



August 19, 2025

City of Lacey Request for Qualifications

Public Works Operations and Maintenance Facility Improvements

SUMMARY:

The City of Lacey is seeking a qualified consultant to provide a property search and planning and preliminary design services for improvements to the Public Works Operations and Maintenance Center in Lacey, WA to meet current needs and accommodate growth projections through 2065. The successful firm will demonstrate proven skills and technical competence in master planning, architectural design and engineering, a strong understanding of the project components, and a 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, experience and past performance of the company and key personnel, 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, Friday, September 19th, 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. 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:

Ashley Smith, P.E., Engineering Design Manager
City of Lacey Public Works
420 College Street SE
Lacey, WA 98503

Phone: (360) 413-4340
E-mail: Ashley.Smith@cityoflacey.org

GENERAL INFORMATION:

The City of Lacey Public Works Operations Department is the largest department in Public Works and is responsible for the maintenance and operation of all City infrastructure and fleet, consisting of 104 full time employees, 26 seasonal employees, and 6 part time employees. The department is centrally located at 1200 College St SE, with various satellite facilities across the City to provide services for fleet equipment, streets, parks, facilities, and utilities.

The current facilities are significantly undersized to accommodate existing staffing levels and future growth projections. In addition to size constraints, the majority of existing facilities were scored fair –

poor in function. These scores were largely due to site circulation constraints, security concerns, and workflow inefficiencies due to layout and adjacencies of crews and supplies.

The project includes planning and pre-design, with optional scope of services to complete construction documents for the selected concept. Improvements are dependent on space, budget, environmental and development constraints. The selected consultant will be expected to review and be familiar with the City's Development Guidelines and Public Works Standards, planning and zoning requirements, and applicable municipal codes.

The City will provide previously completed staffing projections and preliminary assessments outlined in the recently updated Capital Facilities Plan and Government Facilities Master Plan. These documents are available for review at https://cityoflacey.org/resource_library/capital-facilities-plan/. The selected consultant is expected to review all relevant project documents to ensure all items are addressed and compatible with intended scope.

The selected consultant will be expected to provide recommendations for improvements to the existing site to accommodate the provided program, as well as identify suitable sites for development based on criteria provided by the City that could fully accommodate a Public Works Operations & Maintenance Center. All recommendations shall include phasing and logistics plans during construction.

Improvements are expected to include new office space, meeting spaces, associated support spaces, locker rooms, laundry facilities, fabrication and repair work space, materials and equipment storage, trash and recycling, covered and uncovered fleet vehicle parking, electric vehicle charging, security systems, stormwater mitigation, frontage and utility improvements as applicable, as well as on-site parking for employees and visitors. The on-site fuel system is anticipated to remain at the current location. The onsite fuel system provides fuel for all city vehicles, including police vehicles; Additionally, the onsite fuel system provides fuel to Lacey Fire District 3. The new facility must be sufficient to support all divisions of Public Works Operations, or the consultant shall present additional options to decentralize Operations.

The selection will be based on demonstrated experience and qualifications from similar municipal facility projects. For the purpose of this RFQ, similar projects shall mean the completion of design for municipal Public Works operations & maintenance office and fleet facilities. The Firm shall demonstrate their recent experience in providing innovative architecture technology and practices on similar projects involving the design of a fully functional facility. Firms must show recent experience in designing facilities of similar size and scope. Firms must also demonstrate their ability to work closely with City Public Works staff to ensure a successful completion of the project.

The selected consultant will provide concept level scoping alternatives, with an option for continuing the project through design and construction. Selection for tasks included in this RFQ does not guarantee extension of awarded services for remaining phases.

SCOPE OF WORK AND TIMING:

Selected firm will attend City Council meetings as appropriate. One meeting is expected at the conclusion of task 4; Others may follow as project progresses.

Task 1: Site Investigation and Data Review

- Kick-off Meeting with City staff

- Review all pertinent City provided data
- Visit areas of work, to include satellite locations
- Gather alternative site recommendations for City review
 - Alternative sites to be considered for full relocation must have a minimum of 15 acres of useable/developable property.
 - Alternatives shall be considered that meet highest and best use criteria for centralized maintenance services within Lacey City limits and Urban Growth Area.
 - If no such properties exist, consultant to provide recommendations for de-centralization.

Task 1 Deliverables:

- *Meeting Minutes from Kick-off Meeting*
- *Refined project schedule*
- *Alternative site recommendations for City review*
 - *Report summarizing properties reviewed and suitability analysis of each*

Timeline: completed no later than 40 working days following the notice to proceed.

Task 2: Pre-design Concepts

- Review all pertinent City provided data
- Attend weekly meetings with City stakeholders
 - Consultant to prepare agenda and minutes
- Prepare scope options for City review given provided program
- Prepare ROM costs to evaluate feasibility of centralized services vs decentralization
 - Centralization of services at current location
 - Centralization of services at another location if a feasible site exists
 - Decentralization using a combination of the current site and another feasible site

Task 2 Deliverables:

- *3 conceptual plan options for site configurations of existing site*
- *Conceptual plan for min. of one (max. 3) alternative site selected by the City*

Timeline: completed no later than 60 working days following completion of task 1. Assume 15 working days following task 1 deliverables for City review.

