



October 5, 2021

**City of Lacey
Request for Qualifications**

Woodland Creek Community Park Restoration

SUMMARY

The City of Lacey is seeking a qualified consultant to develop a restoration plan for Woodland Creek Community Park (WCCP). The project will include identifying invasive species for removal and design criteria for erosion control & re-planting native vegetation to restore and improve the riparian buffer. The successful candidate will demonstrate proven skills and technical competence in landscape & restoration design.

Statement 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 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.

Statement of Qualifications, prepared according to the following detailed instructions, must be received at the address below no later than **5:00 p.m. Pacific Standard Time, Friday, October 22nd, 2021**. 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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Water Resources Specialist
City of Lacey Public Works
420 College St. SE
Lacey, WA 98503

Department: (360) 491-5600
Direct: (360) 438-2687
Email: ewatts@ci.lacey.wa.us

GENERAL INFORMATION:

Woodland Creek Community Park is a highly visited park in Lacey. Woodland Creek runs through a portion of the park and has trails on either side. Volunteer events are held to remove invasives and re-plant the riparian buffer on either side of the creek.

SCOPE OF EFFORT AND TIMING

Task 1: Data collection & review

Task 2: Site evaluation

Task 3: Proposed restoration planning & mapping

Task 4: Final report

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** -- In response to the COVID-19 pandemic, consultants are encouraged to submit an electronic copy of their SOQ via e-mail to ewatts@ci.lacey.wa.us so that they are **received no later than 5:00 p.m. Pacific Standard Time, Friday, October 22nd, 2021.** SOQs received after the deadline will not be reviewed. Please be aware that file size limitations may restrict transmittal of electronic files; if an electronic SOQ submittal is 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 2 pages (plus 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" x 11" paper. 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, which does not count as part of the 2-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.
4. **Past Project** – A rendering from one past similar project, which **does not count as part of the 2-page limit,** showcasing the firm's quality of design and may not exceed one 11"x17" page.

SOQ CONTENT:

Proposed Approach to Meeting Project Objectives-

- Describe your firm's vision of how best to meet project objectives. Include a discussion of the primary focus of your approach, using elements from the "Scope of Effort" as guidance. 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.

Qualifications

- Provide a description of your firm's experiences in performing similar studies and designs, addressing the elements listed under the "Scope of Effort" above.
- Identify and describe the relevant experience and qualifications of pertinent individuals who would serve as project analysts and designers for this project.
- Identify other staff members and/or subcontractors that will contribute to the project, and their relevant experience.

Quality Control:

- Describe standards and methods used by the firm to assure quality inspections and reports of this nature to the client.

References:

- Provide descriptions and references for 3 comparable projects that your firm has previously performed. Include contact names, addresses and telephone numbers for each.
- Identify key personnel listed on this project who have worked on the reference projects.

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 – 30%
- Key Personnel/Past Performance - 35%
- Approach and Understanding of Project Components and Schedule – 35%
- 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 late-October 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	5:00 p.m. Pacific Standard Time, Friday, October 22nd
Negotiations with Finalist	Early November
Finalize Contract	Mid November