



June 2, 2021

**City of Lacey
Request for Qualifications**

Hawks Prairie Reservoir Rehabilitation

SUMMARY

The City of Lacey is seeking a qualified consultant to provide design and construction services for repair of an existing potable water tank and associated site improvements.

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 via email at jjwilson@ci.lacey.wa.us no later than **5:00 p.m. Pacific Standard Time, Tuesday, June 22, 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 Wilson, Utility Engineer
City of Lacey Public Works
Water Resources Division
420 College Street SE
Lacey, WA 98503

Phone: (360) 456-7791
Fax: (360) 412-3186
E-mail: jjwilson@ci.lacey.wa.us

GENERAL INFORMATION

The City of Lacey (City) potable water system includes seven welded steel ground storage tanks. The Hawks Prairie (HP) Reservoir is an existing 4.0 MG welded steel tank located at 4040 Marvin Rd NE, Lacey, WA. It was inspected in 2016 and 2017 and found to need repairs, reports available upon request. Adequacy of the roof and rafter support systems are of particular concern along with a failing coating system. Also located at the site are a water treatment facility, a booster pump station, two municipal wells, and a detention pond, figure attached. A new 2.0 MG reservoir is currently being constructed on site so that the existing HP Reservoir can be taken offline for repairs.

The selected consultant will prepare plans, specifications, and cost estimates for the required structural repairs, coating system, and associated site improvements. The consultant will complete a seismic evaluation of the tank and provide recommendations based on the findings. If a seismic retrofit is warranted, the consultant may aid the City with preparing a FEMA grant application and incorporate seismic work into the design of the reservoir repair. During construction, the consultant will provide support services as requested. The ideal consultant will have experience with the City, Department of Health, Department of Ecology, and FEMA grant requirements and guidelines.

SCOPE OF EFFORT AND TIMING

Task 1: Site Investigation and Planning

- Request and review all pertinent City provided data.
- Perform site investigations as needed.
- Perform a seismic analysis of the existing tank and prepare a report with recommended alternatives.

Task 2: Hazard Mitigation Assistance Grant

If seismic retrofit is recommended,

- Assist the City with preparing the grant application.
- Provide technical support during the grant application process as needed.

Task 3: Permitting

- The stormwater facilities are currently being expanded as part of the new reservoir construction. Ensure this site design complies with the stormwater submittal for the new reservoir project and conditional use permit. Document stormwater compliance in a report.
- Assist the City with preparing permitting and environmental documentation as requested.

Task 4: Design

- Provide for wellhead protection, especially during construction.
- Prepare design plans, specifications, cost estimates, and construction schedule for the rehabilitation of the existing reservoir and appurtenances, and modifications to the existing site facilities.
- Address and incorporate City comments into the design plans, specifications, and cost estimates.

Task 5: Bid Phase Services

- Answer bidders' questions, as requested by the City.

Task 6: Construction Phase Services

- Review submittals, as requested by the City.
- Respond to requests for information (RFI's) or change order items, as requested by the City.
- Provide Construction Support Services, including special inspections, during the construction phase. The City will run the pre-construction and weekly construction meetings, inspect the work progress, prepare the pay estimates, and provide NACE certified inspection of the tank coating.
- Prepare record drawings based upon Contractor and field inspector redlines.

Project Timing:

- NTP – August 2021
- Apply for FEMA Grant – October 2021
- Complete Design – August 2022
- Advertise for Construction – October 2022
- Complete Construction – August 2023

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 should submit one electronic PDF file format of their SOQ so that they are **received no later than 5:00 p.m. Pacific Standard Time, Tuesday, June 22, 2021** at jjwilson@ci.lacey.wa.us. SOQs received after the deadline will not be reviewed.
2. **Format** -- Each SOQ will be limited to **a total of eight (8) pages, consisting of seven (7) pages and a cover letter**. 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 letter size (8.5" x 11"). Margins will be at least 1" top, bottom, left and right. Body type must be 11 point or larger at standard spacing.
3. **Cover Letter** -- A cover letter 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 Experience with Similar Projects –

- Provide a description of your company’s experiences in performing similar work, addressing the elements listed under “Scope of Effort and Timing”.
- Provide company’s experience with rehabilitation and seismic retrofit of municipal potable water tanks in the past six (6) years. Include information such as size, material, and type.
- Provide company’s or subcontractor’s experience in successfully obtaining FEMA Hazard Mitigation Assistance Grants as administered by the Washington State Emergency Management Division.

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 and describe Project Manager’s qualifications, water tank rehabilitation design and construction experience, specifically in Washington State and other seismic-prone areas.
- Identify and describe the structural engineer’s qualifications, and related past projects performed successfully.
- 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 and Timing” 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.

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 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.

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 and Schedule – 20%
 - Understanding of Project Components – 25%
 - QA/QC Procedures – 5%
- **Points may be deducted for SOQs that do not follow “SOQ FORMAT”.**

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 July 2021. 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	June 2021
Interviews (if needed)	July 2021
Negotiations with Finalist	July 2021
Final Review of Contract	August 2021
Finalize Contract	August 2021

PROJECT LOCATION:



4040 Marvin Rd NE as of April 21, 2021