



March 17, 2026

**City of Lacey
Request for Qualifications**

Lift Station 49 Improvements

SUMMARY

The City of Lacey is seeking a qualified consultant to provide predesign, design, and construction services for improvements to the existing Lift Station #49. This work is anticipated to include site improvements such as a new storage building, pumping equipment, mechanical work, electrical work, and evaluation of screening and odor control technologies.

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 Gagan.Brar@cityoflacey.org no later than **5:00 p.m. Pacific Standard Time, Monday, April 13th, 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 2365 Shady Glen Ct NE, Lacey, WA 98516 on March 25th, 2026, at 1:30 pm.

For additional information, contact:

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

Phone: (360) 412-2895
E-mail: Gagan.Brar@cityoflacey.org

GENERAL INFORMATION

Lift Station #49

Lift Station #49 (LS49) was constructed in 2010 and is located at 2365 Shady Glen Ct NE, Lacey, WA 98516. The existing lift station has a firm capacity of approximately 0.9 MGD. In anticipation of future growth, the City would like to evaluate build-out capacity needs and options for expansion up to approximately 3.5 MGD.

LS49 is a duplex submersible pump station with aging infrastructure and equipment. Additional information about LS49 includes:

- Two submersible Flygt pumps with a capacity of 650 gpm at 150 ft TDH and 60 HP.
- Existing utility power is 277/480/3 phase.
- A 10'x20'x40' rectangular wet well size. A removable partition wall separates the current chamber with two pumps from the unused wet-well chamber, which can house additional future pumps.
- Controls and mechanical equipment are housed in a 45'x27' existing two-story lift station building.
- Bar screen building (bar screen is currently removed).
- Odor control consists of an underground bioxide storage tank and a carbon air scrubber (failed).
- The existing lift station has 2 discharge force mains (10-inch and 18-inch).

Anticipated tasks include a basin analysis and predesign study to identify and evaluate capacity needs and schedule. Major components of the proposed site improvements may include, but are not limited to:

- Additional pumps, including the replacement of the two existing pumps, along with all necessary mechanical and electrical upgrades.
- Expansion of the existing wet-well (removal of the partition wall).
- Evaluate options for construction by-pass pumping.
- Size and layout of the new storage building.
- Replacing and relocating the failed odor control facility with a better technology with a smaller footprint.
- New bypass pumping configuration.
- Revised site access layout and site grading for better maneuverability.
- A new solids screening technology.
- Stormwater improvements on-site.
- Replacement of the standby generator and coordination with the electrical utility.
- Upgrade of the electrical and control systems to accommodate the new appurtenances and comply with the City's current standards.

The City anticipates the Pre-design will begin in June of 2026, followed by design, with construction occurring in 2028.

SCOPE OF EFFORT AND TIMING

Task 1: Site Investigation, Data Review, and Predesign

- Conduct site investigation, data review, and coordination with City staff regarding improvements.
- Conduct a predesign workshop to discuss alternatives, building layouts, and related considerations.
- Provide a detailed Predesign Report.

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 documents as requested. Note this may include a Conditional 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 the engineer's estimate of probable construction cost.
- Prepare project specifications that will use the City-provided general specifications and the consultant-provided technical specifications.
- Review the City's completed base specifications to verify that they are not in conflict with the consultant specifications, along with meeting general construction practices.
- The City anticipates 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, mechanical, building, and structural reviews.
- Construction Inspection/Observation.
- Lift Station commissioning.

Project Timing:

- Predesign: 2026
- Design: 2027-2028
- Construction: 2028-2029

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 Gagan.Brar@cityoflacey.org so they are **received no later than 5:00 p.m. Pacific Standard Time, Monday, April 13th, 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 9 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 9 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 the 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 have 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 to 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 – 10%
- Project and Contingency Planning – 5%
- References – 10%

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 April 2026. Based on the SOQs and/or interviews/presentations, the selection panel will choose the company that, 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., Monday, April 13th, 2026
Interviews (if needed)	April 2026
Negotiations with Finalist	April 2026
Final Review of Contract	May 2026
Finalize Contract	May 2026

PROJECT LOCATION: 2365 Shady Glen Ct NE, Lacey, WA 98516

