



March 31st, 2022

**City of Lacey
Request for Qualifications**

**RAC Parking Lot Expansion
Engineering Services**

SUMMARY

The City of Lacey is seeking a qualified consultant to provide design services for the RAC Parking Lot Expansion project. The successful candidate will demonstrate proven skills and technical competence in municipal design and engineering, stakeholder engagement, and security architecture and design.

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 15th, 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
420 College Street SE
Lacey, WA 98503

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

GENERAL INFORMATION

The City of Lacey plans to expand parking at the Regional Athletic Complex (RAC) at 8345 Steilacoom Rd SE by improving the existing gravel lot to accommodate 350-400 vehicles. Improvements will include landscaping, irrigation, fire protection, storm water management, grading and compaction, concrete curb, HMA, striping, lighting, security cameras, and other electrical. This facility will serve as a main parking area for the RAC Ballfield Complex, as well as offering a location for school bus drop off and pick up.

In 2021, this area was annexed into the City limits. Preliminary design, including arborist report and parking layout has begun. Survey and Pocket Gopher reports are complete. The City reviewed this project as part of a Presubmission Conference; notes will be made available to the selected consultant for review. The City utilizes Occularis Video Management Software (VMS) and Axis cameras at this location; additional cameras will be needed in the new parking area and should be included in the design.

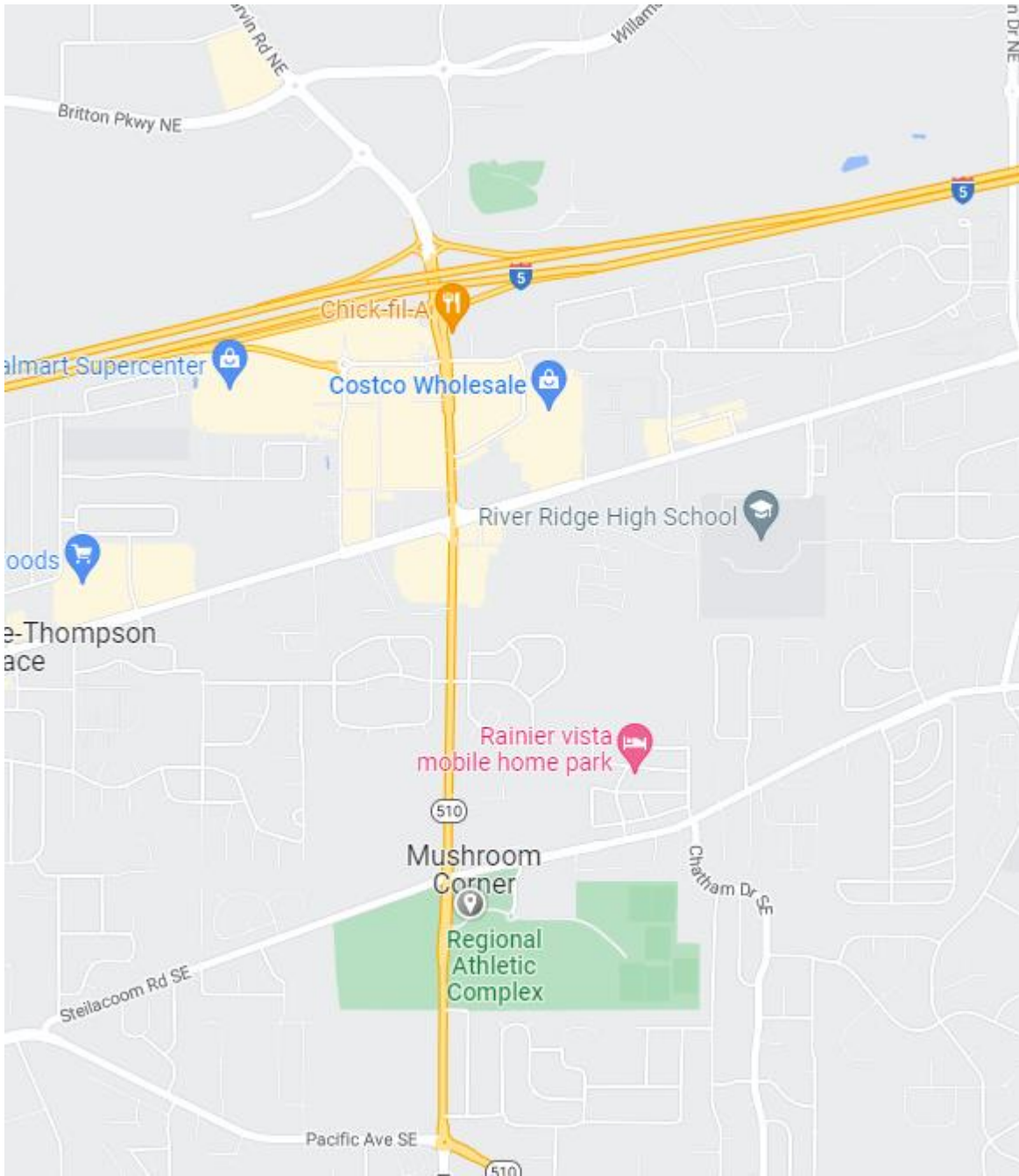
Main focuses of the project include: utilizing provided concept plans, programming, and input from City Staff to prepare constructible plans and specifications for the site in late 2022. Frontage improvements are limited to sidewalk and landscaping in preparation for Steilacoom Rd improvements at a later date.

