October 9, 2026

City of Lacey
Request for Qualifications

Lift Station 24 Improvements

SUMMARY

The City of Lacey is seeking a qualified consultant to provide design and construction services for the replacement of a wastewater Septic Tank Effluent Pumping (S.T.E.P.) lift station (Lift Station #24), which will incorporate a new wet well, S.T.E.P. pumping equipment, valve vault, controls, bypass pumping, and other site improvements noted herein. Some existing components may be evaluated for salvage and reuse.

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 November 6, 2026**. No late 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 2201 Mayes Rd SE, Lacey, WA 98503 on October 20th, 2026 at 1:30 pm.

For additional information, contact:

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City of Lacey Public Works
Water Resources Division
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Lacey, WA 98503

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GENERAL INFORMATION

Lift Station #24

Lift Station #24 (LS24) was constructed in 1999 and has reached its design life end. The existing LS24 is located at 2201 Mayes Rd SE, Lacey, WA, 98503. In addition to replacing aged infrastructure, the City hopes to increase operational storage and increase pumping capacity as part of this project. The City anticipates locating the necessary improvements within the existing easement if feasible. The existing generator and transfer switch are relatively new and may be candidates for salvage and reuse.

Additional information about LS24 includes:

- LS24 has two S.T.E.P. Orenco P5030 pumps with capacity of 56 gpm at 122 ft TDH and 3 hp.
- Utility power is 240/Delta.
- It has a permanent on-site standby generator of 20kw.
- The wet well diameter is 60-inches.

The scope of improvements for the LS24 project includes, but may not be limited to:

- Upsizing/Relocating/Replacing the wet well, pumping equipment, valve vault, site piping, and all other standard appurtenances.

The City anticipates the design of the project will begin in late 2026 with construction occurring late 2027 or early 2028.

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, November 6, 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.

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:

Company Design Experience –

- Provide a description of your company's experiences in performing similar work, addressing the elements listed under "Scope of Effort".
- Provide descriptions and references for five 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 has worked on the reference project.

Key Personnel/Past Performance –

- 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/or subcontractors that will contribute to the project, and their relevant experience.

Approach 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.
- Include a proposed work schedule including the timing of various key tasks.

Understanding of Project Components –

- 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 the standards and methods used by the company to assure useful quality deliverables to the client.
- Describe how your firm will address concerns or deficiencies in quality control and deliverables and give a specific example.

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 – 25%
- Key Personnel/Past Performance - 20%
- Approach and Schedule – 20%
- Understanding of Project Components – 25%
- QA/QC Procedures – 10%

Staff members may choose a short list of qualified consultants who will be invited to make a presentation to the evaluation panel. Interviews/presentations, 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	by **5:00 p.m., Friday November 6, 2026**
Interviews/Presentations (if needed)	November 2026
Negotiations with Finalist	December 2026
Finalize Contract	December 2026

PROJECT LOCATION FIGURE:

LS24 2201 Mayes Rd SE Lacey, WA