



October 9, 2024

**City of Lacey  
Request for Qualifications**

**Facility Integrator – Water and Wastewater Controls Shortlist**

**SUMMARY**

The City of Lacey is seeking to develop a shortlist of qualified facility integrator companies for use on city water and wastewater public works projects. The city intends to select three qualified companies for the shortlist. All shortlisted companies will be listed in upcoming water and wastewater public works project specifications. Contractors bidding on these projects will be required to select only shortlisted companies for use as facility integrators.

As well as other items of work typical to facility integration, integrators on city projects are routinely required to:

- Provide detailed system layout and designs for facility control panels and other particular project equipment in accordance with the project plans and specifications.
- Provide hardware submittals which may include fully detailed shop drawings, catalog cuts, wiring connections and such other descriptive matter and documentation as necessary to fully describe the equipment and to demonstrate conformity with project plans and specifications.
- Furnish and configure instrumentation/control equipment including delivery, storage, software, installation and startup onsite for city projects, and provide documentation.
- Coordinate with a third-party programmer.
- Coordinate and conduct shop testing.
- Provide operator maintenance manuals for all project equipment and devices.
- Upon request, provide unlocked/editable AutoCAD (.dwg format) files for the project's control drawings.
- Provide facility training to the operators of the project equipment.

For purposes of this RFQ, submitting companies shall assume that system programming and software development will be conducted by a third party selected by the City.

Statements of Qualifications (SOQs) will be evaluated based on the company's experience with integrations of this type, the company's experience and success on previous projects, and the quality and breadth of the approach used to complete past work. Interested companies should submit a project approach and identify those individuals, along with their expertise, that will be assigned to the projects if shortlisted. Examples of relevant work are required, and should showcase the quality, breadth, and approach used in prior facility integrations.

Statements of Qualifications, prepared according to the following detailed instructions, must be received at the *email address* below no later than **5:00 p.m. Pacific Standard Time, Monday, November 4<sup>th</sup>, 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.

For additional information, contact:

Nate Ensley, P.E., Utility Engineer  
City of Lacey Public Works  
Operations Division  
1200 College Street SE  
Lacey, WA 98503

Phone: (360) 584-6184  
Email: [Nate.ensley@cityoflacey.org](mailto:Nate.ensley@cityoflacey.org)

## **GENERAL INFORMATION**

The City of Lacey operates and maintains water and wastewater systems which include groundwater wells, water treatment facilities, reservoirs, booster stations, pressure reducing valves, conventional sewage lift stations, hundreds of miles of conveyance piping, and miscellaneous appurtenances typically associated with these types of utilities. Operation of the utilities is completed through city personnel who utilize a cellular based Supervisory Control and Data Acquisition (SCADA) system. In general, all major utility attributes are connected, monitored, and controlled through the SCADA system.

The community and surrounding areas which the City of Lacey utilities serve are expanding. Accordingly, the city regularly has the need to add new facilities and upgrade the aging ones. These projects are often designed and then advertised for public bidding. The shortlist of facility integrators will be included in these project specifications in an effort to ensure efficient designs, submittals, fabrication, and installation of control equipment as well as to provide consistency between City maintained facilities. Ideally shortlisted companies are, or will become, familiar with City design standards, common construction requirements and practices, testing, startup, and training procedures in order to reduce costs and time associated with these projects.

Supplemental information including a brief description of typical City wastewater equipment requirements and example specifications for a recent water project can be found at the City's Service Solicitations website located at: <https://cityoflacey.org/rfp-rfq-rfi/>.

## SOQ CONTENT

To provide a degree of consistency in review of the submitted materials, SOQs should address, at a minimum, the following items in the order given below:

- Contractors and subcontractors for public works projects are required to meet at least the minimum qualifications of RCW 39.04.350(1). Provide adequate information to ensure submitting company meets these minimum qualifications.
- Provide adequate information to ensure that the submitting company is a UL 508A, FM, or ETL listed panel shop.
- Company information including company name, business address, name and title of contact person, telephone number, and e-mail address of contact person.
- A brief statement of the understanding of the City's instrumentation and SCADA system and services to be performed.
- Verification that the company has been in the business of facility integration, design, management and startup of water and wastewater facilities similar to those owned and operated by the City of Lacey. Verification to include descriptions of five public projects performed within the last five years with contact names, addresses and telephone numbers of project owners.
- A brief statement or resumes for proposed key personnel to be used on City projects. Include applicable certifications held by proposed staff, i.e. Professional Engineers license, Control Systems Engineers registration, Certified Control Systems Technicians.
- Confirm availability of local support where "local" shall be interpreted as having offices with personnel located within 120 miles of the City of Lacey.
- Describe company's factory acceptance testing and site acceptance testing procedures and protocols, including key staff experienced with these efforts.
- Describe commitment to traveling to city project sites for facility startups.
- Describe company's process and procedures for working with third party programmers.
- Describe the project management methods that will be used to control costs and schedules.
- Verification and/or description of the company's quality assurance/quality control (QA/QC) program and how the company follows the best construction and panel building practices.
- Example submittals for completed public projects. Submittals shall at a minimum include general electrical, control panel plans, and electrical meter device.

## SOQ FORMAT:

Companies are asked to express their interest in being considered for the shortlist by offering a SOQ which demonstrates their ability and capacity to provide the services described.

1. **SOQ transmittal format & Due Date** -- Interested companies should submit an electronic copy of their SOQ so that they are **received no later than 5:00 p.m. Pacific Standard Time, Monday, November 4<sup>th</sup>, 2024** to Nate Ensley, Utilities Engineer, at [nate.ensley@cityoflacey.org](mailto:nate.ensley@cityoflacey.org). SOQs received after the deadline will not be reviewed.

2. **Format** -- Each SOQ will be limited to **no more than 8 pages including the cover plus 15 submittal pages**. Submittal pages shall only include information relating to past projects as described in the SOQ Content section. 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 while submittals can be 11” x 17”. 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 8 page limit, should establish the company’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 company.

**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:

- Expertise in system integration – 25%
- Past project experience and quality – 35%
- Understanding of City’s goals and ability to fulfill the goals along with the City’s instrumentation and SCADA system – 15%
- Key personnel and ability to provide local support – 20%
- QA/QC Procedures – 5%
  - **Points may be deducted for SOQs that do not follow “SOQ FORMAT”.**

Staff members may choose a list of qualified companies who will be invited to make a presentation to the evaluation panel. Presentations, if needed, will be arranged in early December. Since factory testing is commonly an element of project deployment, City staff may also request to visit the company’s shop as part of the interview process. Based on the SOQs and/or interviews/presentations, the selection panel will choose the companies which, in its opinion, best meet the requirements set forth in this Request for Qualifications.

**INTENDED SELECTION SCHEDULE**

SOQs due	November 4 <sup>th</sup> , 2024
Interviews (if needed)	Early December, 2024
Finalize Shortlist	Mid December, 2024