The scope of work will entail providing design services for a new parking lot, including construction cost estimates, specifications, plans, and details suitable for bidding. In addition, the consultant may assist with bidding and construction administration. The selected consultant will work with the City to facilitate discussions with key stakeholders throughout the process.

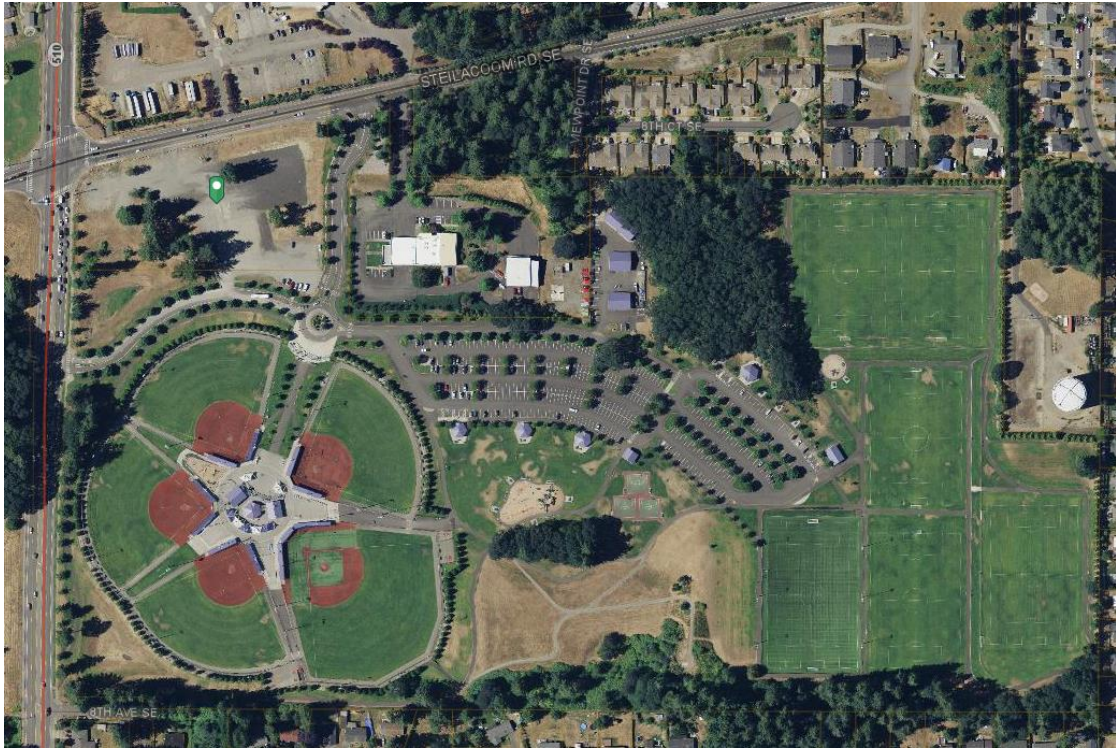
INTENDED SCHEDULE

| | |
|----------------------------|----------------------------------|
| SOQs due | April 15 th , 2022 |
| Interviews (if needed) | April 25-29 th , 2022 |
| Negotiations with Finalist | May, 2022 |
| Finalize Contract | Mid-May, 2022 |
| Permitting | Fall 2022 |
| Complete Design | Fall 2022 |
| Ad/Award Bid Package | Winter 2022 |
| Begin Construction | Early 2023 |
| Completion | Spring 2023 |

