

**Request for Bids  
City of Port Townsend  
Chetzemoka Picnic Shelter Rebuild**

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**Bid Request Date:** 1/27/26

**Site Location:** 1000 Jackson St. Port Townsend WA 98369

**Site Viewing Date:** 2/20/26 10:00am, meet at location.

Please email [mtodd@cityofpt.us](mailto:mtodd@cityofpt.us) if you plan to attend. A site visit is recommended.

**Bid Submission Deadline:** 3/6/26 by 5:00pm

**Construction Begins:** Notice To Proceed has been given

**Physical Completion Date:** 10/30/26

**Working Days/Hours:** Mon-Fri, 7:00am – 7:00pm

**Project Contact:** Facilities and Parks Manager Michael Todd at [mtodd@cityofpt.us](mailto:mtodd@cityofpt.us) or 360-379-5081.

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You are receiving this Request for Bids as you are listed on the Small Works Roster for the type of work involved in this project and have indicated you are available to complete work in this geographic area.

Public Agency Name: City of Port Townsend  
Roster Type: Small Works – Competitive Bidding Process  
Main Category: New Construction; Park Facilities  
Sub-Category: General; Park Features



## Introduction

The City of Port Townsend is requesting bid submissions for Chetzemoka Picnic Shelter Rebuild.

The Scope of Work is provided below, and plans and specifications are provided in the construction documents attached to this Request for Bids and should be thoroughly considered when preparing bids.

The City intends to award this Contract to the lowest most qualified responsible and responsive bidder.

The City reserves the right to reject all bids if determined to be in the best interest of the City.

## Information, Requirements, and Instructions for Bid Submissions

- **All permits have been submitted by the City of Port Townsend. Inspections will occur in coordination between contractors and City of Port Townsend officials.**
- Please include all material disposal and dump fees in your proposals.
- Please include your proposed date(s)/availability to perform the work.
- Provide not less than 3 but no more than 5 examples, including references to owners, demonstrating your qualifications for building park structures or similar structures such as timber frames, shelters, and pavilions. This information will be used in determining the lowest qualified bidder according to the weighting and scoring criteria included in this Request for Bids.
- Contractors must be appropriately Licensed and Bonded.
- City Business License – <https://cityofpt.us/finance/page/business-licensing>.



▪ **Responsible Bidder Criteria.**

- Bidders and any subcontractor thereof must meet all Responsible Bidder Criteria required under RCW 39.04.350(1) to be eligible for award of this Contract. By submitting a proposal in response to this Request for Quote, Bidder understands and acknowledges the information provided regarding responsible bidder criteria will be reviewed or verified by the City prior to award of the contract and that Bidder may be required by the City to submit documentation demonstrating compliance with Bidder Responsibility Criteria.
- Before award of this Contract, a bidder shall submit to the contracting agency a signed statement in accordance with chapter 5.50 RCW verifying under penalty of perjury that, within the three-year period immediately preceding the date of the bid solicitation, the Bidder has not been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapters 49.46, 49.48, or 49.52 RCW.

- **Performance and Payment Bonds.** Performance and Payment Bonds are required, however, for any public works contracts of \$150,000 or less, the contractor may request the City retain 10% of the contract amount for 30 days after the date of final acceptance, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later, in lieu of supplying Performance and Payment Bonds. [RCW 39.08.010](#)(3).

- **Prevailing Wage Required.** Prevailing wage is required to be paid to all workers on this Contract per Chapter 39.12 RCW and shall be included in the bid. Intents and Affidavits must be filed with the Washington State Department of Labor and Industries (L&I) before initial payment on the Contract. The final payment will be made after the affidavit of wages has been approved, and state agencies have released for final payment.

<https://lni.wa.gov/licensing-permits/public-works-projects/contractors->



[employers/#required-documents-for-doing-the-work](#)

- Insurance Certificate – Requirements: <https://shorturl.at/aDEY3>
- Contractor shall provide the City with a properly completed W9 form before any payment may be issued to Contractor.. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Bidders must list sales tax (9.4%) separately from bid amount. Lowest bid will be based on the total price before sales tax. The Contractor shall be solely responsible for the payment of any applicable taxes on this project.
- Nondiscrimination and Title VI: Neither the City of Port Townsend nor its contractors, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 42 U.S.C. 2000d, will discriminate on the grounds of race, color, or national origin.



## **SCOPE OF WORK – CONTRACTOR**

The following scope of work will apply to Contractor in performance of the Work under this Contract, in addition to the plans and specifications attached hereto. All Work performed under the Contract must be conducted in accordance with federal, state, and local laws and regulations, and the terms and conditions of the Contract Documents. Pre-existing structure and foundation are already demolished and fully removed by the City.

### **Referring to the stamped engineering design and construction drawings.**

1. Provision of all materials, services, and equipment necessary for:
  - a. Supply & installation of drains, foundations, roof deck, siding, faux chimneys with faux brick and faux river rock below, roofing, rainwater goods, and all other work and materials required to finish the building.
    - i. Wood framing for chimney is acceptable and preferred
  - b. Construction of the temporary access road as depicted in the attached plans.
  - c. Construction of the foundation and slab.
    - i. Include line item for 2" rigid insulation under slab not shown on documents
    - ii. Include line items for dry well and tightline installation not shown on documents.
  - d. Back fill and grading around the site prior to building.
  - e. Timber frame construction.
    - i. Contractor to provide materials, timber and connectors.
    - ii. City can provide a list of materials if needed.
  - f. Roofing, Siding, Windows, etc.
    - i. Windows preferred in clad but alternative allowable upon prior authorization.
    - ii. Show line item separate for alternatives if desired
    - iii. Siding alternatives allowable upon prior authorization – high quality cedar shingle as opposed to brushed cedar single.

2. Work shall be performed at Contractor's own risk. Contractor is responsible for ensuring the safety of its employees by performing work on this project.  
Contractor is responsible for the security of all materials, tools, and equipment at all times for the duration of the Contract, and to guard against any and all damage or loss from any and all causes.
3. Contractor will be responsible for the provision of electrical power at the fabrication site suitable for the work. No power on site will need gas/diesel powered generators.
4. Provision of access equipment including but not limited to scaffolding, ladders, and other appropriate equipment that is necessary or advisable for the completion of the timber frames installation.
5. Provision of a telescopic forklift or any other necessary or appropriate equipment to service the fabrication and raising site, including transport between sites if required.
6. Complete preparation of the foundation to engineer's requirements, including curing time for the concrete. Complete foundation to ensure proper construction of the structure per the plans and specifications and as needed to address site conditions.
7. Foundation must be backfilled, and the site must be drained and graded with slope away from the foundations prior to the event and mulch or gravel spread to mitigate the effect of mud if required. **City inspection and building official to approve condition of site and foundation work.**
8. Responsible for final cleaning, sanding, and treating of the timber frame (if any).
9. Responsible for the provision of all other materials and for the completion of the structure following completion of the timber frame, to include, though not limited to, moisture barrier (roofing felt or similar product). finish roofing material, fascia, trim, rainwater goods etc.
10. Supply of timber for the timber frame.
11. Installation of the timber frame on the foundation.
12. Provision of all wood-to-wood connectors for the timber frame.
13. Layout and cutting of all timbers.



### **SCOPE OF WORK – CITY**

**The City of Port Townsend will be solely responsible for the following portions of the work after the completion of the contracted work.**

1. Exterior painting. -City will paint
2. Interior countertops. – City will install
3. Electrical work. – City to coordinate