



June 2024

**City of Lacey
Request for Qualifications**

Stormwater Comprehensive Plan Update

SUMMARY

The City of Lacey is seeking a qualified consultant to complete an updated comprehensive plan for its storm and surface water utility. This project will include planning level work on topics including: regulatory compliance, policies and processes, operations & maintenance, capital improvement program (CIP) plan with cost estimates, staffing analysis, and utility financial plan.

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, who 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 **4:00 p.m. Pacific Daylight Time, Monday, July 15, 2024**. 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.

POINT OF CONTACT

SOQ submittals or inquiries for additional information regarding this consulting project should be directed to:

Doug Christenson, P.E., L.G.
Senior Stormwater Engineer
Water Resources Division
Public Works Department
City of Lacey
420 College Street SE
Lacey, WA 98503

Phone: (360) 438-2686
E-mail: Doug.Christenson@cityoflacey.org

GENERAL INFORMATION

The City of Lacey is an NPDES Phase II permittee with a growing population of nearly 60,000 and an expanding land area due to annexations. Lacey operates and maintains more than 6,000 catch basins and inlets, more than 100 miles of storm drain pipes, and dozens of water quality treatment and infiltration facilities. Lacey has a well-established storm and surface water utility, which is currently guided by our 2020 Stormwater Comprehensive Plan (SCP), which may be viewed on the City of Lacey website (cityoflacey.org) at the following link:

[City of Lacey 2020 Stormwater Comprehensive Plan](#)

Items of particular interest to the City for this SCP update include: planning for compliance with evolving stormwater regulations, planning for water quality retrofits and other projects, planning for upkeep and renovation of existing stormwater facilities, staffing and resources analysis, financial analysis and rate planning, and rate structure analysis and recommendations.

The City is accepting qualifications of consulting firms to update the SCP in accordance with all applicable standards and regulations.

PRELIMINARY GENERALIZED SCOPE OF EFFORT:

- Task 1 – Review existing 2020 SCP
 - a. Identify topic areas and data to be updated
 - b. Identify new topics and information to be added
 - c. Update wording, data, graphics, etc.

- Task 2 – Stormwater Management Program
 - a. Stormwater activities and issues assessment and recommendations
 - b. Regulatory compliance considerations and strategies
 - c. Gap Analysis and staffing/resources Needs Assessment
 - d. GIS Mapping update of drainage basins

- Task 3 – Stormwater Capital Improvement Program (CIP)
 - a. Analysis of remaining projects from previous CIP
 - b. Evaluation of new projects including water quality retrofits
 - c. Project descriptions, cost estimates, prioritization, and scheduling
 - d. Develop and prepare Stormwater CIP Project Plan

- Task 4 – Financial Analysis
 - a. Conduct comprehensive Financial Analysis of Stormwater Utility and CIP
 - b. Provide six-year Stormwater Utility rate recommendation for 2026-2031
 - c. Analysis & recommendations for Utility rate structure conversion to ESUs

- Task 5 – Stormwater Comprehensive Plan Document
 - a. Prepare updated SCP that is useful for staff and informative for citizens

- b. Prepare complete initial draft of updated SCP for internal review
- c. Incorporate comments and revisions
- d. Prepare second draft SCP for public review
- e. Prepare final Stormwater Comprehensive Plan for City Council adoption

Task 6 – Public Involvement and Outreach (ongoing throughout all tasks).

- a. Technical Advisory Group
- b. Public Involvement strategy
- c. Meetings and presentations

Task 7 – Project Management (ongoing throughout all tasks).

- a. Manage project in conjunction/communication with City Project Manager
- b. Provide deliverables and maintain project schedule
- c. Administer contract and monthly invoices

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 printed copy and one electronic copy of their SOQ so that they are **received no later than 4:00 p.m. on Monday, July 15, 2024** at Lacey City Hall, at the address listed under Point of Contact. SOQs received after the deadline will not be reviewed.
2. **Format** -- Each SOQ will be limited to no more than 8 pages excluding 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. 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 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 task elements listed under “Preliminary Generalized Scope of Effort.”

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 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 “Preliminary Generalized Scope of Effort” as guidance.
- Include a proposed work schedule including the timing of various key tasks.

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 and Presentation Quality –

- 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 have worked on the reference projects.
- The SOQ should appear neat, legible, and easy to read. It should portray the quality of your company’s work.
- Up to 2 examples of relevant work may be submitted in addition to the cover letter and 8-page SOQ. These examples should be provided as electronic files only. The selection committee will review these to the extent time allows.

SELECTION PROCESS

Several Public Works staff members will review all submitted SOQs. Each staff member on the evaluation panel will rate the criteria on a scale from 1 (Poor) to 5 (Excellent), and scores will be used to help determine the most qualified consultants.

SOQs will be rated based on the following criteria:

- Company Experience with Similar Projects – 20%
- Key Personnel/Past Performance – 20%
- Approach and Schedule – 20%
- Understanding of Project Components – 20%
- QA/QC Procedures – 5%
- References and Presentation Quality – 15%

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

Staff members may choose a short list of qualified consultants who may be invited to interview and/or make a presentation to the evaluation panel. 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	July 15, 2024
Review SOQs	July 15-19, 2024
Interviews/Presentations (if needed)	July 22-26, 2024
Selection of Finalist	late July, 2024
Scope of Work and PSA Contract	early to mid-August, 2024
Begin Work	mid to late August, 2024