



January 30, 2026

**City of Lacey
Request for Qualifications**

2027 Stormwater Design Manual Update

SUMMARY

The City of Lacey is seeking a qualified consultant to complete an update to our 2022 Stormwater Design Manual (SDM). This project will include ensuring the SDM meets the compliance requirements of the Washington State Department of Ecology (Ecology) 2024-2029 *Western Washington Phase II Municipal Stormwater Permit*, and equivalence with Ecology's 2024 *Stormwater Management Manual for Western Washington* (SWMMWW).

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 team's prior projects.

Statements of Qualifications, prepared according to the following detailed instructions, must be received by email at Ryan.Jewell@CityofLacey.org no later than **5:00 p.m. Pacific Standard Time Friday, February 27, 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.

For additional information, contact:

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GENERAL INFORMATION

The City of Lacey has implemented the Stormwater Design Manual (SDM) for the past sixteen years as a local version of Ecology’s *Stormwater Management Manual for Western Washington* (SWMMWW). The SDM has converted the Ecology manual’s five volumes into a chapter format for enhanced ease of use, reduced the total number of pages for efficiency, and added local requirements and submittal criteria for stormwater plans and reports.

The 2022 SDM may be viewed on the City of Lacey website at the following link:

[Lacey Documents Library](#) (search “2022 Stormwater Design Manual”)

The City anticipates the 2027 SDM Update Project will begin in April 2026 and be completed by no later than early-March 2027. The manual is required by the Phase II permit (Section S5.C.6) to be adopted and in effect for development project applications by no later than June 30, 2027.

CONSULTANT EXPERIENCE

The ideal consultant will have experience with and expertise in the following:

- 2024-2029 Western Washington Phase II Municipal Stormwater Permit;
- 2024 SWMMWW;
- The City of Lacey 2016 and 2022 Stormwater Design Manual (SDM);
- Current City of Lacey stormwater-related codes and standards;
- Lacey-area soils and subsurface conditions;
- Soil testing and infiltration analysis;
- UIC wells and Deep UICs, including potential issues, conditions of use, and design criteria;

SCOPE OF EFFORT

Task 1: Update SDM for Phase II Permit Compliance and 2024 SWMMWW Equivalency

- How will compliance and equivalency be ensured and documented?

Task 2: Supplemental Requirements to Address Local Stormwater Issues

- Includes creating a soil management form/template, modifying/creating City standard details, promoting LID, reducing construction-site issues, and other revisions and clarifications.

Task 3: Municipal Code Updates

- Ensure regulatory consistency among Lacey codes, standards, definitions, applicability dates, updated SDM, etc.

PROJECT TIMING

- Negotiate Contract – March 2026
- Begin Project Work – April 2026
- SDM Update Process – April 2026 through January 2027
- Review Draft of Updated SDM - February 2027
- Final Draft of Updated SDM – March 2027

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. **Due Date** – Interested consultants shall submit an electronic copy of their SOQ via e-mail to Ryan.Jewell@CityofLacey.org so they are **received no later than 5:00 p.m. Pacific Standard Time Friday, February 27, 2026.** SOQs received after the deadline will not be reviewed. Please be aware that file size limitations may restrict transmittal of electronic files; if an electronic SOQ submittal is 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 3 pages (plus 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 8.5” x 11”. Margins will be at least 1” top, bottom, left and right. Body type must be 11 point or larger at standard spacing.
3. **Cover Letter** – A cover letter, which does not count as part of the 3 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

Company and Key Staff –

- Provide a description of your company’s experience 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 pertinent 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 subcontractors (if any) who will contribute to the project, and their relevant experience.
- Project Manager must be a Registered Professional Engineer in the State of Washington.
- Hydrogeologist be licensed and registered in the State of Washington.

Approach and Understanding of Project Components 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 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.
- 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 document changes made, the reason for the change, and how the change ensures compliance.
- The SOQ has met the format requirements.

References –

- 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 have worked on the reference projects.

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 Experience with Similar Projects – 30%
- Key Personnel/Past Performance - 35%
- Approach and Understanding of Project Components and Schedule – 35%
- **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 early March 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 SELECTION SCHEDULE

SOQs due	by 5:00 p.m., <u>Friday, February 27, 2026</u>
Interviews (if needed)	March 2026
Negotiations with Finalist	March 2026
Finalize Contract	early April 2026