



REQUEST FOR QUALIFICATIONS (RFQ) ENGINEERING MANUAL & TITLE 12 CODE UPDATES

1.1 SUMMARY

The City of Lakewood, WA serves a population of 63,000 people and is the 22nd most populated city in the state. On average, the city processes over 2,400 permits annually, which includes review to ensure compliance with engineering, rights-of-way and site development standards. The City seeks Statement of Qualifications (SOQs) from qualified, interested and eligible firms to update the City's [Engineering Standards Manual](#) (ESM) and associated implementing regulations in Lakewood Municipal Code (LMC) [Title 12](#). A summary of the desired scope of work, budget and schedule are further described below.

1.2 BACKGROUND

Under the National Pollutant Discharge Prevention System (NPDES), the city is a Phase II Municipal Stormwater permittee. In 2021, the city completed minor updates to the ESM and incorporated by reference several design manuals from federal, state and local agencies. For example, the city incorporates by reference Ecology's 2024 Stormwater Management Manual for Western Washington. Additionally, LMC Title 12 Public Works has not been holistically updated since 2009.

Desired changes to improve functionality, predictability, efficiency and ensuring compliance with the Comprehensive Plan, various subarea plans, and other requirements are desired. Generalized project goals include:

- Updating Lakewood Municipal Code Title 12. Examples include but not limited to:
 - When permits are required and minimum technical report standards
 - When Minimum Requirements (MR) are applicable
 - Operations and maintenance
 - Covenants, sureties and liabilities
 - Illicit discharge detection and elimination
 - Enforcement
 - Land clearing and grading
 - Road and bridge standards
- Update the Engineering Standards Manual. Examples include but not limited to:
 - Incorporate engineering design submittal standards for engineering and land use permits
 - Transition any design guidelines currently in LMC into the ESM
 - Traffic Impact Memo and Traffic Impact Analysis thresholds and report requirements
 - Permit close out document requirements
 - Site Triangle tables
 - Standard updates
 - O&M manual reference

1.3 SCOPE OF WORK & SCHEDULE SUMMARY

Task	Description	Tentative Schedule
Project Initiation	<ul style="list-style-type: none"> Award firm; contract execution. Virtual kick-off meeting to identify points of contact, project goals, scope and schedule. Meet with staff regarding desired integrations and updates. 	May-June 2025
Compliance Review	<ul style="list-style-type: none"> Compare current ESM and code standards with federal, state and local regulatory requirements. Identify gaps and recommended updates. 	June-July 2025
Prepare draft revisions	<ul style="list-style-type: none"> Prepare preliminary draft manual and code revisions. At least two drafts are envisioned at this stage of the project. One, a preliminary draft for City personnel review/comment. The second should be prepared for the public meeting and/or Planning Commission/ City Council discussions. 	July-August 2025
Meetings & Presentation	<ul style="list-style-type: none"> Assume up to six (6) meetings to present at study sessions and attend hearings before the Lakewood Planning Commission and City Council. Assume preparation of meeting materials (i.e slide deck, summary memos, etc). Optional public meeting and present draft findings to solicit comments and feedback. Further discussion with the city's project manager on this task. 	September-November 2025
Final Draft Revisions	<ul style="list-style-type: none"> Prepare final Engineering Standards Manual amendments that reflects direction received from the City Council. Prepare final code amendments to LMC that reflects Council direction received. 	January 2026

- This is a tentative schedule. Modifications are expected once a firm(s) is selected and contract negotiations begins.
- City staff will assist in the project management of the project, to be further refined once a firm has been selected to perform the work.
- The Consultant will provide backup documentation of work products as appropriate to adequately including regulation interpretations, rationale supporting recommendations, and/or workpapers, and meeting or conversation records.

1.4 PROJECT CONTACT INFORMATION

Any questions or inquiries related to the RFQ can be directed to the point of contact below:

Angie Silva, Assistant Director
Planning & Public Works
City of Lakewood
6000 Main St SW
Lakewood, WA 98499
Office: 253-983-7839
Email: asilva@cityoflakewood.us

1.5 RFP PROCESS

This is a notice of “Request for Qualifications” for eligible, interested firms. Respondents’ SOQs will be reviewed by City staff.

1.6 TIMELINE

RFP Release Date	March 17, 2025
Question Submission Deadline	March 31, 2025
Deadline for Receiving Proposals	April 14, 2025 by 5:00 PM PST
Initial Evaluation Completion	Tentative April 15-22, 2025
Possible Interviews Schedule	Tentative Week of April 28 2025
Notice of Award/Contract Negotiations	Tentative Week of May 5 2025
Estimated Contract Executed	Tentative June 2025

1.7 INSTRUCTIONS TO RESPONDENTS

- Follow instructions carefully.
- All questions must be submitted by the deadline and sent via email to asilva@cityoflakewood.us.
- Submit proposals via email by the deadline to asilva@cityoflakewood.us. Only electronic submittals will be accepted.
- Proposals shall include:
 - Not to exceed 20 pages.
 - Detailed description of general approach for conducting the project, including a tentative timeline for project completion.
 - Detailed SOQ showing experience providing similar services and highlighting approach to quality control.

- If sub-consultants are used, identification of the proposed firm(s) and information on their experience, qualification, responsible personnel, and anticipated responsibilities.
- Knowledge of NPDES Phase II Permit Requirements and various engineering standards, practices and regulations.
- References and contact information for at least three (3) current or former customers with service needs and/or programs similar in size and scope to City of Lakewood.
- Any additional information the Contractor feels addresses the selection criteria.

1.8 SELECTION CRITERIA

This is a notice of “Request for Qualifications” for eligible, interested firms. The city reserves the right to select a firm without holding interviews. Please refer to Section 1.6 of this RFQ on the tentative timeline.

Selection shall be based on the following:

- Methodology and approach. **Up to 30 points**
- Project consultant/staff experience. **Up to 20 points**
- Similar project experience to the project. **Up to 20 points**
- Ability to meet project schedule. **Up to 15 points.**
- Project Management. **Up to 10 points.**
- References. **5 points**

Once the contract is awarded, the selected contractor and city will negotiate a detailed scope of work, schedule and associated budget. It is expected the contractor will use the city’s professional service contract.

1.9 GENERAL TERMS AND CONDITIONS

- The City reserves the right to reject any and all proposals, and to determine and waive minor irregularities in any proposal.
- The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- The City reserves the right to determine the most qualified firm or firms based on the City’s evaluation of the proposals and qualifications received and any factors relevant thereto.
- The City reserves the right to award contracts for all or some of the tasks in the scope of the work to one or more firm to complete the tasks in the Scope of Work.
- The City reserves the right to award any contract to the next most qualified consultant, if the successful consultant does not execute a contract within thirty (30) days after the award of the proposal.

- The City shall not be responsible for any cost incurred by the firm in preparing, submitting or presenting its response to the RFP.
- Any proposal received is subject to the Washington State Public Records Act (RCW 42.56).

2.0 BUDGET

The maximum allowed budget for this project is \$200,000.

2.1 COMPENSATION

- If awarded a contract, payment for services will only be made after the services have been contracted and have been performed. An itemized billing statement shall be submitted in a form specified by the City and approved by the appropriate representatives, which shall specifically set forth the services performed. Payment will be made in accordance with the payable payment cycles based upon a signed consultant agreement with the City.