



February 6th, 2024

**City of Lacey  
Request for Qualifications**

**Lift Station 9 Improvements**

**SUMMARY**

The City of Lacey is seeking a qualified consultant to provide design and construction services for its wastewater Lift Station #9 improvement project, which will incorporate bypass pumping, emergency power, and other improvements noted herein.

City staff will evaluate Statements of Qualifications (SOQs) based on the company's experience with projects of this type in similar environments, and the quality and breadth of the approach included in the SOQ. Interested companies should submit a project approach and identify team members, along with their expertise, that will advance the project. The city encourages including examples of relevant work which 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 at [nensley@ci.lacey.wa.us](mailto:nensley@ci.lacey.wa.us) no later than **5:00 p.m. Pacific Standard Time, Tuesday February 27, 2024**. No later submittals 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. Companies 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.

A non-mandatory pre-proposal meeting will be held at 4905 Ruddell Road SE, Lacey, WA 98503 on February 14<sup>th</sup>, 2024 at 11am.

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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E-mail: [nensley@ci.lacey.wa.us](mailto:nensley@ci.lacey.wa.us)

## GENERAL INFORMATION

The LS9 Improvements project is a wastewater project which will retrofit the City's high-flow lift station. This facility was originally constructed in 1979 and has undergone a number of improvement projects over the years.

The existing LS9 is located at 4905 Ruddell Rd SE, Lacey, WA, 98503 on City-owned property. The City does not anticipate acquiring additional easements or right-of-way for this retrofit project. Additional information about LS9 includes:

- LS9 has three submersible pumps with capacity of 1,600 gpm at 54ft TDH.
- Utility power is 277/480/3 phase.
- It has a permanent on-site standby generator (150 kW).
- The wet well diameter is 12 feet.
- The average daily flow is approximately 0.65 MGD.

The scope of improvements for the LS9 project includes, but may not be limited to:

- Building improvements to house new permanent equipment (listed below)
- Installation a permanent bypass pump capable of conveying the site's flows
- Removing existing soil filter bed odor control system; recommending and installing alternate technology system with reduce footprint (i.e., carbon filter).
- Replacing aged on-site generator with a new one
- Replacing equipment in the MCC room with current technology, including incorporation of Variable Frequency Drives (VFDs), while ensuring all electrical control areas meet current codes and safety standards.
- Replacing wet well discharge pipes
- Relocating the yard hydrant
- Installing motion-sensor lighting on back of property
- Installing a toilet/sink in the building
- Installing an EV charger
- Replacing the check valve vault lid with triple leaf access hatches

## **SCOPE OF EFFORT AND TIMING**

### **Task 1: Site Investigation and Data Review**

- Conduct site investigation and data review

### **Task 2: Predesign - Building Improvements Alternatives Analysis**

- Assess alternative paths to provide storage facilities for new and replaced site equipment. Potential alternatives could include adding new structures, retrofitting the existing structure, or expanding the existing structure.
- Prepare conceptual exhibits for any structural modification/additions, including where new/replaced equipment will be.

### **Task 3: Permitting/Environmental**

- Permit Submittals - Prepare all site, building, environmental, and other applicable permitting documents as requested. Note this may include a Conditional Use Permit/Special Use Permit and Hearing Examiner process. The City will be the point of contact for the Conditional Use Permit if required.
- Stormwater - Comply with the latest Stormwater Design Manual project submittal process, if required.
- Public Meetings/Outreach- Assist the City with Public Meetings and outreach by preparing exhibits, figures, renderings, attending meetings as required. The City will be the contact person for public meetings and public outreach.
- Additional permits as required

### **Task 4: Design**

- Prepare design plans, specifications, and engineer's estimate of probable construction cost.
- Prepare project specifications will use the based off City-provided general specifications, and the consultant provided technical specifications.
- The City requires internal submittal reviews at the 30%, 60%, 90% and Bid-Ready design milestones. The City's project manager will facilitate these reviews.

### **Task 5: Bid Phase Services**

- Answer bidders' questions, as requested by the City.
- Assist in preparing addenda, as requested by the City.

### **Task 6: Construction Phase Services**

- Provide Construction Phase Services-Some items in this task may be optional during scoping.
- Submittal reviews and answer RFIs
- Electrical reviews
- Construction Inspection/Observation
- Attend lift station startup

**Project Timing:**

- Predesign (as noted in Task 2) - 2024
- Design –2024-2025
- Construction – 2026-2027

**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** – Consultants are encouraged to submit an electronic copy of their SOQ via e-mail to nensley@ci.lacey.wa.us so they are **received no later than 5:00 p.m. Pacific Standard Time Tuesday February 27<sup>th</sup>, 2024**. SOQs received after the deadline will not be reviewed. 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 15 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.
3. **Cover Letter** – A cover letter, which does not count as part of the 15 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 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 –**

- Identify and describe the relevant experience and qualifications of the individuals who would serve as key personnel for this project.
- 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.
- Project Manager 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 how your company addresses comments received from submittals and deliverables and how it assures the client that all comments were addressed.
- Describe how your company will address concerns or deficiencies in quality control and deliverables and give a specific example.

**Project and Team Contingency planning –**

- Describe how your team responds to projects sliding behind agreed-upon schedules.
- Describe how your company responds to key staff changing employment as it relates to continuity of services for clients.

**References –**

- Provide descriptions and references for three comparable projects that your company has completed. Include contact names, client (company/agency) and telephone numbers for each.
- Identify key personnel listed on this project who 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 Experience – 20%
- Key Personnel Experience-25%
- Project Approach and Schedule – 30%
- Quality Control – 15%
- Project and Contingency Planning – 5%
- References – 5%

**\*Note: Points may be deducted for SOQs that do not follow “SOQ FORMAT”.\***

City staff members may choose a short list of qualified consultants who will be invited to make a presentation to the evaluation panel. Interviews, if needed, will be arranged in March 2024. 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 CONSULTANT SELECTION SCHEDULE

SOQs due	by <b>5:00 p.m., Tuesday February 27<sup>th</sup>, 2024</b>
Interviews (if needed)	March 2024
Negotiations with Finalist	March/April 2024
Final Review of Contract	April/May 2024
Finalize Contract	May 2024

### PROJECT LOCATION FIGURE:

**Existing LS9     4905 Ruddell Rd SE, Lacey, WA**

**Note: the site has access driveways directly off Ruddell Rd SE**

