



October 21, 2025

## City of Lacey Request for Qualifications

### Rainier Vista Park Improvements

#### **SUMMARY:**

The City of Lacey is seeking a qualified consultant to provide project design for improvements at the Rainier Vista Community Park in Lacey, WA. The successful firm will demonstrate proven skills and technical competence in landscape architecture, design, and engineering based on the experience and past performance of the company and key personnel. Qualified consulting firms shall present 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, Friday, November 21<sup>st</sup>, 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:

Bogdan Tirtu, Project Manager  
City of Lacey Public Works  
420 College Street SE  
Lacey, WA 98503

Phone: (564) 669-4339  
E-mail: [Bogdan.Tirtu@cityoflacey.org](mailto:Bogdan.Tirtu@cityoflacey.org)

#### **GENERAL INFORMATION:**

The project includes safety and facility improvements for the Rainier Vista Community Park located at 5475 – 45<sup>th</sup> Avenue Southeast, Lacey, WA, 98503. Improvements are dependent on space, budget, and environmental constraints. Improvements are expected to include the following:

- Installation of new 45-foot height softball outfield safety netting, and their associated poles and foundations
- Installation of two outdoor ping pong tables and construction of the associated slab

- Construction of four additional pickleball courts and associated fencing, access gates, surfacing, and appurtenances
- Relocation of existing asphalt paths as necessary to accommodate new improvements.
- Stormwater drainage improvements

The majority of development is expected to occur in proximity to the existing pickleball and tennis courts located on parcel number 11833130100. The selected consultant is expected to review all project relevant documents to ensure all items are addressed and compatible with intended scope. Figure 1 and 2 below depict conceptual schematics of anticipated improvements and general site location. These concepts are preliminary in nature and actual design location of elements and extent of improvements will be dependent on the consultant's analysis of space and drainage requirements.

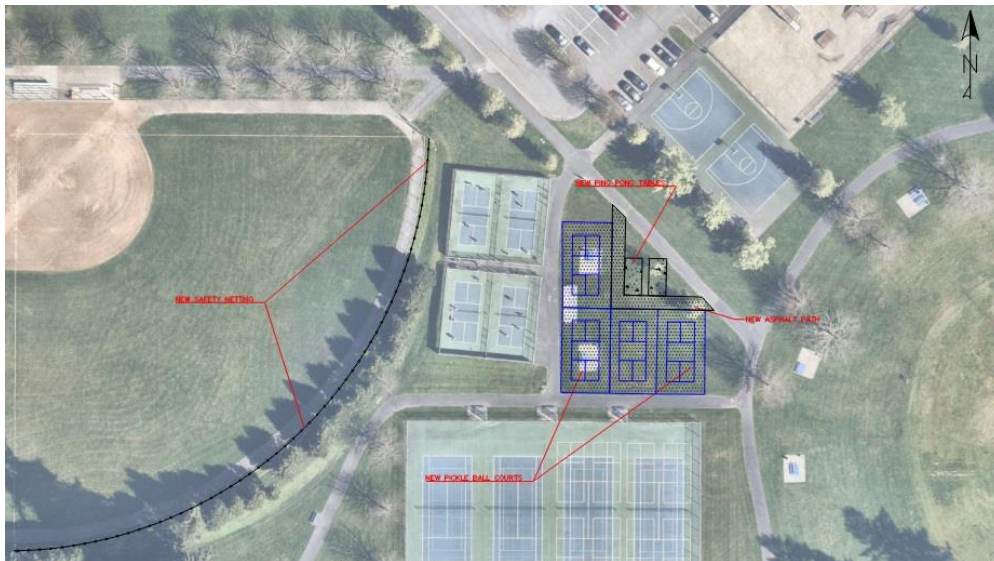


Figure 1: Conceptual drawing showing limits of improvements for reference only. Final design by the selected consultants to be determined based on the space, budget, and environmental constraints.

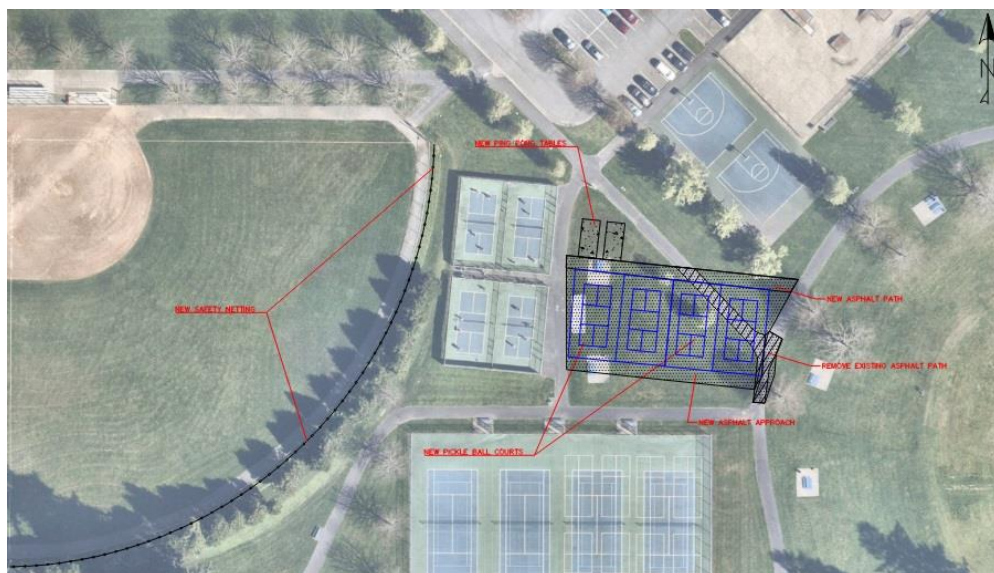


Figure 2: Conceptual drawing showing limits of improvements for reference only. Final design by the selected consultants to be determined based on the space, budget, and environmental constraints.

