September 1, 2026

City of Lacey
Request for Qualifications

On-Call Certified Coatings Inspector

SUMMARY

The City of Lacey is seeking a qualified consultant with experience and certifications in coatings inspections to assist the City by performing on-site coatings inspections for various projects.

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 justin.knox@cityoflacey.org no later than **5:00 p.m. Pacific Standard Time, Tuesday September 15, 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. 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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GENERAL INFORMATION

The City of Lacey is seeking a qualified consultant with experience and certifications in coatings inspections, also referred to as the Inspector, to assist the City by performing on-site coatings inspections for various projects.

The City of Lacey is currently constructing various projects including new construction, rehabilitation, and replacement projects. The projects include wastewater lift stations, manhole rehabilitation, steel and concrete tank water reservoirs, and other projects.

The projects have coatings which the City wants to have the Coatings Inspector perform an independent inspection to verify the coating is applied as specified. This work will be on an on-call basis.

CONSULTANT EXPERIENCE

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

- Inspector(s) shall be NACE International Certified CIP Coating Inspector Level 3 and their NACE number(s) must be provided
- Inspector(s) shall be NACE International Certified CIP Coating Inspector Level 3 for at least five (5) years and have the requisite experience described; or Inspector(s) have successfully completed a minimum Level 2 of the NACE International CIP Inspector Training and has worked under the supervision and guidance of a NACE International Certified CIP Coating Inspector Level 3 for at least five (5) years and has the requisite experience described.
- Familiar with AWWA and ASTM coating practices
- Experienced with coatings:
  - SprayWall, manufactured as SprayRoq Protective Lining Systems;
  - High Grade Calcium Aluminate SewperCoat PG as manufactured by Kerneos, Inc.;
  - Raven 405 Epoxy, as manufactured by Raven Lining Systems;
  - Others as specified by the City.
- Confined-space certified
- Fall-protection certified
- Experience with manhole structures
- Experienced with wet well structures
- Experienced with concrete and steel reservoir structures
- Conduct inspections as not to prevent unnecessary delays by the Contractor
- Able to perform inspections concurrently with Contractor's required inspections, wherever feasible
- Prepare thorough written report accompanied with photographic documentation of inspection reports
- Able to address City's concerns and questions clearly and concisely
- Experience with holiday spark testing; Inspector must provide own testing and inspection equipment

- Experience with adhesion testing; Inspector must provide own testing and inspection equipment
- Experience with measuring of coating dry film thickness
- Inspector(s) must be able to at minimum provide hole watch, if necessary, but may have to provide their own confined space entry and fall protection equipment and staff, if necessary.

SCOPE OF EFFORT AND TIMING

Task 1: Coating Inspection

- Meet with City staff & Contractor on-site.
- Review project specifications and/or plans, once project is identified for schedule
- Review all pertinent City provided data
- Inspect surface preparation to verify specified level of cleanliness and surface profile has been achieved.
- Verify ambient conditions are within the required tolerances to ensure the work is done under proper conditions for coating application.
- Inspect the coating application and ensure coating is applied according to the manufacturer's requirements and the specifications.
- Inspect coating for visual defects such as runs, sags, voids, holidays, pinholes, and presence of foreign matter.
- Verify dry film thickness has been achieved.
- Conduct holiday spark tests
- Conduct adhesion testing with minimum five (5) pull dollies
- Inspect all repairs.
- Inspector(s) must be able to at minimum provide hole watch, if necessary, but may have to provide their own confined space entry and fall protection equipment and staff, if necessary.
- The Contractor for each project will provide confined space entry access for the Inspector.
- Answer any questions of City Staff regarding the inspection and testing
- Available to meet for a conference call and potential site visit, if necessary, within 5 working days of application prior to coating application to discuss project with City Staff. City will provide updated project schedule as soon as known.

Task 1 Deliverables:

- Provide coating inspection reports as follows:
    - Draft report shall be submitted to the City for review
    - Reports shall include photographic documentation of inspections.
- One electronic copy shall be provided via e-mail or electronic drive

Project Timing:

- Final inspection report is due the day after the inspection is completed.

Future Projects for inspection may include:

- Lift Stations - Wastewater- typically 6-foot diameter, typically 15-feet or deeper wet well with 4-foot diameter, typically 7 to 15-feet deep manholes
- Hawks Prairie Reservoir – Water
- And other Annual Wastewater Improvement Projects – Manhole Rehabilitation Wastewater, Pressure sewer mains connecting to gravity manhole.

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 email to justin.knox@cityoflacey.org so that they are received no later than **5:00 p.m., Tuesday, September 15, 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 5 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-inch x 11-inch paper. Margins will be at least 1-inch top, bottom, left and right. Font type shall be 11 point or larger at standard spacing.

3. **Cover Letter –** A cover letter, which does not count as part of the 5-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 Design Experience –

- Provide a description of your company's experiences in performing similar work, addressing the elements listed under "Scope of Effort".

Key Personnel/Past Performance –

- Identify and describe the relevant experience and qualifications of the pertinent individuals who would serve as key personnel for various City of Lacey projects.
- Identify availability of key personnel who are certified NACE and/or SSPC certified to work on projects.
- Identify other staff members and/or subcontractors that will contribute to the projects, and their relevant experience.

Approach & Understanding of Project Components and Schedule –

- Discuss your ability to provide desired services. Include a discussion of the primary focus of your approach, using elements listed in the "Scope of Effort" as guidance.

- Describe how your company prioritizes work and confirms City requests are completed in a timely manner.
- Summarize any special considerations of which the City should be aware of. Include a proposed work schedule including the timing of various key tasks.
- Include a typical coating project schedule including the timing of various key tasks.

Quality 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.

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:
- Company Experience with Similar Projects – 20%
- Key Personnel/Past Performance-30%
- Approach & Understanding of Project Components and Schedule – 20%
- QA/QC Procedures – 30%

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 October 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	September 15, 2026
Interviews (if needed)	October/November 2026
Negotiations with Finalist	November 2026
Final Review of Contract	November 2026
Finalize Contract	December 2026