



November 4, 2025

## **City of Lacey Request for Qualifications**

### **City Hall Facility Improvements**

#### **SUMMARY:**

The City of Lacey is seeking a qualified consultant to provide renovation and remodel design for the Central Wing of City Hall in Lacey, WA to meet current needs and accommodate staff growth projections through 2045. The successful firm will demonstrate proven skills and technical competence in architectural and interior design and engineering, facility planning, 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, December 12<sup>th</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:

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City of Lacey Public Works  
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Lacey, WA 98503

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#### **GENERAL INFORMATION:**

Lacey City Hall is located at 420 College St SE and was constructed in 1971, with the latest significant upgrade occurring in 2020, consisting of front counter and customer service counter glass upgrades. The Central Wing, constructed in 1986, includes two-stories and provides office space, meeting rooms, and break rooms for several City departments. Additionally, the Central Wing is the primary location for customer service interactions and hosting public meetings. The West Wing, constructed in 2009, includes three-stories, and is not considered part of this project scope. The East Wing currently houses the Lacey Police Department and will be vacated in 2026 upon completion of the new Lacey Police Station.

The Central Wing as a whole is inefficiently laid out and unable to accommodate future staff growth projections. The Central Wing was provided a fair condition and function rating in the City of Lacey Government Facilities Master Plan; this score was largely due to first floor circulation constraints, security concerns, and workflow inefficiencies.

The first floor of the central wing provides governmental and customer service and office space for several departments. The first floor is poorly configured, resulting in large underutilized spaces that creates complex wayfinding for customers. Staff spaces are unable to accommodate growth in their current configuration; workspaces have been added over time to the extent practical. The first floor is approximately 19,000 square-feet and features the following rooms and workspaces:

- Public Works, Community and Economic Development, Utility Billing, and Parks, Culture, and Recreation lobbies and service counters.
- Council Chambers
- Executive Board Room
- Public and Staff restrooms
- Community Room
- Meeting Rooms
- Kitchenette
- Storage rooms
- Mail Room
- Secure Records Room
- Work space offices and cubicles for employees:
  - Public Works Department Employees
  - Community and Economic Development Department Employees
  - Utility Billing (Finance) Employees
  - Parks, Culture, and Recreation Department Employees

The second floor of the central wing provides office space for two departments. Workstations are of various sizes and are inefficiently laid out resulting in underutilized space. The Public Works department is split into several divisions, and the current layout of the second floor has made it difficult to co-locate members of the same division or work group. The second floor is approximately 10,500 square-feet and features the following rooms and workspaces:

- Staff restrooms, including showers and locker space
- Meeting Rooms
- Staff Kitchen and break room
- Storage rooms
- Mechanical rooms
- Water Resources Laboratory
- Emergency Operations Center (EOC) room, to be moved to the new Police Department building upon completion (anticipated to occur in 2026)
- Work space offices and cubicles for employees:
  - Public Works Department Employees
  - Parks, Culture, and Recreation Department Employees

This project includes planning and pre-design for upgrading, remodeling/renovating, and enhancing Central Wing functionality, with optional scope of services to complete construction documents for the selected concept. Improvements are dependent on space, budget, and development constraints. The selected consultant will be expected to review and be familiar with the City's Development Guidelines and Public Works Standards and applicable commercial building codes.

Improvements are intended to be minimal-to-moderate and are expected to include modifications to customer service points, office space and meeting spaces. The Council Chambers, Community Room, public restrooms, and staff restrooms and break rooms are not considered part of the project scope. The new facility must be sufficient to support all departments and divisions located in the Central Wing. We have identified the following current needs for the Central Wing improvements:

- Demolish the central offices and service counter on the first floor and develop a new lobby that streamlines customer service with cross-trained staff to improve wayfinding, security, and efficiency
- Enlarge the executive board room on the first floor and add small/medium meeting rooms off the lobby
- Renovate the workstations on both floors of the central wing to meet near-term staff needs
- Repurpose the existing EOC space and some offices to additional work space
- Increase efficiency by co-locating employees of the same department and/or division
- Maximize space-use and increase workflow efficiency
- Prioritize ergonomics and employee well-being

The selected consultant shall also provide highest and best use recommendations and cost projections for the vacated East Wing that meet the City's long term planning goals. See below figure depicting the existing layout and footprints of the Central and East wings of City Hall.

