



**LACEY**

Parks, Culture and Recreation Department

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4/24/2024

**City of Lacey  
Request for Qualifications**

**Lake Lois Habitat Reserve  
Wetlands Delineation and Critical Areas Report**

The City of Lacey is seeking a qualified consultant to provide wetland delineation services, and a critical areas report for a portion Lake Lois Habitat Reserve. The City of Lacey is investigating possible options for the property and the 1930s Lois McKinney Building located within the reserve.

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 identifying the individuals assigned to the project and their expertise. 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 submitted by email to [Jenny.Wilson@CityofLacey.org](mailto:Jenny.Wilson@CityofLacey.org) no later than **4:00 p.m. Pacific Standard Time, Wednesday, May 15, 2024**. No late 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. 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:



Jenny Wilson, Senior Parks Planner  
City of Lacey  
Parks, Culture and Recreation Department  
420 College Street SE  
Lacey, WA 98503

Phone: (360) 491-0857  
Email: [Jenny.Wilson@CityofLacey.org](mailto:Jenny.Wilson@CityofLacey.org)

## GENERAL INFORMATION

The City is investigating what options are available for the 1930s McKinney Building and surrounding property located within Lake Lois Habitat Reserve. There are no construction or development plans at this time; however, there is the possibility of future building restoration (pending a building assessment) and/or commercial development with parking.

The focus of study is the South region of parcels #48204200000 and 48203600000 – areas immediately around the McKinney Building. The habitat reserve contains wetlands and associated buffers. Lake Lois is centrally located in the habitat reserve and fed by Woodland Creek.

The scope of work will entail identifying and clearly marking wetlands and wetland buffer boundaries and assessing the above-mentioned parcels for critical areas.

## *SCOPE OF EFFORT AND TIMING*

### Task 1 – Data Review and Collection

- Meet with City Engineering and Parks staff.
- Make a site visit to observe proposed project location.
- Review all pertinent City provided data, including a 2012 wetland delineation report.
- Identify survey needs or additional information needed to complete Task 2.
- Provide an outline and schedule of the proposed Task 2 elements and Task 3 report.

### Task 2 – Conduct Wetlands Delineation and Critical Areas Assessment meeting the requirements of the Lacey Municipal Code sections 14.28 ‘Wetland Protection,’ and 14.33 ‘Habitat Conservation Areas Protection’

- Identify rare plants and high-quality wetlands from the Washington National Heritage Program.
- Identify priority habitats and species from the Washington Department of Fish and Wildlife.
- Identify soil series/types present, including:
  - Approximate site coverage for each soil type,
  - Elevations and descriptions of soil layers (color, composition, texture, moisture, induration, etc.) and



- Restrictive (low permeability) soil layers (e.g., cemented hardpan, glacial till).
- Identify and clearly mark wetlands boundaries and associated buffers.

### Task 3 – Prepare Wetlands Delineation and Critical Areas Report

- All data and information identified in Task 2 shall be summarized in the report and contain applicable tables and graphics needed for a City of Lacey wetland application (LMC 14.28.190) and critical area report (LMC 14.33.115). The Final Report will include:
  - Hydrologic Soil Group(s) of site (map and text) with approximate site coverage for each soil type with elevations of ground surface and soil layers.
  - Map that clearly identifies data-collection points, streams, wetlands, and required buffers.
  - Types of wetlands identified.
  - Types of other waters identified.
  - Types of threatened, endangered, or sensitive plant species
  - Types of priority habitats and species
  - Summary of project impacts to proposed development area
  - Mitigation measures
- Address and incorporate the City's comments into a Final Report.

### Supplemental Task

- Upon completion of the wetland delineation and critical areas report, the City will reserve the opportunity to amend the contract with the selected consultant for additional support as necessary.

### Project Timing:

- Task 1 to be completed no later than 4 weeks following the notice to proceed.
- Task 2 deliverables to be completed 8 weeks after completion of Task 1.
- Task 3 memorandum to be submitted to City of Lacey 4 weeks after completion of Task 2.

### ***STATEMENT OF QUALIFICATIONS (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 electronic copy of their SOQ **no later than 4:00 p.m., Wednesday, May 15, 2024** to Jenny Wilson (Jenny.Wilson@CityofLacey.org). SOQs received after the deadline will not be reviewed.



2. **Format** -- Each SOQ will be limited to no more than 5 pages including the cover. Pages must be an 8.5" x 11" size document. 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 5-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:**

### **Proposed Approach to Meeting Project Objectives –**

- Describe your firm's vision of how best to meet project objectives. 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.

### **Qualifications –**

- Provide a description of your firm's experiences in performing similar studies and designs, addressing the elements listed under "Scope of Effort" above.
- Identify and describe the relevant experience and qualifications of the pertinent individuals who would serve as project analysts and designers for this project.
- Identify other staff members and/or subcontractors that will contribute to the project, and their relevant experience.

### **Understanding of Project Components –**

- Identify objectives/tasks that 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 firm to assure quality inspections and reports of this nature to the client.

### **References –**

- Provide descriptions and references for 3 comparable projects that your firm has previously performed. Include contact names, addresses and telephone numbers for each.

## ***SELECTION PROCESS***



Several City 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:

- Expertise and design experience – 30%
- Key personnel/Past performance – 30%
- Overall approach and schedule – 15%
- Understanding of project components – 15%
- QA/QC Procedures – 10%
  - **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 late-May. Based on the SOQs and/or interviews/presentations, the selection panel will choose the firm 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	May 15, 2024
Interviews (if needed)	Late-May, 2024
Negotiations with Finalist	Late-May, 2024
Final Review of Contract	Early-June, 2024
Finalize Contract	Mid-June, 2024

