

**REQUEST FOR PROPOSALS  
FOR  
CONSTRUCTION MANAGEMENT SERVICES**

**CITY OF PORT TOWNSEND, WASHINGTON  
LAWRENCE STREET MULTIMODAL IMPROVEMENTS PROJECT**

TIB # 8-2-151(007)-1

**Advertisement**

The City of Port Townsend is soliciting proposals from firms to provide construction management services for the Lawrence Street Multimodal Improvements Project. The City will receive proposals until **5:00 pm Thursday April 9, 2026**.

The City of Port Townsend reserves the right to amend terms of this "Request for Proposal" (RFP) to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort consultants have spent on their responses.

**Project Overview**

The Lawrence Street Multimodal Improvements Project will extend for approximately 1600 linear feet (six blocks) along Lawrence Street from Harrison to Walker Street. This project will reconstruct Lawrence Street, addressing both subgrade and pavement deterioration. Additionally, the project will repair sidewalks, install bike facilities and landscaping, upgrade accessibility (ADA), and fill in sidewalk gaps so as to provide a fully accessible route from Harrison to Walker Street. Water, sewer, and stormwater utility upgrades will also be completed as part of the project. The number of working days for construction will be approximately one hundred forty (140).

There is no DBE or FSBE goal for this construction management agreement.

**Scope of Services**

Potential services for this construction management (CM) contract include:

- Constructability review of plans
- Bid package review
- Review and approval of Stormwater Pollution Prevention Plan (SWPPP)
- Review and approval of Temporary Erosion and Sediment Control Plan (TESC)
- Review and approval of Spill Prevention, Control and Countermeasures Plan (SPCC)
- Management of Record of Materials (ROM)
- Coordination of construction easements, as needed
- Submittal reviews, upon request
- Onsite inspection throughout construction
- Maintain daily reports and photographic log throughout construction
- Collect delivery tickets and label with bid item number
- Document materials delivered
- Interpret contract documents in coordination with City and Contractor

- Weekly verification with Contractor on installed bid item quantities
- Weekly oversight of contractor's record drawings
- Ensure cultural resources report is followed
- Retain a material testing firm as a subconsultant
- Scheduling material testing and review of test results
- Retain a surveying firm as a subconsultant for construction staking
- Schedule construction staking activities and coordinate with Contractor
- Problem-solve with Contractor onsite and include City in decision-making process
- Coordination related to direct construction impacts, such as – but not limited to -- temporary utility shut offs, driveway access, access for businesses and residents, and access for services such as mail/garbage/transit/PUD/Lumen/Astound
- Coordination of Requests for Information (RFIs), Change Order Proposals (COPs), Force Accounts and Change Orders
- Landscape inspection, including plant counts, species confirmation, root ball and plant quality/condition
- Review and coordination of traffic control activities/documentation with Contractor
- Coordinate punch list items and keep City updated on progress
- Coordinate ADA Features Survey with Contractor

**City Responsibilities:**

- Preconstruction meeting agenda
- Notice to Proceed
- Submittal reviews
- Weekly construction meeting agendas and notes
- Weekly Statement of Working Days
- Coordination of project-related work for Astound/Lumen/PUD
- Tracking Status of RFIs, COPs, Force Accounts and Change Orders
- Public outreach re: construction schedule and activities, press releases, street closures
- Approvals of Force Accounts and Change Orders
- Pay Requests and invoicing
- Certified Payroll
- Project Closeout, including – but not limited to – substantial completion and physical completion letters

**Project Funding**

This project is funded with Transportation Improvement Board (TIB) funds at \$2,992,000, local Transportation Benefit District (TBD) funds at \$475,000, as well as city utility funding. The City match, along with utility funding, brings the total project budget to \$4.1 million. There are no federal funds in the project.

**Schedule**

Advertisement for CM services in local paper	03/18/26 and 03/25/26
Proposals due	Thursday 04/09/26
Interviews (optional)	Week of April 20, 2026
Consultant selection	Thursday 04/30/26
Design completed	April 2026
Construction bid advertisement	May 2026
Award construction contract	July 2026
Start of construction	September 2026
Construction completed	Summer 2027

**Contract Type**

The consultant contract type will be Construction Management and the method of payment will be Negotiated Hourly Rate in accordance with 23 CFR § 172.9.

**Submittal**

Submittals shall be limited to no more than 10 single-sided or 5 double-sided pages including the coversheet. Submittals should include the following information:

- Firm name and address
- Contact name, phone, and email
- Name and bio of principal-in-charge
- Name and bio of other key personnel
- Firm's understanding of project and its timeline
- Firm's approach to provide CM services
- Estimated hours to complete services, including hours/day onsite during construction
- List of similar past projects, including scope and references
- Per Chapter 39.80 RCW this is a Qualifications-Based Selection. Proposals should not include any references to fees or costs

Submittals will be evaluated and ranked based on the following criteria:

1. Key personnel who will be assigned to the project
2. Firm experience
3. Demonstrated availability to meet schedules and respond in a timely manner
4. Demonstrated ability to provide CM services listed in the Scope of Services section
5. Familiarity with WSDOT standards
6. References

The criteria listed will carry equal weight during the selection process. The City may select three to five consulting firms from the submitted proposals and conduct in-person interviews. Firms should be prepared to have the project manager and key personnel available to present their proposal in an interview. Selection from the shortlisted firms will be based on the proposals and from the possible interview.

**Submittal Options (select one):**

1. Submit one (1) digital version of proposal via email to [frontdesk@cityofpt.us](mailto:frontdesk@cityofpt.us). Subject line: "Construction Management Proposal for Lawrence Street Multimodal Improvements Project Attn: Laura Parsons".
2. Submit one (1) hardcopy version of your proposal via mail or hand-delivery to Laura Parsons, c/o City of Port Townsend, Engineering Department, 250 Madison Street Ste. 2R, Port Townsend WA 98368. Postal date stamp not considered. Must arrive by due date.

Responses delivered late will not be accepted.

The City of Port Townsend encourages disadvantaged, minority, and women-owned firms to respond.

**Title VI Statement**

The City of Port Townsend, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**Americans with Disabilities Act (ADA) Information**

The City of Port Townsend, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing the City of Port Townsend ADA Coordinator, Alyssa Rodrigues at [arodrigues@cityofpt.us](mailto:arodrigues@cityofpt.us) or by calling collect 360-379-5083.

**City Contact**

Project information, including concept plans, are available at: <https://cityofpt.us/rfps>

Questions regarding this Request for Proposals may be directed to:  
Laura Parsons, P.E. at 360-774-3017, [lparsons@cityofpt.us](mailto:lparsons@cityofpt.us).