Task 3: Pre-design Concept Selection

- Review all pertinent City provided data
- Incorporate City comments from Task 2
- Attend weekly meetings with City stakeholders
 - Consultant to prepare agenda and minutes
- Provide recommendation for preferred option based on feedback from City staff
- Validate impacts to scope options given restraints, to include but not limited to:
 - Utility improvements
 - Frontage improvements
 - On site stormwater treatment and infiltration
 - Setbacks, buffers, and protected areas
 - Property available for potential acquisition

Task 3 Deliverables:

- *3 final conceptual plan options for site configurations of existing site and Rough Order of Magnitude estimates for each option.*
- *Conceptual plan for min. of one alternative site selected by the City and Rough Order of Magnitude estimate.*
- *Phasing recommendations for all options.*

Timeline: completed no later than 80 working days following completion of task 2. Assume 15 working days following task 2 deliverables for City review.

Task 4: 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 with City staff.

Task 4 Deliverables:

- *Revised versions of task 3 deliverables.*
- *Presentation material for City Council.*

Timeline: completed no later than 20 working days following return of comments on task 3 deliverables with the exception of attending the City Council presentation.

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 as funding becomes available.

Task 5: (Optional) Pre-design Concept Logistics Plan

- Review all pertinent City provided data.
- Prepare logistics plan for accommodating operational needs during construction.

Task 5 Deliverables:

- *Logistics plan with Rough Order of Magnitude estimate.*

Timeline: completed no later than 20 working days following return of comments on task 4 deliverables .

Task 6: (Optional) Design

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

Task 6 Deliverables:

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

Task 7: (Optional) Bid Phase Services

- Answer bidders' questions, as requested by the City.
- Prepare addenda for issuance.
- Review of bids and other documentation.

Task 7 Deliverables:

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

Task 8: (Optional) Construction Phase Services

- Construction administration

Task 8 Deliverables:

- *Submittal reviews and selected submittals as needed*
- *Response to RFI's or change order items, as needed*
- *Construction inspection report, as needed*
- *Record drawings*

Estimated Project Timing:

- NTP – November 2025
- Concept documents – September 2026
- Complete Design, Final Bid Package – TBD
- Advertise for Construction – TBD
- Bid Opening – TBD
- Complete Construction – TBD

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, Friday, September 19th, 2025**, 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 15 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 15-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.
4. **Resumes** -- Resumes for key personnel, which do not count as part of the 15-page limit, should identify relevant experience and qualifications and may not exceed one page each.

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 performed in the last 10 years. Include contact names, company/agency and telephone numbers for each.
- Provide a matrix listing the same projects and the team proposed for this project to show the extent to which the proposed team worked on these projects. Note that only projects completed by members of the project team will be considered.
- For each of the listed projects, provide a detailed description of the project scope, awarded construction contract value, and final construction value (after change orders).

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. Describe the roles and responsibility of each team member and why each member is critical to the success of the overall contract.
- Identify and describe engineering professional qualifications and design experience for design and permitting of similar projects, and related past projects performed successfully.
- Identify availability of key personnel to work on this project; key team members will be expected to remain on the project the duration, except with written authorization by the City to provide a substitute.
- Identify other staff members and/or subconsultants 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. Identify any issues with the proposed schedule if known.
- Describe how the firm's team will manage and coordinate the necessary disciplines required for accomplishing the services requested, and coordinate with City staff and other stakeholders.

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.
- Describe the firm's understanding of effective project management methodologies, techniques, and tools, along with possible pitfalls associated with this work and the firm's approach to advance projects effectively and minimize risks.

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 – 30%
- Key Personnel/Past Performance – 30%
- Approach and Schedule – 10%
- Understanding of Project Components – 25%
- 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. 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., Friday, September 19th, 2025
Interviews (if needed)	Week of October 6 th , 2025
Negotiations with Finalist	Mid October, 2025
Final Review of Contract	Late October, 2025
Finalize Contract	Early November, 2025

SUBMISSION DETAILS:

- Proposals must be titled "Operations and Maintenance Facility Improvements"
- The preferred method of submission is email to: Ashley Smith at ashley.smith@cityoflacey.org
- Alternatively, paper copies will be accepted via mail:
 - City of Lacey
 - Attn: Ashley Smith
 - 420 College Street SE
 - Lacey, WA 98503

Note: If submitting by mail, vendors must submit one unbound original and five (5) copies of their SOQ. The envelope must be clearly labeled “Operations and Maintenance Facility Improvements”.

QUESTIONS:

Please direct any questions for this project to Ashley Smith, Engineering Design Manager, via email ashley.smith@cityoflacey.org; subject line: “Operations and Maintenance Facility Improvements”. Questions will be accepted until **Friday, September 12th, 2025**, 5:00 PM.