



September 20, 2021

**City of Lacey  
Request for Qualifications  
Capital Facilities Planning Building Space Needs Analysis**

**SUMMARY**

The City of Lacey is seeking a qualified consultant to assess current and future City facility needs and develop a master plan for budgeting and planning purposes.

Statements of Qualifications (SOQs) will be evaluated based on the firm's experience with projects of this type in similar environments, and the quality and breadth of the approach proposed to complete the work. Interested firms should submit a project approach and identify those individuals, along with their expertise, that will be assigned to the project. Examples of relevant work are encouraged, and should showcase the quality, breadth, and approach used in prior projects.

Statements of Qualifications, prepared according to the following detailed instructions, must be received **by email no later than 5:00 p.m. Pacific Standard Time, Friday, October 8<sup>th</sup>, 2021**

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:**

**Jessica Brandt, Associate Planner**  
City of Lacey Community and Economic  
Development Department  
420 College Street SE  
Lacey, WA 98503

**Phone: (360) 438-2637**  
**E-mail: [jbrandt@ci.lacey.wa.us](mailto:jbrandt@ci.lacey.wa.us)**

## **GENERAL INFORMATION**

The City of Lacey is seeking professional services to assess current and future City facility needs and develop a master plan for budgeting and long range planning purposes. The Police Department underwent a space needs assessment in 2019 and will be excluded from this program, however the facility space will be taken into account in the master plan. The City will also be undergoing a separate facility conditions assessment in 2022.

## **PROJECT DESCRIPTION**

### **Problem Statements:**

1. Lack of information to make long-term investment decisions to expand, remodel or build city buildings to meet existing and projected community demand.
2. Capital facilities plan document/template is outdated and difficult to populate and update on an annual basis.
3. Capital Facilities Planning is fragmented and often happens within silos.
4. Not currently enough space at City facilities for employees and future growth.
5. Future community needs for general government services and facilities are unknown.

### **Goal Statements**

1. City has the necessary information and management systems in place to plan for and make long term investment decisions for to expand city facilities to meet community needs.
2. The Capital Facilities Plan (Plan) is formatted in a manner that is easy to read, find information and update on an annual basis.
3. CFP projects listed in the Plan are result of a transparent, objective, collaborative process focused on a community-wide strategy that are best for the City as a whole over the life of the plan.
4. City has understanding of employee space needs and scenarios for how and where to provide space for existing and new employees.
5. City has an understanding of general government services and facilities needed to meet future population growth.
6. Space planning and facility investment planning for the Police Department is coordinated with space planning for City Hall and the Maintenance Center/Shop facilities.

### **About the City of Lacey**

The City owns and maintains approximately 189,000 square feet of buildings. The primary facilities for City business are City Hall (64,000 sq feet), Police Department (19,000 sq feet) and the Maintenance Shop buildings (31,000 sq feet with 5 buildings). The City also owns and manages a number of buildings for community and civic purposes. (See Appendix A) The Police Department building, which is attached to City Hall, underwent a space analysis and master planning process, and the resulting data will be available to the selected consultant. Current and future general

government facility needs will be identified using information from the Comprehensive Plan and other existing studies and reports.

The City of Lacey is requesting proposals for the development of a Capital Facilities Plan and Capital Investment Program. The objectives of this project are to and assess current and future workspace and community facility needs. Proposals should include but are not limited to these aspects:

- Profiling City Departments
- Identifying Applicable Space Planning Standards
- Assessing Facilities, Conditions and Facility Capabilities at a High Level
- Assessing Operations and Trends
- Projecting Future Personnel Levels
- Projecting Future Space Needs
- Defining Space Development Options
- Evaluating Site Options
- Formulating Long Range Space Needs Master Plan
- Determining Long Range Capital Investment Needs and Sources

### **Space Needs Analysis and Recommendations**

It is assumed that substantial information on each department/office will be collected regarding department function, service area, visitors, location, historical personnel, growth indicators and future staff, equipment and technology needs/implications, types of spaces, space deficiencies, interaction with other departments, and parking. This information would be based on projected population growth, projected employee growth, and general government service needs.

