



September 28, 2022

**City of Lacey
Request for Qualifications**

Wastewater Comprehensive Plan Update

SUMMARY

The City of Lacey is seeking a qualified consultant to update its existing Wastewater Comprehensive Plan.

Statements of Qualifications (SOQs) will be evaluated based on the firm's experience in preparing Wastewater Plans for systems of comparable size and complexity, and quality of work on past projects. 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 by email to pclarke@ci.lacey.wa.us no later than **5:00 p.m. Pacific Time, Wednesday, October 19, 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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City of Lacey Public Works
Water Resources Division
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Lacey, WA 98503

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GENERAL INFORMATION

The City of Lacey (City) operates a wastewater collection utility, serving approximately 15,000 customers throughout the City and its Urban Growth Area (UGA). Treatment for the City's Wastewater Utility is provided by the LOTT Clean Water Alliance, to which Lacey is a partner along with the Cities of Olympia and Tumwater, and Thurston County. The City's wastewater system consists of both gravity and STEP basins, including 46 pump stations, 15 of which are large community STEP systems. The City also operates 9 odor control facilities and approximately 205 miles of sewer main. Lacey is a growing community generating a base flow of approximately 3 mgd. Some challenges the system is currently facing include capacity and operating pressures in the south eastern STEP basin and odor control at STEP outfalls. Areas of particular interest are limiting the number of unnecessary pump stations, septic to sewer conversions, determining the best alternative for extensions into unsewered areas, and evaluating the cost of service for each method of providing sewer service.

The City is accepting qualifications of consulting firms to perform a thorough evaluation of the wastewater system and update the Wastewater Comprehensive Plan. The current Plan update was completed in 2015. This Plan update will be for a 10-year time period.

Evaluations of various part of the wastewater system are specifically included as separate tasks, including Martin Way-Galaxy Dr to Hoh St and the Little Prairie Sewer Line. The Consultant shall prepare an evaluation of the identified area.

SCOPE OF EFFORT

Task 1 – Project Scoping and Review of existing Wastewater Plan:

- a. Identify chapters to be updated.
- b. Identify new chapters/sections to be included.
- c. Develop project scope
- d. Identify required documentation and data.

Deliverables:

- a. Scope of Work
- b. Comprehensive list of requested documents and data.
- c. Project time line.

Task 2 – Update narrative, and evaluate policies and regulatory requirements.

- a. Update descriptive and regulatory chapters.
- b. Update City policies relating to the wastewater utility.

Deliverables:

- a. Draft of narrative and regulatory chapters.

Task 3 – Determine current wastewater generation patterns and forecast future flows.

- a. Gather and evaluate data to determine current wastewater generation.
- b. Develop diurnal curves and peaking factors for both gravity and STEP basins.
- c. Evaluate inflow and infiltration.
- d. Evaluate available land use, growth, and septic to sewer conversion rates.
- e. Project future wastewater generation by basin.

Deliverables:

- a. Develop draft chapters summarizing the methods employed, current wastewater generation, future wastewater generation, and other findings.
- b. Meeting/Presentation to staff.

Task 4 – Operation and Maintenance.

- a. Summarize and evaluate current operation, maintenance, and safety practices/programs.
- b. Evaluate and forecast staffing needs.
- c. Summarize monitoring/reporting requirements.
- d. Update spill response plan as needed.
- e. Evaluate records management practices.
- f. Summarize operation of facilities.
- g. Identify problematic areas/facilities.
- h. Identify operational changes and needs.
- i. Prepare maintenance cost estimates and develop cost of service for each type of wastewater service (i.e. gravity, STEP, grinder).

Deliverables:

- a. Draft operation and maintenance chapter documenting Task 4.

Task 5 – System analysis.

- a. Evaluate gravity main, pressure main, and pump station capacities.
- b. Determine future wastewater basins, method of providing service, and expected flows for 10 and 20 year projections.
- c. Develop hydraulic model.
- d. Evaluate collection system under existing conditions and for 10 and 20 year projections.
- e. Identify deficiencies and recommend improvements.

Deliverables:

- a. Detailed facility data sheets for inclusion in the appendix.
- b. Technical memorandum summarizing hydraulic model results, identifying deficiencies, and recommending improvement alternatives.
- c. Meeting/Presentation to staff.

Task 6 – Prepare improvement plan.

