



September 8, 2021

**City of Lacey
Request for Qualifications**

Lift Station Consultant

SUMMARY

The City of Lacey is seeking a qualified consultant to provide design and construction services for multiple lift stations including rehabilitation and replacement.

Statements of Qualifications (SOQs) will be evaluated based on the company's experience with projects of this type in similar environments, and the quality and breadth of the approach proposed to complete the work. Interested companies 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 at pclarke@ci.lacey.wa.us no later than **5:00 p.m. Pacific Standard Time, Thursday September 30, 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. 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.

***Due to COVID-19 restrictions, the gates into Lift Station 17 (LS17) and Lift Station 6 (LS6) will be open on Sept 15, 2021 from 8am to 1pm for Consultants to view the site, although no panels and vaults will be accessible and no staff will be on-site. Face masks and social distancing guidelines will be observed. LS17 is located at 480 College St NE, Lacey, WA 98503. LS6 is located at 5611 32nd Ct SE, Lacey, WA 98503. ***

For additional information, contact:

Puna Clarke, P.E., Utility Engineer
City of Lacey Public Works
Water Resources Division
420 College Street SE
Lacey, WA 98503

Phone: (360) 459-4494
Fax: (360) 412-3186
E-mail: pclarke@ci.lacey.wa.us

GENERAL INFORMATION

Lift Station #17

Lift Station #17 (LS17) was constructed in 1991. The existing LS17 is located at 480 College St NE, Lacey, WA, 98503.

LS17 is a two-pump vacuum prime pump station with aging infrastructure and equipment. It needs mechanical upgrades and does not have standard Lacey wastewater lift station items. LS17 is located near St. Placid Priory.

Additional information about LS17 includes:

- LS17 has two pumps with capacity of 165 gpm at 120ft TDH and 25hp.
- Utility power is 277/480/3phase.
- It has a permanent on-site standby diesel generator of 80kw, which was installed in 2020 and will remain at this LS.
- The wet well diameter is 72-inches.

Lift Station #6

Lift Station #6 (LS6) was constructed in 1974. The existing LS6 is located at 5611 32nd Ct SE, Lacey, WA, 98503.

LS6 is a two-pump wet pit/dry pit pump station with aging infrastructure and equipment. It needs mechanical upgrades and does not have standard Lacey wastewater lift station items with limited access for operation and maintenance. LS6 sits next to the wetlands and the hillside is slowly undermining the control cabinet and site.

Additional information about LS6 includes:

- LS6 has two pumps with capacity of 210 gpm at 40ft TDH and 5hp.
- Utility power is 120/240/1phase.
- It has a permanent on-site standby diesel generator of 35kw.
- The wet well diameter is 48-inches.

Work for LS6 will also include installing a new sewer force main to accommodate design flows and abandoning the existing sewer force main.

Work for LS6 will also include replacing approximately 600 feet of water main on 32nd Ct SE to supply an adequate volume of water for lift station 6. For the project, install a 6-inch or 8-inch diameter waterline in the roadway/right-of-way and out of the private property. The water line on 32nd Ct SE was installed approximately in 1978. From repairing leaks, we have discovered the main varies in size from 4" AC to 1" Poly. There are no accurate record drawings for the area. We have had numerous large and small mainline leaks over the years. The leaks have not been isolated to one area, they have occurred in random areas throughout the entire pipeline. The water main was installed 15' north of the road edge and is now in the middle of yards. Many of

the yards have nice landscaping resulting in substantial restoration time and upset homeowners after a leak is repaired.

Lift Station 6 has a wash down fire hydrant that is connected to the water main. The volume of water is not adequate for washing down the lift station. Furthermore, when the wash down hydrant is turned on, the homes in the area experience a drastic reduction in pressure. Consequently, the wash down hydrant is not used. A new water main installed under the road will provide better fire protection, provide the volume of water necessary for the wash down hydrant at lift station 6, save time and cost in repairs, reduce water loss due to leaks, and provide access to our water main without damaging private property.

The LS6 project will also include installing 2 catch basins at the end of the cul-de-sac for stormwater.

The Lift Station 6 project is dependent on approval of project budget.

This project may include additional lift stations that may be added as requested by the City.

The City anticipates the design of the project will begin in late 2021 with construction occurring in mid 2023, if not sooner.

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.
- Permits-Assist the City with preparing all permitting and environmental documentation/requirements as requested, and may include the Conditional Use Permit/Special Use Permit and Hearing Examiner process. The City will be the point of contact for the Conditional Use Permit. The arborist will be hired directly by the City to prepare a tree report if required for this project.
- Stormwater - Comply with the latest Stormwater Design Manual project submittal process, if required.
- Public Meetings/Outreach-Assist the City with Public Meetings and outreach by preparing exhibits, figures, renderings, attending meetings as required. The City will be the contact person for public meetings and public outreach.
- Additional permits as required

Task 3: Pre-Design

- Prepare predesign documents.

Task 4: Design

- Prepare design plans and specifications and estimate of probable cost for the construction.
- Project specifications will use the City's Specifications and any Technical Specifications by the Consultant.

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

- Provide Construction Phase Services-Some items in this task may be optional during scoping.
- Submittal reviews and answer RFIs
- Electrical reviews and attend startup
- Construction Inspection/Observation
- Attend lift station startup

Project Timing:

- Design –2021-2024
- Construction – 2023-2025

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 pclarke@ci.lacey.wa.us so that they are **received no later than 5:00 p.m. Pacific Standard Time Thursday September 30, 2021**. SOQ's 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 12 pages including 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 12 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 Experience –

- Provide a description of your company’s experiences in performing similar work, addressing the elements listed under “Scope of Effort”. Identify any local and regional experience.

Key Personnel Experience–

- Identify and describe the relevant experience and qualifications of the individuals who would serve as key personnel for this project.
- Identify availability of key personnel to work on this project.
- Identify subcontractors that will contribute to the project and their relevant experience.
- The contract documents stamped must be a Registered Professional Engineer in the State of Washington.

Project Approach and Schedule –

- Describe your company’s approach of how best to meet project tasks. Include a discussion of the primary focus of your approach, using elements listed in 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.

Quality Control –

- Describe how your company will address concerns or deficiencies in quality control and deliverables and give a specific example.
- The SOQ has met the format requirements.

References –

- Provide descriptions and references for three comparable projects that your company has completed. Include contact names, client (company/agency) and telephone numbers for each.
- Identify key personnel listed on this project who 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 – 20%
- Key Personnel Experience-30%
- Project Approach and Schedule – 35%
- Quality Control – 15%

- **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 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., <u>Thursday September 30, 2021</u>
Interviews (if needed)	October 2021
Negotiations with Finalist	November 2021
Finalize Contract	November 2021

PROJECT LOCATION FIGURES:

Figure 1: LS17 Vicinity Map

Existing LS17 480 College St NE, Lacey, WA 98503

Note: Access driveway entrance at College St, follow driveway down, gate is at end of driveway.



Figure 2: LS6 Vicinity Map

Existing LS6 5611 32nd Ct SE, Lacey, WA 98503

Note: LS6 is accessed by a private driveway. Park on 32nd Ct SE and walk down.