### **Capital Investment Planning**

Capital investment planning would likely include an anticipated timeline and cost for general government facility investments. Phasing considerations for scoping, funding, design, and construction should be included so that project planning can be initiated before a need is imminent. This is to ensure adequate time for a feasibility study, outreach, and development of feasible funding package. This would be a high level only. The City will be pursuing a more robust and comprehensive facility condition assessment and asset management software system in 2022, which will be a separate project from this space needs and planning assessment.

### **Stakeholder Involvement**

Stakeholder engagement is an important component in any successful facility program. The consultant will work with city staff to identify key individuals and groups and develop a plan to

engage stakeholders through varied methods, including interviews, focus groups, community meetings, and online surveys. Consultant shall collect and compile data and present results to the city.

### **Capital Facilities Plan Document Template**

The city's original Capital Facilities Plan document was created in the 1990's and has been used as a document template ever since. The document is populated with projects from other existing master plans, and will be with new information on city facilities and the building condition assessment. A new plan template is needed that connects the City's Comprehensive Plan to the Master Plans and Capital Investment Plans for each Master Plan including Utilities, Parks, City Buildings, and Transportation.

### **SUBMITTAL OF PROPOSALS**

Consultants are asked to express their interest in this project by offering a response which demonstrates their ability and capacity to provide the services described.

Consultants should email their proposal by 5:00 PM on October 8<sup>th</sup>, 2021, to Jessica Brandt, [jbrandt@ci.lacey.wa.us](mailto:jbrandt@ci.lacey.wa.us) at the City of Lacey Community and Economic Development Department. The consultant is solely responsible for ensuring that proposals are delivered on time. Proposals received after the due date and time may not be accepted and discarded. Faxed proposals will not be accepted. Each proposal must be limited to 4 double-sided (8 total faces) including an introductory letter and shall include:

1. The general project approach, key milestones, deliverables, and timeline
2. The Project Team's, including sub-consultants if applicable, expertise and experience with similar projects within the last 5 years. Please include the following information:
  - Project name
  - Location and project costs
  - A brief description of the project
  - The firm's role in the project
  - Project Team member roles in the project
  - A project reference and contact phone number
3. Describe what attributes set your Project Team apart and/or what makes your Project Team particularly well-suited for the described work.
4. Describe lessons learned by the firm/team regarding similar projects with other cities or public entities.
5. Describe your team's approach in developing a capital facilities plan and how the final deliverable will improve the city's capital facilities program.

The proposal and all materials submitted with the proposal shall become the property of the City, and will be subject to Public Record Requests. Any proprietary information submitted with the proposal must be clearly identified and a request to keep such information confidential must be submitted.

The issuance of this RFQ constitutes an invitation to submit a proposal. The City is under no obligation to select any of the responding consultants. This RFQ may be withdrawn by the City for any reason, and the City shall have no liability for any costs incurred in preparing a proposal.

## **BUDGET**

The final dollar amount, tasks, and schedule will be negotiated with the selected firm/team as part of the final contract. If the city is unable to negotiate a satisfactory contract with the firm selected, negotiation with that firm will terminate and the city may select another firm.

The consultant teams proposed budget total should include all expenses and materials to deliver the work products. The city of Lacey will not be liable for any costs incurred by the consultant in preparation of a proposal submitted in response to this RFQ, in conduct of a presentation or other activities related to responding to this RFQ. No costs chargeable for work under the proposed contract may be incurred before receipt of either a fully executed contract with the city or specific written authorization from the City of Lacey.

## **SELECTION PROCESS**

Several 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.

