



April 22, 2021

**City of Lacey  
Request for Qualifications**

**Westside pH Treatment Design**

**SUMMARY**

The City of Lacey is seeking a qualified consultant to provide design and construction services for a new packaged aeration pH treatment facility, and upgrades to existing electrical and controls, at the City's Westside well sources.

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 at [pclarke@ci.lacey.wa.us](mailto:pclarke@ci.lacey.wa.us) no later than **5:00 p.m. Pacific Standard Time, Thursday, May 13, 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.

A non-mandatory pre-proposal meeting will be held at 3300 College St SE, Lacey, WA 98503 on April 29, 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](mailto:pclarke@ci.lacey.wa.us)

## **GENERAL INFORMATION**

The City of Lacey (City) potable water system includes twenty groundwater drinking sources. Based on the 2019 City of Lacey Corrosion Control Study and 2021 Westside pH Treatment Analysis, the City is implementing aeration at the City's Westside's well sources (S01, S02, and S03). Per the schedule submitted to Washington State Department of Health (WA DOH), the Westside pH Treatment facility is required to be on-line in 2023.

The Westside wells include three equipped wells are located at 3300 College Street SE, Lacey, WA, 98503. Two of the wells (S02 and S03) are regulated as a WA DOH regulated wellfield (S18), while the third well (S01) is regulated as a standalone well.

The Westside well site is located at 3300 College Street SE in the southwest portion of the City's service area and includes three equipped wells. Two of the wells (S02, and S03) are screened in the Qpg aquifer and are regulated as wellfield (S18), while the third well (S01) is screened completely in the Qga aquifer and is regulated independently. Discharge from each well connects to a common pipe that is connected to the distribution system to the north of the site. The site also includes an auxiliary generator, pump building, 2.0-million-gallon welded steel storage reservoir (Westside Reservoir), booster pump station (Westside Booster Pump Station), chlorination building, and other supporting facilities.

The City rehabilitated S01 and S03 in 2020. Any well rehabilitation work needed for this project will be completed so the treatment facility is fully functional.

The City will drill a new potable groundwater well (S01S) on-site near the existing test well in 2021 and anticipates equipping the new well in 2026. The existing test well will be decommissioned when the new well is drilled.

The City anticipates that design of the project will begin in June 2021 with construction occurring in 2022, with startup in late 2023.

## **CONSULTANT EXPERIENCE**

The ideal consultant will have experience and expertise in the following:

- Previous package aeration treatment design
- Ability to present recommendations clearly and precisely;
- Ability to meet firm deadlines as set by the City and WA DOH;
- Preparing Project Reports and meeting the latest WA DOH Water System Design Manual Requirements;
- Familiar with the latest City's Stormwater requirements;
- Familiar with the City's Conditional Use Permit requirements;
- Design standards applicable for this project;
- Familiar with the City's design standards;
- Ability to plain-speak project information for public meeting outreach;

- Familiar with Rockwell systems;
- Familiar with City's Controls Integration;
- Rehabilitation of groundwater wells; and
- Familiar with water system hydraulics and well pump sizing.

## **SCOPE OF EFFORT AND TIMING**

### **Task 1: Site Investigation and Data Review**

- Conduct site investigation and data review

### **Task 1: Pre-Design**

- Prepare pre-design calculations and documents for the project

### **Task 2: Westside Project Report**

- Kick-off Meeting with City staff.
- Review all pertinent City provided data.
- Prepare a Project report, which will include but not limited to:
  - Meeting the latest WA DOH Water System Design Manual Requirements; including as many revisions necessary for approval of the Project Report
  - Site Configuration/Layout
  - Site Access
  - Existing Well/Pump Station/Settings & Controls
  - Cost Estimate for Total Project Cost

### **Task 3: Permitting/Environmental**

- 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.
- Permits-Assist the City with preparing all permitting and environmental documentation/requirements as requested, including the presubmission conference meeting, site plan review process and if required, Conditional Use Permit (CUP) and Hearing Examiner process. The City will be the contact person for the presubmission conference and CUP (if required). The CUP may include, but limited to (information on what is required provided at the presubmission conference):
  - Environmental Checklist (SEPA)
  - Stormwater Requirements (City Requirements)
  - Site Plan
  - Landscaping Plans
  - Site Elevations & Renderings
  - Tree Report (Arborist to be hired directly by the City)

#### **Task 4: Design**

- Prepare design plans and specifications and estimate for the construction of the aeration treatment facility and submit to the City for review.
- Comply with City Conditional Use Permit Requirements (if required) and DOH submittal requirements. Consultant should be familiar with the City's electrical controls systems, SCADA and Rockwell Software System.
- The Design will also include, but not limited to:
  - Treatment and pump station building, Aeration Units, and Appurtenances
  - Permanent On-Site Generator, if required
  - Site Layout Alternatives
  - Site Access
  - Connection to existing system
  - Operation and use of chlorine analyzer and chlorine injection system
  - Electrical control systems, controls integration and SCADA Programming (Programming is provided by a City Programmer)
  - Landscaping, if required
  - Startup

#### **Task 5: Bid Phase Services**

- Answer bidders' questions, as requested by the City.
- Assist in preparing addenda, as requested by the City.

#### **Task 6: Construction Phase Services**

- Provide Construction Phase Services-Some items in this task may be optional during scoping
- Review electrical and structural submittals. Review other submittals as requested by the City.
- Coordinate/oversee design implementation of controls systems and SCADA programming
- Respond to requests for information (RFI's) and submittals and change order items regarding electrical and structural items. Respond to other RFI's as requested by the City.
- Provide Construction Inspection Services of the project during the construction phase. The City will run the pre-construction meeting and weekly construction meeting and prepare the pay estimates.
- Prepare facility startup plan and attend startup.
- Prepare record drawings based upon Contractor and field inspector redlines. AutoCad files will be in latest version of Civil 3D.

#### **Project Timing:**

- NTP – June 2021
- Design –2021-2022
- Construction – 2022-2023
- Startup 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** -- 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](mailto:pclarke@ci.lacey.wa.us) so that they are **received no later than 5:00 p.m. Pacific Standard Time Thursday, May 13 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 Design 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/Past Performance –

- Identify and describe the relevant experience and qualifications of the pertinent 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 as described in the "Scope of Effort".
- Identify items that you feel are key to the success of the project; this may include items not already identified in this Request for Qualifications.
- 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.

**References –**

- Provide descriptions and references for three 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 – 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 September 2020. 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	<b>5:00 p.m., <u>Thursday, May 13, 2021</u></b>
Interviews (if needed)	June 2021
Negotiations with Finalist	June 2021
Finalize Contract	June 2021

**PROJECT LOCATION FIGURES:**

**Figure 1: Westside Well Site**

