

**REQUEST FOR PROPOSALS
FOR
ENGINEER CONSULTING FIRMS
CITY OF PORT TOWNSEND, WASHINGTON**

**Engineering Services
for New Lift Station, Force Main and Collection System Project
and an Influent Wet Well Rehabilitation Project**

Proposal Request Date: March 1, 2024
Proposal Return Date: March 14, 2024
Project Design Timeframe: Complete by February - 2025
Project Manager: Andre Harper, aharper@cityofpt.us, 360.379.5088

I. INTRODUCTION

The City of Port Townsend (Owner) is seeking separate proposals from firms for two separate projects:

Project No. 1:

Engineering design services for the installation of a new lift station and force main to convey wastewater flows from the new Mill Road Lift Station to a gravity sewer main.

Project No. 2:

Engineering design services for the rehabilitation of the influent wet well at the City's Wastewater Treatment Plant.

The Owner intends to enter into one or two separate contracts with the selected firm or firms that will include design, bidding, and construction phase services.

II. PROJECT BACKGROUND AND DESCRIPTION

Project No. 1:

In September 2012, consultant for the City of Port Townsend completed a pump station and force main Predesign Report to further define the pump station identified as Alternative 7 in the December 2009 Southwest Sewer Basin Study. The City did not conduct any work beyond the 2012 Predesign Report. The City is currently requesting proposals to construct a new pump

station and force main to service future utility needs of the Evens Vista Community. The first phase of Evans Vista Community Project will be comprised of an overall count of 150 mixed units. Unit count descriptions are Apartments = 104, Walk-ups = 42, Townhomes = 4. The housing property does not have existing sewer service at the proposed site. This project is funded by a \$1.7 million Washington State Department of Commerce CHIP grant and a \$2.5 million EPA Community Grant.

Project No. 2:

In September 2019, consultant for the City of Port Townsend completed a comprehensive Wastewater Treatment Plant condition assessment. It was determined that there is significant delamination of the wet well's liner exposing the well's concrete to erosion. There is also contamination to electrical conduit and junction box providing power to one of the three transfer pumps. This project will rehabilitate the influent wetwell including electrical, coating systems, mechanical and ventilation as needed.

III. SCOPE OF SERVICES

- Provide full design services for project completion. Services shall include but not be limited to surveying, geotechnical, structural, architectural, mechanical, special inspections if necessary, electrical and SCADA/communications, landscape and site plan for the new lift station project and for the influent wet well rehabilitation project as needed for construction document preparation.
- Both projects will require preparation of an Engineering Design Report which conforms with Design Standards for Public Sewage Systems. Prepare and submit as needed information to support the City of Port Townsend's review and approval.
- Provide environmental permitting services (NEPA) for the new Lift Station project.
- Provide project bidding and construction award assistance for both projects.
- Participate as necessary in any public involvement activities required for the project on an on-call basis.
- Assist in formation of local facilities charges analysis for the new lift station project to help fund the project by preparing benefit boundary descriptions and maps, preparing fee or assessment calculations, and providing technical information at public hearings, if applicable.

IV. PROPOSAL REQUIREMENTS

Firms interested in providing the services described above for Project No. 1 or Project No. 2 are requested to submit the following information.

1. Project management chart.
2. Proposed general time schedule, including start and completion dates.
3. Specific current workloads of the proposed project team members.
4. At the discretion of the firm, no more than five typewritten single-spaced pages fully describing the firm's qualifications and approach for the specific project.
5. At the discretion of the firm, a company brochure.

V. DELIVERY DEADLINE AND INSTRUCTIONS

Deliver RFPs via email to the City of Port Townsend (aharper@cityofpt.us) by **March 14, 2024 at 3:00 PST**. It is the sole responsibility of the proposing party to ensure that proposals are received prior to the closing time as late submittals will not be accepted and will be returned unopened. All proposals must be provided as a single, searchable PDF document file and be submitted digitally as an email attachment to the RFP Recipient email address aharper@cityofpt.us. Respondents are advised that Recipient's email attachment size limit is 25MB and that only one PDF file will be allowed per response. The subject line of the transmittal email shall clearly identify the RFP title, company name and due date/time. File sizes greater than 20MB in size may be uploaded to aharper@cityofpt.us upon special arrangement of the Recipient; however, it is the respondent's sole responsibility to ensure the file upload is completed, and that the Recipient is separately notified via email of same, prior to the given deadline.

VI. CONTACT INFORMATION

Any administrative questions regarding proposal procedures should be directed to: Andre Harper, Project Manager, aharper@cityofpt.us.

Questions relating to scope of services should be directed to: Andre Harper Project Manager, (360) 379-5088, aharper@cityofpt.us.

VII. QUALIFICATIONS EVALUATION CRITERIA

Respondents to requests for proposals will be evaluated on the following criteria and the requirements of with the selection committee choosing, in its opinion, the most qualified firm to provide the services required for the proposed project.

- The qualifications of professional personnel to be assigned to the project.
- Related experience on similar projects;
- Capability to meet project time and budget requirements.
- Availability of firm to staff present and projected workloads; and

The selection will be based on an evaluation of the written responses to the request for proposals and interviews of selected firms if deemed necessary.

VIII. NONDISCRIMINATION AND EQUAL PAY POLICY

Title VI Statement

The City of Port Townsend in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

I. 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 Sarah Tiffany at stiffany@cityofpt.us or by calling collect 360-390-4115.

City Contact

Project information, including the project grant applications, is available at:
<https://cityofpt.us/publicworks/page/mill-road-lift-station-project-request-proposals>

Questions regarding this Request for Proposal may be directed to:
Andre Harper, at 360-379-5088, aharper@cityofpt.us.

II. References:

The following exhibits are incorporated in this RFP:

- [PT WWTP Condition Assessment Report \(12.13.2019\) reduced HQ.pdf](#)
- [2012 Mill Road Pump Station and Force Main Study.pdf](#)

END OF RFP