Proposals will be considered only from firms that can demonstrate having a broad background and extensive experience and capacity with capital facilities planning in Washington State, and will be rated on the following criteria:

- Ability to demonstrate an understanding of the city's needs and special challenges for this project. 20%
- Overall quality of the response including creativity of the written proposal describing the approach and methodologies the consultant will use. 20%
- Demonstrated experience of similar size, scope, and complexity, including references – 30%
- Qualifications and experience of key staff and sub-consultants on the project team -30%

## **INTERVIEWS AND SELECTION**

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 late October.

Based on the SOQs and/or interviews/presentations, the selection panel will choose the firm which, in its opinion, best meets the requirements set forth in this Request for Qualifications and negotiate a consultant agreement.

**PROJECT TIMELINE**

Sept. 20, 2021	RFQ Issued
Oct. 8, 2021	Proposal packets due
Oct. 25, 2021	Interviews (tentative and only if needed this week)
Oct. 29, 2021	Selection of Consultant
Nov. 2021	Negotiation of scope and fees
Dec. 2021	Contract executed, Work begins
Dec. 31, 2022	Contract closes

**PROJECT BUDGET**

The budget for this project will be negotiated with the successful firm.

**GENERAL ASSUMPTIONS**

The scope of work contained in this document is predicated upon the following provisions, assumptions, and conditions that should be part of any proposal and budget submitted by a consultant. The purpose of this list is to enumerate and describe mutual expectations and understandings required of all parties to this scope of work in order to complete each phase of this project on time and within budget.

1. The city may eliminate any task and associated contract hours/fees at any point throughout the contract period and will provide written notification of the task elimination to the consultant. Consultants will be paid for any task and associated contract hours/fees incurred prior to notification of cancellation.
2. All work products, including records, files, documents, plans, or material which may be produced or modified by the consultant or sub-consultant while performing work shall belong to the City of Lacey. Digital copies of any data collected by the consultant or sub-consultants shall be provided to the City of Lacey.
3. All consultant deliverables will be prepared in MS Word format. All spreadsheets and graphs will be prepared in MS Excel format. All maps and graphs shall be produced in color where appropriate. Digital copies of draft and final deliverables will be provided in both MS Word and PDF file formats as requested by city staff. Digital versions shall include all graphics, tables and appendices in suitable form for publishing on the city website.
4. Unless otherwise agreed upon, the city is responsible for document reproduction and distribution of all review and final drafts.

5. The consultant will have primary responsibility for coordinating, reviewing, and editing information obtained from their team members to ensure that the individual sections of the work submitted are prepared as part of one cohesive framework and/or document consistent in style and content.

6. The city will provide all available government documents, studies, maps, GIS data layers, and mapping and other technical information based on the consultant's data request. Any documents provided in hardcopy shall be returned to the city as appropriate upon completion of the contract.

7. The city will consolidate all internal city staff review comments on draft review documents and provide a single, complete set of comments to the consultant's project manager for revisions.

8. The consultant will provide project updates and other information suitable for posting on the city's website. The city is responsible for website updates of available project materials.

9. The city's Planning Commission typically meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month starting at 5:00 pm; the City Council typically meets Thursdays starting at 4:00 pm. Meetings are currently held remotely through Zoom but may soon be a combination of in-person and remote. The newspaper of record for the city is The Olympian a daily newspaper. Staff reports and/ or any associated attachments (e.g. draft or final documents, ancillary material, supporting memos) are due to the city two weeks before the associated planning commission or city council meeting. This information must be taken into consideration when scheduling project milestones and legal noticing.

10. City staff will be responsible for distribution of meeting notices, public meeting room arrangements, and other logistics for public meetings and hearings.

## **QUESTIONS AND SUBMITTALS**

Questions concerning this RFQ and the submittal of proposals should be directed to:

Jessica Brandt, Associate Planner

[jbrandt@ci.lacey.wa.us](mailto:jbrandt@ci.lacey.wa.us) 360-438-2637