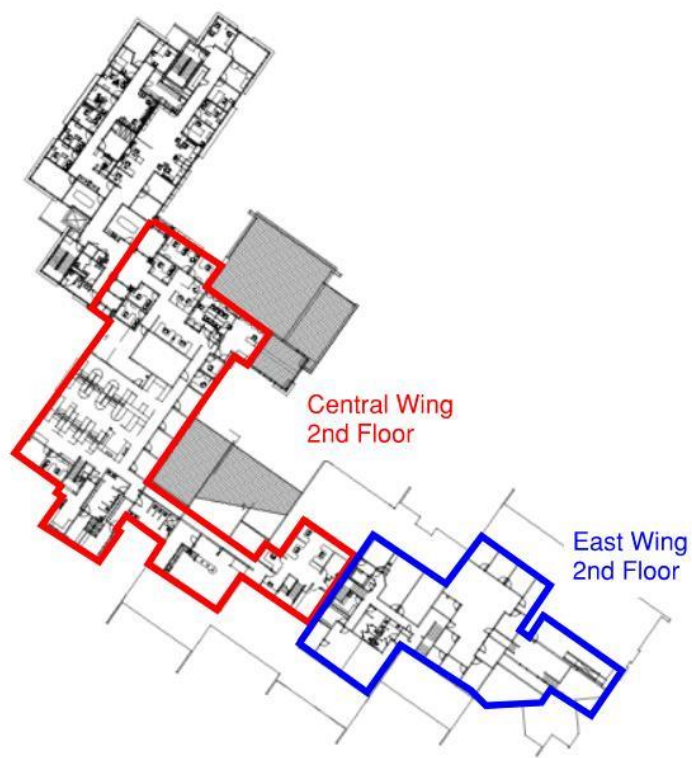
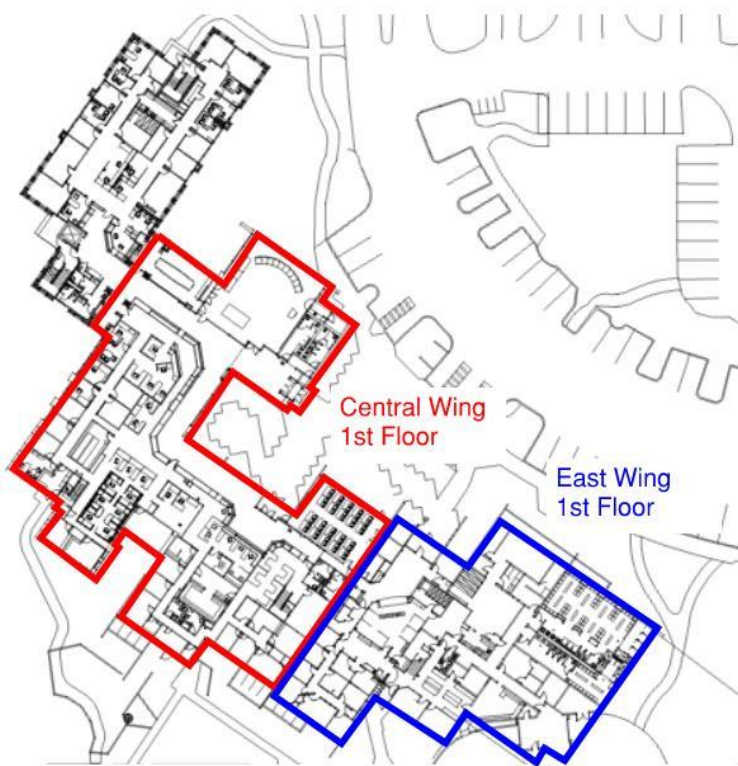


Figure 1: Existing layout and footprints of Central and East Wing first and second floors

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/](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 validate the provided program and provide recommendations for improvements to the Central Wing. All recommendations shall include phasing and logistics plans during construction.

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 renovations and space improvements. 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 stakeholders to ensure a successful completion of the project.

The selected consultant will provide concept level preliminary designs, 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

#### *Task 1 Deliverables:*

- *Meeting Minutes from Kick-off Meeting*
- *Refined project schedule*

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 remodels/upgrades

#### *Task 2 Deliverables:*

- *3 conceptual plan options for City Hall Central Wing improvements*

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

#### *Task 3 Deliverables:*

- *3 final conceptual plan options for City Hall Central Wing improvements and Rough Order of Magnitude estimates for each option.*
- *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: 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 3 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 – February 2026
- Concept documents – December 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, December 12<sup>th</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 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., <b>Friday, December 12<sup>th</sup>, 2025</b>
Interviews (if needed)	Week of January 5 <sup>th</sup> , 2025
Negotiations with Finalist	Mid-January, 2026
Final Review of Contract	Mid to Late January, 2026
Finalize Contract	Early February, 2026

**SUBMISSION DETAILS:**

- Proposals must be titled "City Hall Facility 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 “City Hall Facility 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: “City Hall Facility Improvements”. Questions will be accepted until **Tuesday, December 9<sup>th</sup>, 2025**, 5:00 PM.