



August 1, 2022

**City of Lacey
Request for Qualifications**

S10 Generator, Well Pump, and Site Improvements

SUMMARY

The City of Lacey is seeking a qualified consultant to provide design plans, specifications, and bid documents for procurement and installation of an auxiliary generator with automatic transfer switch, and will include control panel upgrades and any necessary programming. The Scope of Work will also include replacing the existing line shaft pump for a submersible pump, connecting the existing well blow-off discharge to the storm system rather than discharging to the existing dry-well adjacent to the well casing, and installing yard piping to allow by-passing and cleaning of the existing 30" Contact Time pipe.

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 **5:00 p.m. Pacific Standard Time, Tuesday, August 16, 2022**. No postmarks will be accepted.

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:

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Water Resources Division
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GENERAL INFORMATION

The City of Lacey's (City's) Source 10 (S10) well site does not have an on-site auxiliary generator to provide power during outages, and is not configured for portable generator use. During wide spread power outages, this source is not available to supply potable water to the City's water system. Design of the project will begin in 2022 and construction in 2023.

This project will include the procurement and installation of the on-site generator, concrete pad, controls, automatic transfer switch, underground conduit, and associated site improvement and electrical work. The project will also include control panel upgrades and any necessary programming, replacing the existing line shaft pump for a submersible pump, connecting the existing well blow-off discharge to the storm system rather than discharging to the existing dry-well adjacent to the well casing, and installing yard installed to allow by-passing and cleaning of the existing 30" Contact Time pipe. The generator will be sized to run new pump, internal transformers, and all auxiliary site loads, and sound reduction utilizing structural enclosure or generator sound reduction enclosure.

The Consultant will provide design, specifications, bid documents, and assist with project construction management. The City will provide survey for the site. Design of the project will begin in 2022 and construction in 2023.

SCOPE OF EFFORT AND TIMING

Task 1: Site Investigation and Data Review

- Kick-off Meeting with City staff.
- Visit existing well site.
- Review all pertinent City provided data.

Task 1 Deliverables:

- *Meeting Minutes from Kick-off Meeting (1 electronic copy)*

Task 2: Generator Design and Inspection

- Prepare a technical memorandum with recommendations for final generator sizes that identifies a minimum of three manufacturers and models for each size of generator.
- Design structural generator enclosure for sound reduction or selection of generator sound reduction housing.
- Inspect generators, upon delivery, to ensure they meet project requirements.

Task 2 Deliverables:

- *Generator Sizing Technical Memorandum (1 .pdf copy, 1 Word copy)*
- *Q&A, as needed (1 electronic copy)*
- *Inspection report of generator (1 electronic copy)*

Task 3: Design

- Design of submersible pump for replacement of in line shaft turbine.
- Design of concrete pad, controls, automatic transfer switch, underground conduit, and associated site improvement and electrical work.

- Design of control panel upgrades and any necessary programming.
- Design of site piping to connect the existing well blow-off discharge to the storm system.
- Design of yard piping to allow by-passing and cleaning of the existing 30” Contact Time pipe.
- Identify permits required.
- Conduct geotechnical investigation of the well site.
- Prepare design plans, specifications, and cost estimate for the procurement and installation of the generator, well pump and controls, and site improvements. Incorporate the City’s most recent generator and well pump specifications. Submit to City for review.
- Address and incorporate City comments into the design plans, specifications, and cost estimate.
- The specification format is WSDOT specifications with CSI format used for items not covered by WSDOT standard specifications.
- Drawings will include, but not be limited to: Cover Sheet, Demolition plans and details, Site plans, Structural Pad details, Electrical plans, diagrams and details, and other Utility site plans and details. AutoCad files will be in the latest version of Civil 3D .
- Prepare and submit Project Report to the Washington State Department of Health (WSDOH) for review and approval.
- Prepare an estimated construction schedule.

