LACEY CITY COUNCIL

Mayor Andy Ryder
Deputy Mayor Malcolm Miller
Lenny Greenstein
Carolyn Cox
Maren Turner
Ryan Siu

CITY MANAGER
Rick Walk

Community and Economic Development

10/8/2026

City of Lacey
Request for Qualifications
Feasibility Study for the Permanent Food Truck Plaza

SUMMARY
The City of Lacey is seeking consulting services to support its ongoing efforts promoting entrepreneurship and the growth of small food-based businesses. The City is soliciting Statements of Qualifications from consultants with demonstrated experience in conducting feasibility studies for permanent food truck plazas. The study will focus on evaluating the current city-owned site as well as other centrally located properties within the Depot District and/or Lacey Midtown.

Statements of Qualifications (SOQs) will be evaluated based on the firm's experience and approach to analyzing the fiscal impacts of locations for food truck plazas.

SOQ prepared according to the following detailed instructions, must be received at the email address below no later than 5:00 PM PST, November 9, 2026.

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:
Josh Woodson, Economic Development Strategist
City of Lacey Community & Economic Development Department
420 College Street SE, Lacey, WA 98503
Phone: 360.528.1006

E-mail: josh.woodson@cityoflacey.org

GENERAL INFORMATION

The City of Lacey is organized under the optional municipal code (Chapter 35A.63 RCW) as a Council-Manager form of government. The City fully plans under the Growth Management Act. Lacey is the largest and fastest growing city in Thurston County, having exceeded its 2035 projected population.

Since 2021, the City of Lacey has operated a pilot food truck plaza on city-owned property to foster food entrepreneurship and support small businesses. Over the past four years, the project has proven successful, helping local entrepreneurs overcome common startup barriers such as high operational costs, limited marketing resources, and lack of essential infrastructure. This initiative has created new economic opportunities while bringing a broader range of flavorful, culturally diverse food options to the community.

Given the positive outcomes, the City is now exploring the potential for establishing a permanent food truck plaza. To guide this next phase, the city is seeking a qualified consulting firm to conduct a feasibility study and identify the most suitable location for a longer-term site.

SCOPE OF WORK

The selected consultant will prepare a comprehensive feasibility report evaluating at least three centrally located sites within the Depot District and/or Lacey Midtown for the development of a permanent food truck plaza. The locations can include either City owned or other properties within the Depot District or Lacey Midtown areas.

Each site must be capable of accommodating a minimum of six food trucks and must have access to utilities, including water, sewer, and electricity, as well as on-site or adjacent parking.

One of the evaluated sites will include the current food truck location owned by the City inclusive of the property east of Clearbrook Drive (see Map). The evaluation of this site must assess if the existing food truck plaza can be complimentary and compatible with the approved museum site plan and associated Heritage Capital Project grant requirements. In addition, the evaluation of this site will include an analysis of the food trucks as an interim use on the current site until the museum is constructed. The analysis of the interim use will identify site design and estimated costs of improvements within the planned parking area of the museum that would also support the future construction of the museum.

The scope of work includes the following tasks:

Specific tasks

- Review and analyze existing data, plans, reports and studies such as the museum

site plan, Heritage Capital Project Grant, the pilot Food Truck Plaza at the Depot, and the Depot Subarea Plan.

- Evaluate three sites within the City of Lacey, (Depot District and/or Lacey Midtown) for establishing a food truck plaza; one site being the future museum site, and two other centrally located parcels within the Depot District and/or Lacey Midtown. The other properties can include City owned properties.
- Identify and quantify all necessary infrastructure and amenities required to support a fully functional permanent food truck plaza. This includes both regulatory and operational elements such as restrooms, parking, electrical systems, access to potable water and grey water disposal, designated seating and dining areas, and family-friendly features like a children's play area. Additionally, evaluate the associated fiscal impact of implementing and maintaining these elements.
- At the existing food truck location, evaluate the costs associated with construction of the museum parking lot to serve as an interim location.
- Conduct a quantitative assessment informed by community engagement activities, including interviews with food truck operators, event organizers, City staff, and other key community stakeholders.
- Provide a detailed analysis of each proposed location, including site conflicts, development costs, infrastructure needs, and ongoing operational expenses. Evaluate each site's strengths—such as accessibility, visibility, and alignment with community goals—and recommend the most viable site for longer-term development. Include a summary of proposed next steps.

Project deliverable

Feasibility Study Report: A comprehensive evaluation detailing the viability of establishing a food truck plaza. The report must include conceptual site plans illustrating the layout of food trucks, vehicle access, parking, restrooms, site amenities, and other relevant elements.

Statement of Qualifications Content (SOQ)

The SOQ should be provided in PDF Format. All submissions shall not be more than ten (10) pages in length, not including the title page and table of contents. Submissions must include the following information:

1. Name and contact information.
2. Curriculum Vitae of the consultant and the project team who would prepare the fiscal analysis.
3. A detailed description of the consultant's approach to preparing a detailed fiscal analysis and the cost associated for this work.
4. A list of data needed for the consultant to complete the fiscal analysis.
5. A description of how the consultant will keep City staff informed and engaged throughout the development of the fiscal analysis.
6. Three (3) professional references with personal knowledge of work and experience that demonstrate the ability to prepare a fiscal analysis.

Intended Schedule

- Issue RFQ – October 8, 2026
- Deadline for Submittal – November 9, 2026 at 5 PM PST
- Selection of Firm – November 20, 2026

Compensation

Upon selection of the most qualified firm, the City of Lacey will negotiate a price which it determines fair and reasonable. If the City of Lacey is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will terminate and the City of Lacey may select another firm.