



April 14th, 2022

**City of Lacey
Request for Qualifications**

**Lift Station Awnings
Engineering Services**

SUMMARY

The City of Lacey is seeking a qualified consultant to provide design services for the Lift Station Awnings project. The successful candidate will demonstrate proven skills and technical competence in structural engineering.

Statements of Qualifications (SOQs) will be evaluated based on the firm's experience with projects of this type in similar environments, and the quality and breadth of the approach proposed to complete the work. Interested firms should submit a project approach and identify those individuals, along with their expertise, that will be assigned to the project. Examples of relevant work are encouraged, and should showcase the quality, breadth, and approach used in prior projects.

Statements of Qualifications, prepared according to the following detailed instructions, must be received at the address below no later than **4:30 p.m. Pacific Standard Time, Friday, April 29th, 2022**. No postmarks will be accepted. Email submission is preferred.

The City of Lacey assumes no obligations of any kind for expenses incurred by any respondent to this solicitation.

It is the City of Lacey's policy to assure nondiscrimination in any contract entered into pursuant to this advertisement. Firms will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award as provided by Title VI of the Civil Rights Act of 1964.

For additional information, contact:

Ashley Smith, Capital Projects Manager
City of Lacey Public Works
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Lacey, WA 98503

Phone: (360) 413-4340
E-mail: acsmith@ci.lacey.wa.us

GENERAL INFORMATION

The City of Lacey installed (7) wastewater lift station control cabinet awnings in 2021. There are (22) remaining over the next several years per the City's Wastewater Comprehensive Plan. All of these facilities are existing with different site conditions and require slightly varied design to accommodate such an awning.

Standard details are complete for awnings previously installed. The City is seeking a consultant to expand upon the existing standard details to include: details for footings without tied reinforced concrete slab, design for spread footings in addition to drilled pier foundations, accommodations for affixed antennas, and awning size and angle ranges to accommodate various cabinets.

The scope of work will entail providing design services for a revised standard detail and specifications for cabinet awnings. The selected consultant will work with the City to facilitate discussions with key stakeholders throughout the process.

INTENDED SCHEDULE

SOQs due	April 29 th , 2022
Negotiations with Finalist	May, 2022
Finalize Contract	Late May, 2022
Completion	Summer 2022

Example



SCOPE OF EFFORT AND TIMING

Task 1 – Data Review and Collection

- Review all pertinent City provided data
- Meet with City Engineering staff
- Prepare preliminary project schedule

Task 2a –Plans

- Provide complete construction plans including details required for construction per Development Guidelines, International Building and Fire Codes, and any other applicable codes. Final plans shall be submitted to the City for review. Comments shall be incorporated into the final set and resubmitted as necessary for approval. One resubmittal and review will be included in the scope of work; additional corrections needed to meet requirements will be the responsibility of the consultant.
 - Plans shall be submitted to the City for review and approval at 30% completion and 90% completion. One electronic copy of review documents shall be provided via e-mail or on USB drive.
 - One electronic copy of final documents shall be provided via e-mail or on USB drive, to include CAD files.

Task 2b – Specifications

- Provide technical specifications that clearly define the materials and equipment that are to be used in construction of the facility for review.
 - Specifications shall be submitted to the City for review and approval at 90% completion. One electronic copy shall be provided via e-mail or on USB drive.

Supplemental Tasks – Bidding and Construction Administration

- Upon completion, the City will reserve the opportunity to amend the contract with the selected consultant to assist with bidding and/or construction administration services, as necessary.

Project Timing:

- Task 1 deliverables to be completed and provided to the City no later than **10** working days following the notice to proceed.
- 30% plans shall be delivered to the City within **40** working days following notice to proceed.
- 90% plans and specifications shall be delivered to the City within **60** working days following notice to proceed.
- Final plans and specifications shall be delivered to the City within **75** working days following notice to proceed.
- Assume the time for City review and comments will be 5 working days maximum for Task 1. Time for subsequent tasks will be 10 working days maximum.

SOQ FORMAT:

Consultants are asked to express their interest in this project by offering a SOQ which demonstrates their ability and capacity to provide the services described.

1. **Number of Copies and Due Date** -- Interested consultants should submit one electronic copy of their SOQ so that they are **received no later than 4:30 p.m. April 29th, 2022** at the address listed under information contact. Emailed electronic copies are acceptable and preferred in lieu of physical copies. SOQs received after the deadline will not be reviewed.
2. **Format** -- Each SOQ will be limited to no more than 5 pages including the cover. A printed side constitutes one page. Printed means any printing of any kind except for the phrase “this page intentionally left blank.” Pages must be on 8.5” x 11” paper. Body type shall be 11 point or larger at standard spacing.
3. **Cover Letter** -- A cover letter, which does not count as part of the 5 page limit, should establish the firm’s interest in this project and may not exceed one page. The letter must be signed by an individual capable of committing the resources of the proposing firm.
4. **Past Project** – A rendering or photo from one past similar project, which does count as part of the 5 page limit, showcasing the firm’s quality of design.

SOQ CONTENT:

Qualifications –

- Provide a description of your firm’s experiences in performing similar designs, addressing the elements listed under “Scope of Effort” above.
- Identify and describe the relevant experience and qualifications of the pertinent individuals who would serve as project lead, analysts and designers for the duration of the project.
- Identify other staff members and/or subcontractors that will contribute to the project, and their relevant experience.
- Resumes of team members may be included. Resumes are to be limited to one single-sided, letter size page for each team member. Resumes exceeding this limit will not be reviewed.

Past Performance –

- Identify projects key personnel on the project team have completed with the City of Lacey.

Quality Control –

- Describe the standards and methods used by the firm to assure quality plans, specifications and reports of this nature to the client.

References –

- Will be requested of the selected consultant.

SELECTION PROCESS

Several staff members will review all SOQs. Each staff member on the evaluation panel will rate the criteria on a scale from 1 to 5 (Poor, Below Average, Average, Above Average, and Excellent), and scores will be added to help determine the most qualified consultants.

SOQs will be rated based on the following criteria:

- Demonstrated experience designing projects of similar size, scope, and complexity – 25%
- Expertise and design experience of key personnel – 25%
- Expertise and design experience of sub consultants on the project team – 20%
- Past performance of project team – 15%
- Quality Control and Quality Assurance processes – 10%
- Quality of proposal including organization, relevance, and conciseness. – 5%
 - **Points may be deducted for SOQs that do not follow “SOQ FORMAT”.**

Based on the SOQs, the selection panel will choose the firm which, in its opinion, best meets the requirements set forth in this Request for Qualifications and negotiate a consultant agreement.