

**City of Port Townsend
Request for Qualifications
SS4A Action Plans**

The City of Port Townsend (City) is requesting statements of qualifications (SOQs) from engineering consulting firms to prepare Safe Streets for All (SS4A) Action Plans for the City and Jefferson County.

Scope of Work: The work consists of preparation of SS4A Safety Action Plans that meet the requirements for self-certification according to Federal Highway Administration requirements. One plan will be prepared for the City of Port Townsend and will cover all roads and state routes within City limits. A second plan will be prepared for Jefferson County and will cover all roads and state routes within the unincorporated County.

The City and County jointly received grant funding for the project from FHWA. For additional information including grant requirements and a detailed description of FHWA's SS4A Action Plan requirements, refer to the grant agreement and SS4A Self-Certification Worksheet posted at the City's Bidding Opportunities web page: <https://cityofpt.us/rfps>

Project Schedule: Per the grant agreement, all work must be completed by January 14, 2027.

Submittals: SOQs should include: Contact information, project personnel, project understanding and approach, firm experience with similar projects including past project examples and owner contact information, and proposed project schedule. The City will invite selected firms to a virtual interview based on an evaluation and ranking of the submittals. Submittals and interviews will be evaluated and ranked based on the following criteria: Personnel qualifications and experience, project approach, firm experience, quality of references, and ability to meet schedule. Each criteria will carry equal weight during the evaluation process.

SOQs shall be delivered by 5:00 PM February 11, 2026 via email to ddinkuhn@cityofpt.us and frontdesk@cityofpt.us. Subject line should include: SOQ SS4A Action Plans, Attn: David Dinkuhn

Questions regarding this RFQ may be directed to: David, Dinkuhn, PE, ddinkuhn@cityofpt.us (360) 531-1535.

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 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 or by calling collect 360-379-5083.