



August 15, 2023

**City of Lacey
Request for Qualifications**

WCCP Bridge Replacement

SUMMARY

The City of Lacey is seeking a qualified consultant to provide project analysis, predesign, design, plans, specifications, and bid documents for installation of a single span light-weight vehicle and pedestrian use bridge, bridge abutments, and approach roadway located at Woodland Creek Community Park in the City of Lacey, WA. The existing timber log stringer bridge is approximately 22' long by 10' wide. The span length of the future bridge will be determined by the consultant with the goal of minimizing or eliminating impacts to Woodland Creek and the stream banks due to construction of the new abutments. The project will include the design of the removal and replacement of the existing bridge structure with a light vehicle bridge for use by parks maintenance vehicles and pedestrian use. Additionally, but not limited to: it will also involve restoration of the creek bank, all necessary environmental permitting, extended railings from bridge ends, TESC, and in-water work compliances if applicable.

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 29, 2023**. 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:

John Swidecki, P.E., Capital Project Engineer
City of Lacey Public Works
Public Works Division
420 College Street SE
Lacey, WA 98503

Phone: (360) 438.2645
Fax: (360) 456.7799
E-mail: jswideck@ci.lacey.wa.us

GENERAL INFORMATION

This project includes the design for the removal and installation of new pedestrian and light-weight vehicle bridge at Woodland Creek Community Park in Lacey Washington at 6729 Pacific Ave SE, Lacey, WA 98503. With the option for extension into construct the project, if market conditions meet the needs of the City, at time of 100% bid ready & constructability documents.

This project is intended to improve safety, connection of park property and preservation of the creek banks and waters from erosion. The City has developed a prefabricated bridge as a concept and has conducted survey this year of the entire site. The consultant shall conduct an analysis of the city's proposed connection plan for operational soundness. Other options may be explored, ranked and presented to the city prior to final implementation of this plan.

This project will include the design for the removal of the existing 22' long bridge and installation of bridge abutments, approach roadway and superstructure for the replacement bridge with a structure that meets the needs expressed in this RFQ.

The Consultant will provide design, specifications, bid documents, with an option for continuing the project to construction and assist with project construction management. The City will provide survey for the site. Design of the project will begin in 2023 and construction targeting 2024.

SCOPE OF WORK 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 bridge structure options.
- Develop and analyze alternative for bank preservation.
- Develop and analyze alternatives protecting banks of creeks from pedestrian traffic & pets.
- Prepare predesign report & proposed design schedule with Advertisement, Bidding, Award and Construction Start targeting 2024.
- Design replacement of approach roadway, bridge abutments, bridge, pedestrian railings, bank restoration, bank stabilization, and bank protection.
- Identify permits required. Prepare and submit permit applications to the appropriate agencies.
- Stormwater management and design
- 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 special provisions for items not covered by WSDOT standard specifications.
- Drawings will include, but not be limited to: Cover sheet, demolition plans and details, site & structure plans and profiles, utility plans, TESC, and details. AutoCAD files will be in the latest version of Civil 3D.
- Work with State of Washington Environmental & other agencies as applicable.
- Prepare an estimated construction schedule and cost estimate.

Task 2 Deliverables:

- *Technical Memorandum and predesign report documenting services, design schedule, 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, all Design Calculations and 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 and cost estimate*

Task 3: (Optional) 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: (Optional) Construction Phase Services

- Respond to requests for information (RFI's) or change order items (CO's), 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.
- Engineers of record, and relevant SMEs present at planned construction meetings throughout construction as established during design phase.

Task 4 Deliverables:

- *Structural 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 – November, 2023
- Complete Predesign Report – TBD, 2023-2024
- Time table for permitting necessary for all permits, TBD, 2024
- Complete Design, Final Bid Package – TBD, 2024
- Advertise for Construction – TBD, 2024
- Bid Opening – TBD, 2024
- Complete Construction – TBD, 2024-2025

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 or one electronic copy of their SOQ so that they are **received no later than 5:00 p.m. Pacific Standard Time, Tuesday, August 29, 2023** 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 not including 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 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”.
- Provide descriptions and references for three 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.

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 design and permitting of similar projects, and related past projects performed successfully.
- Project Manager must have experience with bridge design.
- 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 Assurance/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.

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 September.

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, August 29, 2023
Interviews (if needed)	Week of September 12, 2023
Negotiations with Finalist	Week of September 26, 2023
Final Review of Contract	Week of October 10, 2023
Finalize Contract	Week of October 24, 2023

SUBMISSION DETAILS:

- Proposals must be titled "RFQ – WCCP Bridge Replacement"
- The preferred method of submission is email to: John Swidecki at jswideck@ci.lacey.wa.us
- Alternatively, paper copies will be accepted via mail:

City of Lacey
Attn: John Swidecki
420 College Street SE
Lacey, WA 98503

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

Questions:

Please direct any questions for this project to John Swidecki, Capital Projects Engineer, via email jswideck@ci.lacey.wa.us; subject line : "RFQ – WCCP Bridge Replacement Questions".

Questions will be accepted until Tuesday, August 22nd, 2023, 5:00 PM

SITE MAP:

