



December 12, 2025

**City of Lacey
Request for Qualifications**

Lift Station 5 Improvements

SUMMARY

The City of Lacey is seeking a qualified consultant to provide design and construction services for a new wastewater lift station to replace the existing Lift Station #5, which will incorporate a new wet well with submersible pumps, a new valve vault, bypass pumping, a new generator, and other site improvements noted herein. This project may include additional lift stations as requested by the City.

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. Examples of relevant work shall be included which showcase the quality, breadth, and approach used in the identified teams prior projects.

Statements of Qualifications, prepared according to the following detailed instructions, must be received by email at justin.knox@cityoflacey.org no later than **5:00 p.m. Pacific Standard Time, Friday January 16, 2026**. No later submittals will be accepted.

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.

A non-mandatory pre-proposal meeting will be held at 3607 Ryan St SE, Lacey, WA 98503 on January 6, 2026 at 1:30 pm.

For additional information, contact:

Justin Knox, P.E., Utilities Engineer
City of Lacey Public Works
Water Resources Division
420 College Street SE
Lacey, WA 98503

Phone: (360) 438-2628
Fax: (360) 412-3186
E-mail: justin.knox@cityoflacey.org

GENERAL INFORMATION

Lift Station #5

Lift Station #5 (LS5) was constructed in 1973. The existing LS5 is located at 3607 Ryan St SE, Lacey, WA, 98503. The new replacement lift station will be located across the street at 3300 Ruddell Rd SE, on City-owned property. There will be approximately 50' x 100' area dedicated for the new lift station and appurtenances on the City-owned property. The City does not anticipate acquiring additional easements or right-of-way for this project.

LS5 is a two-pump wet pit/dry pit pump station with aging infrastructure and equipment. It needs mechanical upgrades, does not have standard Lacey wastewater lift station components, and has limited access for operation and maintenance.

Additional information about LS5 includes:

- LS5 has two pumps with capacity of 150 gpm at 39 ft TDH and 5 hp.
- Utility power is 120/240/1 phase.
- It has a permanent on-site standby generator of 40kw.
- The wet well diameter is 48-inches.

The scope of improvements for the LS5 project includes, but may not be limited to:

- Relocation of the lift station along with all the requirements to build a new lift station and associated piping,
- Installing motion-sensor lighting on back of property,
- Installing approximately 520 feet of new sewer force main to accommodate design flows and abandoning the existing sewer force main

This project may include additional lift stations that may be added to the proposed Professional Services Agreement as requested by the City

The City anticipates the design of the project will begin in late 2026 with construction occurring in 2027.

SCOPE OF EFFORT AND TIMING

Task 1: Site Investigation and Data Review

- Conduct site investigation and data review

Task 2: Permitting/Environmental

- Provide permitting and environmental assistance to the City to complete this project.
- Permit Submittals - Prepare all site, building, environmental, and other applicable permitting documenters as requested. Note this may include a Conditional Use Permit/Special Use Permit and Hearing Examiner process. The City will be the point of contact for the Conditional Use Permit if required.
- Stormwater - Comply with the latest Stormwater Design Manual project submittal process, if required.
- Additional permits as required

Task 3: Design

- Prepare design plans, specifications, and engineer’s estimate of probable construction cost.
- Prepare project specifications which will use the City-provided general specifications, and the consultant provided technical specifications.
- Review the City completed Section D of the specifications to verify that they are not in conflict with the consultant specifications along with meeting general construction practices.
- The City requires internal submittal reviews at the 30%, 60%, 90% and Bid-Ready design milestones. The City’s project manager will facilitate these reviews.

Task 4: Bid Phase Services

- Answer bidders’ questions, as requested by the City.
- Assist in preparing addenda, as requested by the City.

Task 5: Construction Phase Services

- Submittal reviews and answer RFIs.
- Electrical reviews.
- Construction Inspection/Observation.
- Attend lift station startup.

Project Timing:

- Design –2026-2027
- Construction – 2027-2028

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 shall submit an electronic copy of their SOQ via e-mail to justin.knox@cityoflacey.org so they are **received no later than 5:00 p.m. Pacific Standard Time Friday, January 16, 2026.** SOQs received after the deadline will not be reviewed. Please be aware that file size limitations may restrict transmittal of electronic files, if electronic SOQ submittals are larger than **10 MB** of data, please make arrangements to facilitate uploading of the submittal to be completed and received prior to the deadline.
2. **Format** – Each SOQ will be limited to **no more than 7 pages including the cover.** 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. Font type must be 11 point or larger at standard spacing.

3. **Cover Letter** – A cover letter, which does not count as part of the 7 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.

SOQ CONTENT:

Key Personnel Experience –

- Provide a description of your company’s experiences in performing similar work, addressing the elements listed under “Scope of Effort”. Identify any local and regional experience.
- Identify and describe the relevant experience and qualifications of the individuals who would serve as key personnel for this project.
- 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.
- Identify examples of relevant work that has been completed by the key personnel.
- Project Manager must be a Registered Professional Engineer in the State of Washington.

Project Approach and Schedule –

- Describe your company’s approach of how best to meet project tasks. Include a discussion of the primary focus of your approach, using elements listed in the “Scope of Effort” as guidance.
- 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.
- Include a proposed work schedule including the timing of various key tasks.

Quality Control –

- Describe how your company addresses comments received from submittals and deliverables and how it assures the client that all comments were addressed.
- Describe how your company will address concerns or deficiencies in quality control and deliverables and give a specific example.
- The SOQ has met the format requirements.

Project and Team Contingency planning –

- Describe how your team responds to projects sliding behind agreed-upon schedules.
- Describe how your company responds to key staff changing employment as it relates to continuity of services for clients.

References –

- Provide descriptions and references for three comparable projects that your company has completed. Include contact names, client (company/agency) and telephone numbers for each.
- Identify key personnel listed on this project who worked on the reference project.

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:

- Key Personnel Experience-35%
- Project Approach and Schedule – 40%
- Quality Control – 15%
- Project and Contingency Planning – 5%
- References – 5%

Note: Points may be deducted for SOQs that do not follow “SOQ FORMAT”.

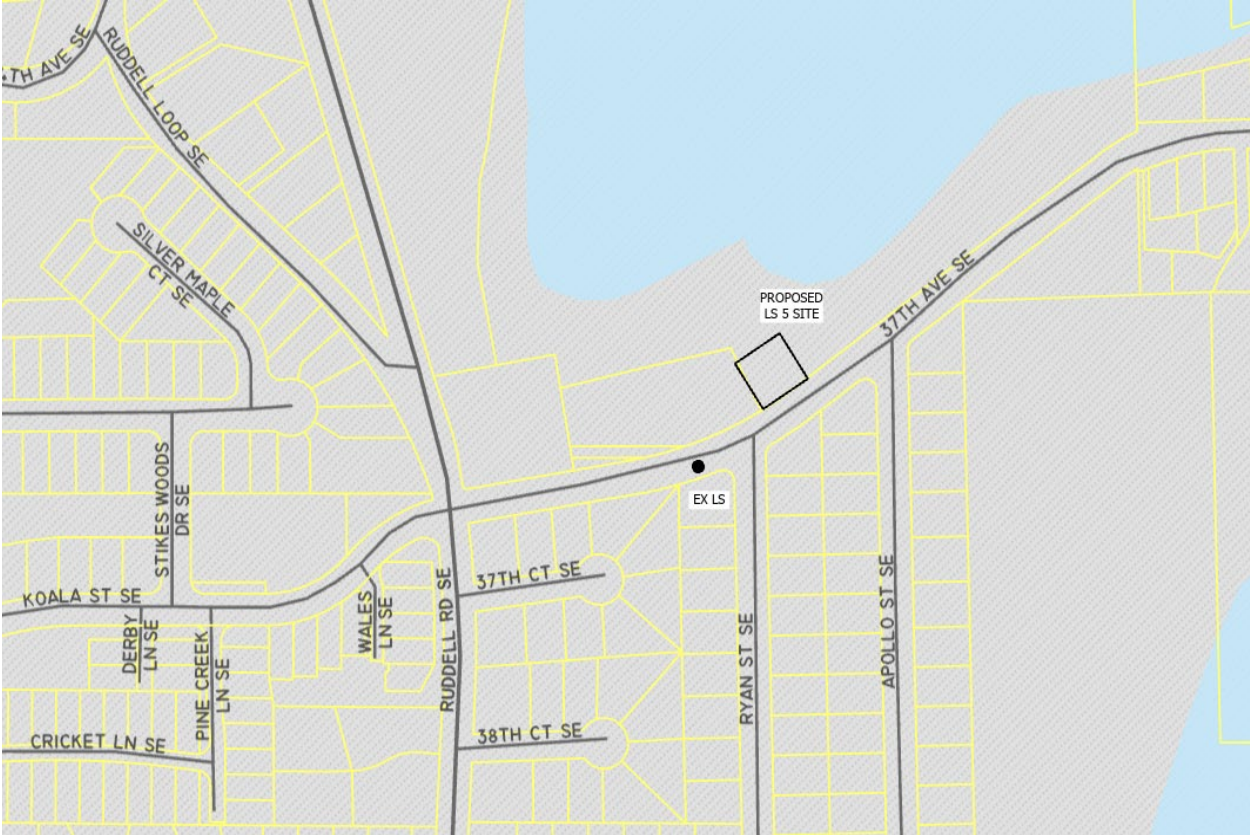
City staff members may choose a short list of qualified consultants who will be invited to make a presentation to the evaluation panel. Interviews, if needed, will be arranged in February 2026. Based on the SOQs and/or interviews/presentations, the selection panel will choose the company which, in its opinion, best meets the requirements set forth in this Request for Qualifications and negotiate a consultant agreement.

INTENDED CONSULTANT SELECTION SCHEDULE

SOQs due	by 5:00 p.m., <u>Friday January 16, 2026</u>
Interviews (if needed)	February 2026
Negotiations with Finalist	February 2026
Final Review of Contract	March 2026
Finalize Contract	March 2026

PROJECT LOCATION FIGURE:

Existing LS5 3607 Ryan St SE, Lacey, WA
Proposed LS5 3300 Ruddell Rd SE, Lacey, WA



North is up