RECOVERED MATERIALS)	
26	TERMINATION	
27	VETERANS HIRING PREFERENCE	
28	VIOLATION AND BREACH OF CONTRACT	
29	CONFORMANCE WITH ITS NATIONAL ARCHITECTURE	
30	FEDERAL TAX LIABILITY AND RECENT FELONY CONVICTIONS	
31	SEVERABILITY	
32	TRAFFICKING IN PERSONS	