Task 3 Deliverables:

- *Geotechnical Memorandum documenting services, findings, and recommendations (1 .pdf copy, 1 Word copy)*
- *1 printed copy, 1 .pdf copy, and 1 AutoCAD/Word/Excel copy per Submittal*
 - *30% Design Submittal - Plans, Specifications (Outline), Cost Estimate in year the project is to be constructed*
 - *60% Design Submittal - Plans, Specifications (including WSDOT, Amendments, Special Provisions, and major components), Cost Estimate in year the project is to be constructed*
 - *90% Design Submittal - Plans, Specifications (all), Cost Estimate in year the project is to be constructed*
 - *100% Design Submittal - Plans, Specifications, Cost Estimate in year the project is to be constructed*
- *Response to City comments for 30%, 60%, and 90% Review (1 electronic copy)*
- *Estimated Construction Schedule*

Task 4: Bid Phase Services

- Answer bidders’ questions, as requested by the City.

Task 4 Deliverables:

- *Q&A and/or Addendum, as needed (1 electronic copy)*

Task 5: Construction Phase Services

- Review generator, pump, electrical and selected submittals, as requested by the City.

- Respond to requests for information (RFI's) or change order items, as requested by the City.
- Provide limited field inspection services, as requested by the City.
- Provide generator startup and field testing assistance.
- Prepare record drawings based upon Contractor and field inspector redlines. AutoCad files will be in the latest version of Civil 3D.

Task 5 Deliverables:

- *Electrical submittal reviews and selected submittals as needed (1 electronic copy)*
- *Response to RFI's or change order items, as needed (1 electronic copy)*
- *Construction inspection report, as needed (1 electronic copy)*
- *Generator startup and field testing plan review and inspection report (1 electronic copy)*
- *Record drawings (1 printed copy, 1 .pdf copy, and 1 AutoCAD copy)*

Estimated Project Timing:

- NTP – September 2022
- Complete Design, Final Bid Package – February 10, 2023
- Advertise for Construction – February, 20, 2019
- Bid Opening – March 8, 2023
- Complete Construction – March 2024

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 stapled, printed copy and one electronic copy of their SOQ so that they are **received no later than 5:00 p.m. Pacific Standard Time, Tuesday, August 16, 2022** at Lacey City Hall, at the address listed under information contact. 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. Margins will be at least 1” top, bottom, left and right. Body type must be 11 point or larger at standard spacing. The printed copy SOQ must be stapled.
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.

SOQ CONTENT:

Company Design Experience –

- Provide a description of your company’s experiences in performing similar work, addressing the elements listed under “Scope of Work and Timing”.

Key Personnel/Past Performance –

- Identify and describe the relevant experience and qualifications of the pertinent individuals who would serve as key personnel for this project.
- Identify and describe electrical engineering professional qualifications and design experience for lift station generator and well pump projects and related past projects performed successfully.
- Project Manager must have experience with on-site generators and pump design for well sites of potable water systems.
- Identify availability of key personnel to work on this project.
- Identify other staff members and/or subcontractors that will contribute to the project, and their relevant experience.

Approach and Schedule –

- Describe your company’s approach of how best to meet project objectives. Include a discussion of the primary focus of your approach, using elements listed in the “Scope of Work and Timing” as guidance.
- Include a proposed work schedule including the timing of various key tasks, meeting estimated schedule if possible.

Understanding of Project Components –

- 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.

Quality Control –

- Describe the standards and methods used by the company to assure useful quality deliverables of this nature to the client.
- Describe how your firm will address concerns or deficiencies in quality control and deliverables and give a specific example.

References –

- Provide descriptions and references for five comparable projects that your company has previously performed. Include contact names, company/agency and telephone numbers for each.
- Identify key personnel listed on this project who has worked on the reference project.

SELECTION PROCESS

Several Public Works 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:

- Company Design Experience – 20%
 - Key Personnel/Past Performance – 30%
 - Approach and Schedule – 25%
 - Understanding of Project Components – 20%
 - QA/QC Procedures – 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 make a presentation to the evaluation panel. Presentations, if needed, will be arranged in August 2022. Based on the SOQs and/or interviews/presentations, the selection panel will choose the company which, in its opinion, best meets the requirements set forth in this Request for Qualifications and negotiate a consultant agreement.

INTENDED SELECTION SCHEDULE

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|----------------------------|--|
| SOQs due | 5:00 p.m., Tuesday, August 16, 2022 |
| Interviews (if needed) | Week of September 5, 2022 |
| Negotiations with Finalist | Week of September 12, 2022 |
| Final Review of Contract | Week of September 19, 2022 |
| Finalize Contract | Week of September 26, 2022 |

SITE MAP:

