



November 15, 2024

City of Lacey Request for Qualifications

RAC Phase 3

SUMMARY:

The City of Lacey is seeking a qualified consultant to provide project analysis and predesign for the third phase of development at the Regional Athletic Complex (RAC) in Lacey, WA. The successful firm will demonstrate proven skills and technical competence in landscape architectural design and engineering, community and stakeholder engagement, and public art, based on the experience and past performance of the company and key personnel, while also presenting the most logical approach and schedule, a strong understanding of the project components, and a valid and robust QA/QC process.

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 by email no later than **5:00 p.m. Pacific Standard Time, Tuesday, December 10th, 2024.**

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:

Brett Boogerd, P.E., Capital Project Engineer
City of Lacey Public Works
420 College Street SE
Lacey, WA 98503

Phone: (360) 486.8732
Fax: (360) 456.7799
E-mail: Brett.Boogerd@cityoflacey.org

GENERAL INFORMATION:

This project is intended to continue the development of Lacey's vibrant and diverse economy and places to work and play. The project includes improvements for the third phase of development at the Regional Athletic Complex (RAC) in Lacey, WA. Improvements are dependent on space, budget, and environmental constraints. Improvements will include both new infrastructure to undeveloped property, and upgrades to existing infrastructure at the current RAC facilities. Improvements are expected to include a new college level regulation baseball field, new softball fields, resurfacing an existing soccer field to turf, other sports fields, associated amenities as further outlined, frontage improvements, utility improvements, an at-grade crossing of Marvin Road, parking, walking trails, and a

playground. The majority of development is expected to occur on the undeveloped parcel, 11814420000, to the west of Marvin Road. Site improvements are also expected on the remaining, previously developed park parcels, 11814410200, 11814410300, and 11814410300.

The City will provide survey data, wetland delineations, critical area report, habitat conservation plan, and arborist services. The selected consultant is expected to review all project relevant documents to ensure all items are addressed and compatible with intended scope.

The preferred sports field alternative for West of Marvin Road is one (1) college level regulation baseball field and two (2) softball fields. The second alternative is one (1) college level regulation baseball field and one (1) softball field. The third alternative is one (1) college level regulation baseball field and one (1) large multipurpose turf field.

Associated amenities may include:

- Lighting in parking lot and on all sports fields
- Bleachers with covers
- Concessions and merchandise sales building, including restrooms and staff space, in the middle of the complex
- Locker rooms (either attached, or in a different building)
- Covered batting cages, meeting room and storage
- Space for group sales/rentals/parties. This can be located on the 2nd floor of the concession and restroom building to conserve space
- Tech infrastructure including cameras and internet.
- Future pedestrian bridge or tunnel crossing for Marvin Road.
 - **Note:** *due to the profile grade limitations required for ADA, a considerable amount of space will be needed for the approach ramps for a bridge or a tunnel. This and other reasons may necessitate moving the crossing south of the intersection to possibly align with the existing access road to the RAC. We also need to consider various bridge or tunnel alignments with crossings perpendicular to Marvin Road and approaches skewed or parallel to Marvin Road.*

Improvements to the parcels East of Marvin Road are expected to include converting one soccer field from natural grass to synthetic turf and adding lights. Added amenities to field 1 include:

- Bleachers with covers
- Prepare for future Locker Rooms (ROM cost and space)
- Prepare for future meeting room and additional storage
- Tech infrastructure

The Consultant will provide concept level scoping alternatives, with an option for continuing the project to design and construction.

SCOPE OF WORK AND TIMING:

Selected firm will attend City Council meetings as appropriate. One meeting is expected at the conclusion of task 3. Others may follow as project progresses.

Task 1: Site Investigation and Data Review

- Kick-off Meeting with City staff.

- Visit area of work.
- Attend presubmission conference with City staff
- Review all pertinent City provided data.

Task 1 Deliverables:

- *Meeting Minutes from Kick-off Meeting (1 electronic copy)*
- *Presubmission conference application materials*
- *Refined project schedule.*

Timeline: completed no later than 10 working days following the notice to proceed.

Task 2: Pre-design Concepts

- Review all pertinent City provided data.
- Validate what scope options are feasible given restraints, to include but not limited to:
 - Utility improvements
 - Frontage improvements
 - On site stormwater treatment and infiltration
 - Setbacks, buffers, and protected areas

Task 2 Deliverables:

- *3 conceptual options for site configurations of Phase 3 site and Rough Order of Magnitude estimates for each option.*
- *Conceptual plan for site connectivity across Marvin Rd, to include one at grade crossing with Rough Order of Magnitude estimate.*
- *Conceptual plan for improvements of current RAC site and Rough Order of Magnitude estimate.*

Timeline: completed no later than 25 working days following completion of task 1 deliverables.

Task 3: Pre-design Concepts Review and Approval

- Incorporate city comments into final concepts.
- Revise and resubmit all materials including cost estimates.
- Prepare and present findings at Lacey City Council Worksession.

Task 3 Deliverables:

- *Revised versions of task 2 deliverables.*
- *Provide presentation material for City Council.*

Timeline: completed no later than 10 working days following return of comments on task 2 deliverables with the exception of attending the city council presentation. Presentation is expected in early May 2025

Following presentation to City Council, refinement of one or more conceptual options may be required for final selection. Upon concept selection, the City intends to proceed with negotiation of professional services for design and construction.

Task 4: (Optional) Design

- Develop Plans, Specifications and Cost Estimate.

- Develop all supporting documents for Plans, Specifications and Cost Estimate.

Task 4 Deliverables:

- *Plans, Specification and Cost Estimate*
- *All supporting documents for Plans, Specifications and Cost Estimate*
- *Estimated Construction Schedule*

Task 5: (Optional) Bid Phase Services

- Answer bidders' questions, as requested by the City.

Task 5 Deliverables:

- *Q&As and/or Addendums, as needed (1 electronic copy)*

Task 6: (Optional) Construction Phase Services

- Construction administration

Task 5 Deliverables:

- *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 – January, 2024
- Concept documents – April, 2025
- Complete Design, Final Bid Package – December, 2026
- Advertise for Construction – January, 2027
- Bid Opening – February, 2027
- Complete Construction – 2027-2028

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 so that they are **received no later than 5:00 p.m. Pacific Standard Time, Tuesday, December 10th, 2024**, at the email address listed under contact information. SOQs received after the deadline will not be reviewed.
2. **Format** -- Each SOQ will be limited to no more than 12 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. Any printed SOQs must be stapled.

3. **Cover Letter** -- A cover letter, which does not count as part of the 12-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 and Past Performance –

- Provide a description of your company's experiences and past performance 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 park 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 and Past Performance – 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 December. 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	5:00 p.m., Tuesday, December 10 th , 2024
Interviews (if needed)	Week of December 16 th , 2024
Negotiations with Finalist	Week of December 30 th , 2024
Final Review of Contract	Week of January 13 th , 2025
Finalize Contract	Week of January 27 th , 2025

SUBMISSION DETAILS:

- Proposals must be titled "RFQ – RAC Phase 3"
- The preferred method of submission is email to: Brett Boogerd at brett.boogerd@cityoflacey.org
- Alternatively, paper copies will be accepted via mail:
 - City of Lacey
 - Attn: Brett Boogerd
 - 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 – RAC Phase 3”

QUESTIONS:

Please direct any questions for this project to Brett Boogerd, Capital Projects Engineer, via email brett.boogerd@cityoflacey.org; subject line: “RFQ – RAC Phase 3 Questions”. Questions will be accepted until Tuesday, December 3rd, 2024, 5:00 PM.