



October 24, 2022

**City of Lacey
Request for Qualifications**

Madrona Connection to the 337 Pressure Zone

SUMMARY

The City of Lacey is seeking a qualified consultant to provide project analysis, predesign, design, plans, specifications, and bid documents for installation of approximate 1,600 linear feet of 16" watermain necessary to connect the Madrona area to the City's 337 pressure zone. The project will also include replacement of approximately 1,900 linear feet of 12" watermain and associated valves, hydrants, and service connections.

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, November 15, 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:

Trent J. Lougheed, P.E., Utility Engineer
City of Lacey Public Works
Water Resources Division
420 College Street SE
Lacey, WA 98503

Phone: (360) 456-7791
Fax: (360) 412-3186
E-mail: tloughee@ci.lacey.wa.us

GENERAL INFORMATION

This project includes installation of new 16" watermain, converting the existing portion of 16" water in Pacific Ave from the 400 zone to the 337 zone, and replacing existing aging water main on Spruce St., 8th Ave., and 9th Ave. including associated valves, hydrants, and service connections.

This project is intended to improve delivery of water from the 400 zone well field located in Madrona Park into the 337 zone. The Madrona wellsite contains 3 large wells. One of these wells will be dedicated to the 337 zone with this plan. Although the city has explored other options for improving flow from the Madrona 400 zone wells into the 337 zone, the consultant shall conduct an analysis of the city's proposed connection plan for operational soundness. Other options can be explored, ranked and presented to the city prior to final implementation of this plan.

This project will include installation of approximately 1,600 linear feet of 16" watermain necessary to connect the Madrona area to the City's 337 pressure zone, replacement of approximately 1,900 linear feet of 12" watermain, 12 associated valves, 7 fire hydrants, and 30 service connections.

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 2023 and construction in 2024.

SCOPE OF EFFORT AND TIMING

Task 1: Site Investigation and Data Review

- Kick-off Meeting with City staff.
- Visit area of work.
- Review all pertinent City provided data.

Task 1 Deliverables:

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

Task 2: Design

- Present options and recommendation for water movement between 400 and 337 zones.
- Develop and analyze alternative routes utilizing existing easements and Rights-of-Ways for new 16" watermain to connect existing Madrona well site to the intersection of Pacific Avenue and 15th Avenue SE.
- Develop and analyze alternatives for converting existing 16" watermain on Pacific Avenue between 15th Avenue SE and Marvin Road from 400 Pressure Zone to 337 Pressure Zone.
- The consultant will need to run the City's water model to analyze the routes and to provide initial settings for the PRVs and reservoir.
- Prepare predesign report.
- Design replacement of 12" watermain on Spruce Street, 8th Avenue and 9th Avenue, including valves, hydrants, and service connections.

- Identify permits required.
- Prepare design plans, specifications, and cost estimate for the necessary improvements. 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, utility improvement plans, diagrams, 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 2 Deliverables:

- *Technical Memorandum and predesign report 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 3: Bid Phase Services

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

Task 3 Deliverables:

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

Task 4: Construction Phase Services

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

Task 4 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)*
- *Record drawings (1 printed copy, 1 .pdf copy, and 1 AutoCAD copy)*

Estimated Project Timing:

- NTP – February, 2023
- Complete Predesign Report – April, 2023
- Complete Design, Final Bid Package – November, 2023
- Advertise for Construction – January, 2024
- Bid Opening – February, 2024
- Complete Construction – October, 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, November 15, 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 engineering professional qualifications and design experience for potable water system design and related past projects performed successfully.
- Experience in computer modeling of water systems.
- Project Manager must have experience with design for 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 December 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	5:00 p.m., Tuesday, November 15, 2022
Interviews (if needed)	Week of December 5, 2022
Negotiations with Finalist	Week of December 19, 2022
Final Review of Contract	Week of January 2, 2023
Finalize Contract	Week of January 23, 2023

SITE MAP:

