



March 5, 2021

**City of Lacey
Request for Qualifications**

Lift Station #3 Replacement

SUMMARY

The City of Lacey is seeking a qualified consultant to provide design and construction services for a new lift station to replace the existing Lift Station #3.

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, Tuesday March 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.

A non-mandatory pre-proposal meeting will be held at 2404 Golf Club Rd SE, Lacey, WA 98503 (the existing LS3 at the NE corner of Golf Club Rd SE and 26th Ave SE) on March 18, 2021 at 10am. Face masks and social distancing guidelines will be observed.

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 #3 (LS3) was constructed in 1970 and rehabilitated in 2000 and is the City of Lacey (City)'s oldest lift station in operation. The existing LS3 is located at 2404 Golf Club Rd SE, Lacey, WA, 98503.

LS3 is a submersible pump station with aging infrastructure and equipment. LS3 is located along the shoulder of Golf Club Rd SE and does not have adequate parking for City staff to complete operations and maintenance work. It is over 50 years old and in need of mechanical upgrades and does not have standard Lacey wastewater lift station items. Additional information about LS3 includes:

- LS3 has two submersible pumps with capacity of 1100 gpm at 56ft TDH.
- Utility power is 277/480/3phase.
- It has a permanent on-site standby natural gas generator of 45kw.
- The wet well diameter is 96-inches.

The City has purchased a property at 4406 26th Ave SE, Lacey, WA 98503 for the specific purpose of designing and constructing the new LS3 replacement. The purchased property has an existing single-family residential home, which is currently being rented out as affordable housing by the City and being managed by a property manager. No visits should be made to the property without the City and contacting the residents are not allowed. The City has completed removing the protective covenants from the property to construct a lift station on-site.

The Consultant will design the lift station to connect to new force main that is being designed in Golf Club Rd SE by the City of Lacey and will be constructed prior to LS3 being constructed.

The City anticipates the design of the project will begin in Summer 2021 with construction occurring in early 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, including the Conditional 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 City 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.

Task 3: Pre-Design

- Prepare predesign documents for the Lift Station #3 Replacement.

Task 4: Design

- Prepare design plans and specifications and estimate of probable cost for the construction of the Lift Station #3 Replacement.

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:

- NTP – Summer 2021
- Design –2021-2023
- Construction – 2023-2024

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 Tuesday March 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 other staff members and/or subcontractors that will contribute to the project, and their relevant experience.
- Project Manager 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 addresses comments received from submittals and deliverables and how it assures the client that all comments were addressed.
- Describe how your company will address concerns or deficiencies in quality control and deliverables and give a specific example.

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 April 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>Tuesday March 30, 2021</u>
Interviews (if needed)	April 2021
Negotiations with Finalist	May 2021
Final Review of Contract	Summer 2021
Finalize Contract	Summer 2021

PROJECT LOCATION FIGURES:

Figure 1: Project Site

Existing LS3 2404 Golf Club Rd SE, Lacey, WA 98503

New LS3 site (purchased home) 4406 26th Ave SE, Lacey, WA 98503



***note-project site includes entire property of the purchased home**