## **SCOPE OF WORK AND TIMING:**

Selected firm will attend City Council meetings as appropriate. One meeting is expected at the conclusion of task 1. Others may follow as project progresses.

### **Task 1: Site Investigation and Data Review**

- Kick-off Meeting with City staff.
- Visit area of work.
- Review all pertinent City provided data. City to provide topographic survey to support design.
- Conduct geotechnical studies as needed to support design.
- Analyze regulatory constraints including City of Lacey Development standards, and other applicable federal, state, and local regulations.
- Validate what scope options are feasible given existing constraints (Grades, Existing Utilities, Space, Drainage Requirements, etc.)
- Prepare rough order of magnitude cost estimates.
- Prepare and present findings at Lacey City Council Worksession

#### *Task 1 Deliverables:*

- *Meeting Minutes from Kick-off Meeting (1 electronic copy)*
- *Refined project schedule.*
- *2 conceptual options for site configurations and Rough Order of Magnitude estimates for each option.*
- *Provide presentation material for City Council.*

Following presentation to City Council, refinement of one or more conceptual options may be required for final concept selection.

### **Task 2: Design**

- Provide recommendations for selected concept
- Provide stormwater management and designs utilizing City of Lacey Stormwater Design Manual
- Prepare design plans, technical specifications, construction schedule, and cost estimates for the improvements. Submit to City for review.
- Address and incorporate City comments into the design plans, technical specifications, and cost estimates.
- Drawings will include but are not limited to: Cover Sheet, Demolition, TESC, and Site plans and details. AutoCAD files will be in the latest version of Civil 3D.
- Develop Plans, Specifications, and Cost Estimates.
- Develop all supporting documents for Plans, Technical Specifications and Cost Estimates.

#### *Task 2 Deliverables:*

- *Plans, Technical Specifications, and Cost Estimate*
  - *1 printed copy, 1 .pdf copy, and 1 AutoCAD copy of the following:*
    - *60% Design Submittal – Plans, Specifications, cost estimate in year the project is to be constructed (2028)*
    - *90% Design Submittal – Plans, Specifications, cost estimate in year the project is to be constructed (2028)*

- *100% Design Submittal – Plans, Specifications, cost estimate in year the project is to be constructed (2028)*
- *Response to City Comments for 60% and 90% review*
- *All supporting documents for Plans, Technical Specifications and Cost Estimate*
- *Estimated Construction Schedule and Cost Estimate*

Upon completion of design tasks, the City reserves the opportunity to amend the contract with the selected consultant to assist with bidding and/or construction administration services, as necessary.

**Task 3: (Optional) Bid Phase Services**

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

*Task 3 Deliverables:*

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

**Task 4: (Optional) Construction Phase Services**

- Construction administration
- Submittal Reviews, as requested by the City
- Respond to RFI's, as requested by the City
- Provide limited field inspection services, as requested by the City
- Engineers of record, and relevant SME's to attend planned construction meetings throughout construction.

*Task 4 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)*

**Estimated Project Timing:**

The project includes grant funding that is dependent on construction being complete on or before May 30<sup>th</sup>, 2028. As such, we require the following estimated project timeline:

- NTP – February, 2026
- Concept documents (tasks 1 through 2) – January, 2027
- Complete Design, Final Bid Package – November, 2027
- Advertise for Construction – December, 2027
- Bid Opening – January, 2028
- Complete Construction – May, 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, Friday, November**

**21<sup>st</sup>, 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 8 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 8-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 8-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 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 January. 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, November 21 <sup>st</sup> , 2025 |
| Interviews (if needed)     | TBD   |
| Negotiations with Finalist | January, 2026                                       |
| Final Review of Contract   | January, 2026                                       |
| Finalize Contract          | February, 2026                                      |

**SUBMISSION DETAILS:**

- Proposals must be titled "Rainier Vista Park Improvements"
- The preferred method of submission is email to: Bogdan Tirtu at [bogdan.tirtu@cityoflacey.org](mailto:bogdan.tirtu@cityoflacey.org)
- Alternatively, paper copies will be accepted via mail:
  - City of Lacey
  - Attn: Bogdan Tirtu
  - 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 “Rainier Vista Park Improvements”

**QUESTIONS:**

Please direct any questions for this project to Bogdan Tirtu, Project Manager, via email [bogdan.tirtu@cityoflacey.org](mailto:bogdan.tirtu@cityoflacey.org); subject line: "Rainier Vista Park Improvements Questions". Questions will be accepted until Tuesday, November 18<sup>th</sup>, 2025, 5:00 PM.