



City of Lacey Request for Qualifications – Potholing and Private Utility Locates On-Call Contract

Purpose of Request

The City of Lacey is seeking an on-call contract for utility potholing and private utility locating services. The work shall include but is not limited to, locating and potholing existing utilities throughout the City, the City of Lacey Urban Growth Area (UGA), City properties, City easements, and providing field data information for the City to use as part of the design for future projects. Work will be for preliminary design only, not for construction, therefore prevailing wage is not applicable.

Potholing shall be utilized to determine actual horizontal and vertical locations of underground utilities (pothole data) within the limits of any of the design projects. Locating shall be utilized to determine approximate horizontal location of underground utilities within the limits of any of the design projects. The City will provide survey staking when required or field location.

Scope

Scope shall include but is not limited to the following:

1. Follow standard dig laws.
2. Any and all traffic control. Perform traffic control per the Manual on Uniform Traffic Control Devices for Streets and Highways, currently adopted edition, with Washington State modifications. Submit traffic control plans to the City for review and approval.
3. Vertical and horizontal locations of utilities along with size and type of pipe or conduit recorded on the City provided plans.
4. A data log that lists each pothole location under a unique identification number and all data related to each location.
5. Private utility locating shall be done as requested.
6. Potholes shall be excavated and backfilled as described below.
7. Vacuum Excavation shall be the only approved method for potholing.

- Vacuum excavation shall consist of air or water pressure to break up the soil and a vacuum device to collect the spoil. Determining if air or water vacuum excavation shall be used is dependent upon specific site and environmental characteristics. Soil type such as heavy clay may require water vacuum excavation. Air vacuum excavators shall be utilized if mud from water vacuum excavators cannot be disposed of properly. Air vacuum excavators shall be used if damage to utilities, such as cutting through cables, will occur with the use of water vacuum excavators.
 - Air vacuum excavators shall utilize a high velocity air stream to penetrate, expand, and break-up the soil. The loosened particles of soil and rock shall be removed from the excavation through the use of a vacuum.
 - Water vacuum excavation systems shall excavate the pothole using high-pressure water to reduce and loosen the soil. The wet soil and mud slurry shall be removed to a spoil tank using a vacuum.
8. Remove and dispose of any asphalt or other debris resulting from the associated potholing work off-site. The City has a disposal site for the vacuum excavation slurry/debris located off Martin Way that may be available at times, upon request.
 9. Maximum pothole size shall be 12 inches in diameter or 12 inch x 12 inch square, unless directed otherwise by the City.
 10. Potholes shall be backfilled and restored at the end of each day as follows:
 - Backfill around pipe or conduit with a minimum of 6" bedding material and remainder of hole with crushed surfacing top course, compacted with a pneumatic compactor 6" minimum.
 - Restore area by matching existing surface and material, including hot mix asphalt and cement concrete for streets, sidewalks, curbs, gutters, and driveways. Cold mix asphalt is acceptable in areas of pavement when indicated by the City. Restoration shall be paid by force account as outlined in Section 1-09.6 in the 2025 WSDOT Standard Specifications.
 11. Place washer or hub at each pothole location designating pothole number and pertinent utility information for survey crew to tie or other approved reference point.
 12. Private utility location services will be used to collect available utility record drawings and to paint the approximate locations of underground utilities for purpose of utility and/or road design, but not for construction.
 - Request available franchise utility companies' construction record drawing information, including underground power, gas, telephone, fiber optic, and other known utilities and incorporate this information into the base drawing.
 - Utility locates are based on best available information and may not be accurate and will be marked in the field.

Contract Duration

The on-call contract will be for a not to exceed amount of \$200,000 per year for two (2) years. At that time qualifications will be reviewed and the contract may be extended. In addition, the City reserves the right to advertise for other service contracts for specific projects if needed, such a federally funded projects. Invoices will be paid based on actual work performed at the labor and equipment rates agreed to in the contract.

No Guaranteed Utilization

The City does not guarantee utilization of this contract. The City reserves the right to award multiple or partial contracts, to terminate contracts, and/or to order varying quantities based on City needs.

Insurance Requirements

The following insurance will be required for the duration of the contract:

1. Worker's compensation insurance as required by RCW Title 51.
2. Commercial General Liability not less than \$1,000,000 per loss.

Schedule

It is the City's intent to adhere to the following timetable:

Issue RFQ – August 4, 2025

Deadline for Submittal – August 20, 2025

Selection of Firm – September 5, 2025

Submittal Instructions

Please respond via email with Statement of Qualifications (SOQ) to Tyson.Poeckh@cityoflacey.org no later than 5:00 p.m. by August 20th, 2025.

Please provide the following information:

1. Provide a description of experience and capabilities.
2. Identify key personnel who would be performing the work.
3. Identify other staff members and/or subcontractors that will contribute to the work, and their relevant experience.
4. Labor and equipment rates for work identified in the scope outlined previously, including the minimum number of hours charged for each service request, and any other fees that may apply to the work. The work is for design purposes only, and is not required to pay prevailing wage.
5. Describe standards and methods used to assure quality reports to the client.
6. Geographic service area and location of office.

7. References for at least three comparable projects. Include contact names, addresses and telephone numbers for each.

The submittal shall be limited to a total of eight (8) single-sided 8.5" x 11" pages (not including cover letter) and the font size shall be no smaller than 11 pt. Submittals shall be in the PDF file format.

Selection Process

SOQ submittals will be reviewed by several Public Works staff members. Each staff member will rate the submittals according to the following criteria:

- Qualifications/Experience – 30 pts
- Location/Responsiveness – 25 pts
- Labor and Equipment Rates – 30 pts
- QA/QC – 15 pts

For any questions, please email Tyson.Poeckh@cityoflacey.org or call (360) 413-4384.