- a. Summarize programmatic improvements.
- b. Summarize repair and replacement projects.
- c. Summarize system improvement/extension projects.
- d. Prepare cost estimates and improvement schedule.

Deliverables:

- a. Draft chapters documenting Tasks 5 and 6.
- b. Meeting/Presentation to staff.

Task 7 – Financial analysis.

- a. Evaluate the utility's financial health.
- b. Develop capital financing plan.
- c. Evaluate current rates and connection charges.
- d. Evaluate options for cost of service based rates.

Deliverables:

- a. Draft chapter documenting Task 7.
- b. Meeting/Presentation to staff.

Task 8 – City review.

- a. Prepare completed draft of plan.
- b. City review.

Deliverables:

- a. 6 hard copies and 1 electronic copy of draft Wastewater Comprehensive Plan, including all appendices and supporting documents for City review.

Task 9 – Interagency review.

- a. Incorporate City comments.
- b. Submit draft plan for interagency review.

Deliverables:

- a. 2 hard copies and 1 electronic copy of draft Wastewater Comprehensive Plan for review by other agencies.

Task 10 – Submit finalized plan for Department of Ecology approval.

- a. Attach comments.
- b. Submit plan for Department of Ecology approval.
- c. Obtain Department of Ecology approval.

Deliverables:

- a. Update hard copies and electronic copies to the approved version of the Wastewater Comprehensive Plan.

Task 11 – Complete Martin Way-Galaxy Dr to Hoh St Evaluation.

- a. Evaluate and address capacity concerns of the gravity sewer line along Martin Way between Galaxy Dr and Hoh St.

Deliverables:

- a. Draft and Final Technical Memo.

Task 12 – Complete Little Prairie Sewer Line Evaluation.

- a. Evaluate and address capacity concerns in the sewer trunk line around Little Prairie Center and the Mountain Greens Mobile Home Park. (Yelm Hwy/College St SE to Mt Greens MHP)

Deliverables:

- a. Draft and Final Technical Memo.

Project Timing:

Work on this project is expected to begin in January 2023 and be completed in December 2024.

SOQ FORMAT:

Consultants are asked to express their interest in this project by offering a Statement of Qualifications (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 5:00 p.m., Wednesday, October 19, 2022** by email to Puna Clarke, P.E. at pclarke@ci.lacey.wa.us. SOQs received after 5:00pm will not be considered. Please be aware that file size limitations may restrict transmittal of electronic files, if electronic SOQ submittals are larger than 10 MB of data, please make arrangements to facilitate uploading of the submittal to be completed and received prior to the deadline.
2. **Format** -- Each SOQ will be limited to no more than 10 pages excluding the cover letter. 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 shall be 11 point or larger at standard spacing.
3. **Cover Letter** -- A cover letter, which does not count as part of the 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. **Example of Previous Experience** – Interested consultants should submit one (1) example of a completed document similar to this project in scope in electronic format. The Example of Previous Experience is separate from the Statement of Qualifications (SOQ) and does not count as part of the page limit. Please be aware that file size

limitations may restrict transmittal of electronic files, if electronic SOQ submittals are larger than 10 MB of data, please make arrangements to facilitate uploading of the submittal to be completed and received prior to the deadline.

SOQ CONTENT:

Company Experience –

- Provide a description of your company’s experiences in performing similar work, addressing the elements listed under “Scope of Effort”. Identify any local and regional experience.

Key Personnel Experience/ Qualifications of the Firm --

- Identify and describe the relevant experience and qualifications of the pertinent two or three individuals who would serve as project manager, project analysts, and authors for this project.
- Identify availability of key personnel to work on this project.
- Briefly identify other staff members and/or subcontractors that will contribute to the project, and their relevant experience.
- The contract documents stamped must be a Registered Professional Engineer in the State of Washington.

Project Approach and Schedule –

- Describe your company’s approach of how best to meet project tasks. 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.

Quality Control –

- Describe the standards and methods used by the firm to assure useful, high quality reports of this nature to the client.
- The SOQ has met the format requirements.

References –

- Provide descriptions and references for five comparable projects that your firm has previously performed. Include contact names, addresses and telephone numbers for each.

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 Experience – 20%
- Key Personnel Experience-30%
- Project Approach and Schedule – 35%
- Quality Control – 15%
- **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 October 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

SOQs due	Wednesday, October 19, 2022
Presentations (if needed)	Week of November 7, 2022
Negotiations with Finalist	November 2022
Finalize Contract and Scope of Work	December 2022