



June 29, 2023

City of Lacey
Request for Qualifications (RFQ)
Construction Inspection Services

Purpose

The City of Lacey, Washington seeks proposals from qualified consulting firms with expertise in construction inspection, specifically for public works projects.

Scope of Work

The consultant will be responsible for inspection activities as assigned by the City of Lacey Engineering Department and report to the Design & Construction Manager.

These responsibilities include documentation and inspection of construction activities to ensure conformance with approved plans and specifications, review of materials to ensure conformance with approved submittals, computing quantities of acceptable work, oversight and documentation of time and material work (Force Account), coordination with engineers on minor changes and change orders, and preparation of daily diaries and inspection reports documenting construction activities and relevant observations.

This contract may include inspection of construction of municipal buildings, site development, water lines, water facilities, sewer lines, sewer lift stations, streets, storm water lines and catch basins, storm water facilities, and other types of construction work for City infrastructure.

The city anticipates the consultant will complete the following tasks:

- 1) PROJECT INSPECTION—
 - a) Inspects work in progress to ensure that procedures followed and materials used conform to construction plans, specifications, and City Development Guidelines and Public Works Standards.
 - b) Maintain daily log of construction and inspection activities and completes all necessary inspection documents, including electronic inspection reports and photographs using City provided iPad and laptop.
 - c) Ensures compliance with federal, state, and local agency construction administration policies.
 - d) Examines workmanship of finished installations for conformity and quality.
 - e) Records quantities of materials received or used and compares to payments submitted by contractor for approval.
 - f) Monitors material testing consultant to ensure samples are taken as required, and

- that tests for compaction, density, and quality of workmanship, etc. are completed.
- g) Interprets plans and specifications for Contractor and discusses deviations from specified construction procedures with the Engineer to ensure compliance with regulations governing construction.
 - h) Initiates changes to drawings and specifications with the Engineer and identifies discrepancies or conflicts within the documents.
 - i) Coordinates with O&M staff for utility shutdowns and observes testing for conformance with specifications.
 - j) Creates a punch list and coordinates with Engineer and O&M staff for additional punch list items to provide to Contractor.
 - k) Reviews as-built drawings and documentation for accuracy.
 - l) Performs wage rate interviews to workers on the job site.
 - m) Runs weekly construction meetings as a representative of the City.
 - n) Provide customer contact and response for citizen/customer concerns/complaints as directed by Engineers and Design & Construction Manager.

The Inspector may be called upon to perform any task that is implied from the listed duties above.

The Inspector will be performing the above duties on behalf of the City of Lacey as an independent contractor; at no time will the contractor present themselves as a City of Lacey employee.

The first task in this contract will be for construction inspection of the new Lacey Police Station, which is anticipated to start in early 2024. More information on this project can be found here: <https://cityoflacey.org/future-lacey-police-station/>

QUALIFICATIONS

The consultant shall have extensive experience and background with Public Works projects, preferably in the Puget Sound area. Certification as a Public Infrastructure Inspector (CPII) or CESCL is desired. Also, the preferred candidate will have experience working with cities with a population of 50,000 or larger.

TIMELINE

The services described in this RFQ will be an on-call agreement for two years in duration with the option for the City of Lacey to extend for additional time and money if necessary. The consultant's contract manager, or designated alternate, shall be available for telephone and email communication during normal business hours and shall mobilize an Inspector within 48 hours of a request made by the City. Advance notice will be provided under normal circumstances.

PROPOSALS

Proposals shall be single sided 11-point font and include the following:

Item	Description	Max Pages
1 – Cover Letter	Introductory letter highlighting contents of the proposal and relevant experience and knowledge. Identify your firm’s current workload and resources available.	1
2 – Relevant Professional Experience	Outline your firm’s experience. Include specific details on: <ul style="list-style-type: none"> • Qualifications of key personnel. • Understanding and knowledge of WSDOT and CSI specifications. • Understanding and knowledge of City of Lacey Development Guidelines and Public Works Standards. • Knowledge and experience of material testing requirements, building codes, WSDOT material acceptance, and applicability of the Manual on Uniform Traffic Control Devices. • Experience in coordinating, facilitating, and inspecting public works projects. Please note experience with parks, facilities, water, sewer, stormwater, and roadway/paving. 	5
3 – Relevant Professional Projects	Outline specific, related projects you have completed. Please select only recent projects. For each project include: <ul style="list-style-type: none"> • Overview of the project; • Location and size of jurisdiction/organization; • Detail which of the elements the project addressed; • Explain your specific role in the project; • Include any challenges faced and how they were addressed; • Dates of project start and completion. 	1 per project - max. 3 projects 3 total
4 – References	List of references (other than those included in Section 4: Projects). Include: <ul style="list-style-type: none"> • Contact person/title; • Contact information; • Your association/ role; • Related dates of service. 	1

*Proposals that do not follow the guidelines indicated above will not be considered.

EVALUATION CRITERIA

Each consultant proposal will be scored on the following elements and numerical scale.

Element	Total Possible Points
Relevant Experience	40
Relevant Projects	20
Capability to Deliver	20
Proximity of Key Personnel	20
Total	100

TIMELINE

Proposals are due no later than Tuesday, July 18, 2023 at 4:00 PM. Proposals will be evaluated and interviews scheduled between July 24-28, 2023 if necessary.

SUBMISSION DETAILS

- **Proposals must be titled "RFQ – Construction Inspection Services"**
- **The preferred method of submission is email to: Ashley Smith at ACSmith@ci.lacey.wa.us**
- Alternatively, paper copies will be accepted via mail:

City of Lacey
Attn: Ashley Smith
420 College Street SE
Lacey, WA 98503

Note: If submitting by mail, vendors must submit one unbound original and five (5) copies of their RFQ. The envelope must be clearly labeled "RFQ – Construction Inspection Services"

QUESTIONS

Please direct any questions about this project in writing to Ashley Smith, Design & Construction Manager, via email: ACSmith@ci.lacey.wa.us; Subject Line: "RFQ – Construction Inspection Services Questions". Questions will be accepted until Tuesday, July 11th, 2023, 4:00 pm.

The City of Lacey reserves the right to reject any or all proposals, wholly or in part, received by reason of this request. All costs incurred by the service provider due to developing their proposal shall be borne by the service provider. The City reserves the right to change the proposal schedule or issue amendments to the RFP at any time, cancel or reissue the RFP, waive immaterial irregularities contained in RFP materials at its sole discretion, refrain from contracting with any respondent, request clarification of information submitted and to request additional information from any respondent. It is the City of Lacey's policy to assure nondiscrimination in any contract entered into pursuant to this advertisement. Contractors 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.