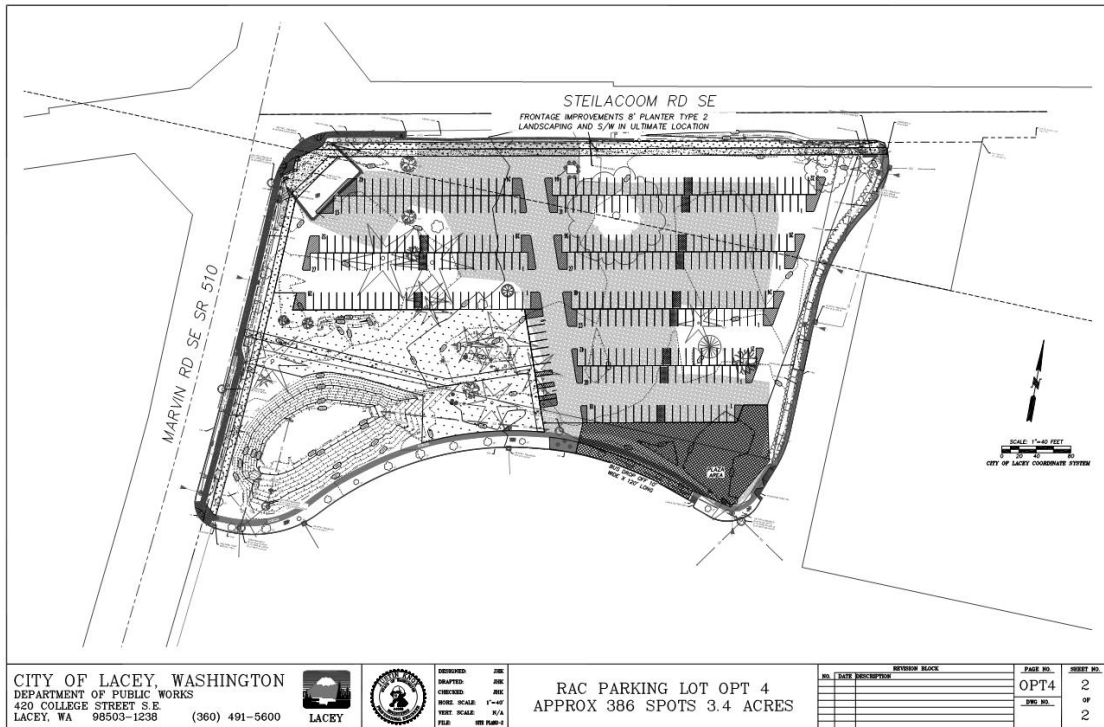
Vicinity Map



Aerial Photo



Preliminary Design



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
- Make site visit to observe proposed project location
- Review Presubmission Conference notes
- Identify survey needs or additional information needed to complete Task 2:
 - City arborist to provide tree report.
 - City to provide topographic survey to support design.
 - City to provide critical area studies as needed, likely to include but not limited to: wetland, stream, mazama pocket gopher.
 - Review existing security system as needed to support design.
 - Conduct geotechnical studies as needed to support design.
 - Conduct traffic studies as needed to support design.
 - Analyze stormwater impacts and mitigation.
 - Analyze regulatory constraints including but not limited to: Thurston County Critical Areas Ordinance, City of Lacey Zoning Code and Development Standards, and other applicable federal, state, or local regulations.

Task 2a –Plans

- Provide complete construction plans including code compliance, overall site plan, demolition, roadway, channelization, illumination, civil, architectural, structural, fire, mechanical, electrical, lighting, security, landscaping and irrigation and any other 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 Site Plan Review. Comments shall be incorporated into the final set and resubmitted as necessary for permit approval. One resubmittal and review will be included in the scope of work; additional corrections needed to meet permit requirements will be the responsibility of the consultant. Obtain coverage under Construction Stormwater General Permit.
 - 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. Four hard copies of the final full size plans and two hard copies of the structural calculations shall be submitted to the building department for approval.

Task 2b – Specifications, Bidding and Contract Documents.

- Provide technical specifications that clearly define the materials and equipment that are to be used in construction of the facility, stormwater facilities maintenance plan, and drainage report for review. Review City provided Division 1 Specifications and coordinate any project specific changes or additions that need to be made. Coordinate with City staff on bidding and contract documents. Provide permit submittals to applicable agencies.

- Specifications, bidding and contract documents 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.
- Two hard copies of final documents shall be provided to the City. One electronic copy shall be provided via e-mail or on USB drive.

Task 2c – Construction Cost Estimate.

- Provide a cost estimate that includes a summary of overall cost, an itemization of materials, labor, and equipment costs for each project component, including markups and contingencies, and an estimated project construction time schedule.
 - Construction cost estimate shall be submitted to the City for review and approval at 30% and 90% completion before proceeding.
 - One electronic copy shall be provided via e-mail or on USB drive for each stage.

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 **20** working days following the notice to proceed.
- 30% plans and construction cost estimate shall be delivered to the City within **60** days following notice to proceed.
- 90% plans, specifications, contract documents, and cost estimate shall be delivered to the City within **120** working days following notice to proceed.
- Final design, specifications, contract documents, permits, and cost estimate shall be delivered to the City within **160** working days following notice to proceed.
- Assume the time for City review and comments will be 10 working days maximum for Task 1. Time for subsequent tasks will be 15 working days maximum not including permitting.

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 printed copy and one electronic copy of their SOQ so that they are **received no later than 4:30 p.m. April 15th, 2022** at Lacey City Hall, 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 8 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 8 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 not count as part of the 8 page limit**, showcasing the firm’s quality of design and may not exceed one 11”x17” page.

SOQ CONTENT:

Proposed Approach to Meeting Project Objectives –

- Describe your firm’s vision of how best to meet project objectives. Include a discussion of the primary focus of your approach, using elements listed in the “Scope of Effort” as guidance. Identify objectives/tasks that you feel are key to the success of the project; this may include items not already identified in this Request for Qualifications. References for protocols and methods are encouraged. Include a proposed work schedule including the timing of various key tasks.

Qualifications –

- Provide a description of your firm’s experiences in performing similar designs, addressing the elements listed under “Scope of Effort” above.
- Provide a description of your firm's knowledge of City of Lacey Development Guidelines and applicable building codes and permits.
- 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.

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”.**

Staff members may choose a short list of qualified consultants who will be invited to interview with the evaluation panel. Based on the SOQs and/or interviews, 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.