



March 12th, 2025

**City of Lacey
Request for Qualifications**

**Water System Risk and Resilience Assessment
and Emergency Response Plan Update**

SUMMARY

The City of Lacey is seeking a qualified consultant to perform a Risk and Resilience Assessment and Emergency Response Plan update for its water utility in accordance with EPA requirements.

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 brandon.mcallister@cityoflacey.org no later than **5:00 p.m., Wednesday April 2nd, 2025.**

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.

For additional information, contact:

Brandon McAllister, Utility Engineer
City of Lacey Public Works
1200 College Street SE
Lacey, WA 98503
Phone: (360) 413 - 4386
E-mail: brandon.mcallister@cityoflacey.org

General Information:

The City of Lacey Water System has a population served of approximately 100,000 and consists of 20 groundwater wells, 9 storage facilities, and over 400 miles of watermain across 9 pressure zones. The City last performed a Risk and Resilience Assessment (RRA) in 2020 followed by an Emergency Response Plan (ERP) update in 2021.

Project Scope:

The selected team will be expected to lead Lacey staff through a risk and resilience assessment exercise meeting the goals and requirements of the EPA, and as prescribed in the Safe Drinking Water Act and/or America's Water Infrastructure Act. The consultant will be responsible for organizing and leading meetings, identifying deficiencies, recommending improvements, and documenting findings in a final report. Following completion of the RRA, the consultant will review and update the water utility's ERP according to EPA and WDOH guidance documents. This work is anticipated to be done in close collaboration with City staff.

Project Timing:

- Consultant selection and contract negotiation – April 2025
- Begin work on RRA – May 2025
- Final RRA report – November 2025
- Begin work on ERP – December 2025
- Final ERP document – May 2026

Evaluation Criteria:

- Firm's recent experience preparing RRA's and ERP's
- Qualifications of key personnel assigned to this project
- Approach to meeting project objectives
- Familiarity with risk/hazard identification and mitigation
- Familiarity with utility emergency response planning
- References

Submittal:

Consultants are asked to express their interest in this project by offering a Statement of Qualifications (SOQ) which demonstrates their ability and capacity to provide the services described. SOQ's are to be submitted via e-mail to brandon.mcallister@cityoflacey.org. Submittals, including a cover letter, are to be limited to 10 pages (single-sided) and must be received no later than **5:00 p.m. Wednesday April 2nd, 2025.**