

**REQUEST FOR PROPOSALS  
FOR  
CIVIL ENGINEERING CONSULTING FIRMS  
  
CITY OF PORT TOWNSEND, WASHINGTON  
DISCOVERY ROAD BICYCLE AND PEDESTRIAN SAFETY PROJECT**

Federal Aid No. HSIP-7627(002)  
LA Agreement No. LA-10584

**Advertisement**

The City of Port Townsend is soliciting proposals from civil engineering consulting firms to provide design services for the Discovery Road Bicycle and Pedestrian Safety Project. The City will receive proposals until **5:00 pm Thursday August 3, 2023**.

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 Discovery Road Bicycle and Pedestrian Safety Project will install separated bicycle lanes, signing, pavement markings, intersection improvements, and pedestrian and bicyclist mixing zone improvements. This project begins on Discovery Road at the intersection of McClellan Street and continues east to approximately 100 linear feet beyond the intersection of Discovery Road and Sheridan Street (aka Sheridan and 19<sup>th</sup>). Primarily, new hardscape features will be constructed for approximately 375 linear feet along Discovery Road from Grant Street through the intersection with Sheridan Street. Some spot treatments will be applied between McClellan and Grant Street. Drainage shall also be considered as part of the design.

The purpose of this project is to address safety concerns for bicyclists and pedestrians in front of Salish Coast Elementary School and on the adjacent travel way. This project addresses risk factors identified in the City of Port Townsend’s Local Road Safety Plan by providing improvements on a major collector with bike lanes. The project will provide bicycle signing and pavement marking improvements with an emphasis on intersection treatments. Both pedestrian and bicycle crossings will also be enhanced by this project.

Strategies for addressing safety concerns will reflect stakeholder meeting discussions held during the public process for a separate project called the Discovery Road Bikeway, Roadway, and Sidewalk Project. Additional public process meetings specifically for the Discovery Road Bicycle and Pedestrian Safety Project will be hosted by City of Port Townsend staff. These meetings will gather and document public comment about the project. These comments will be shared with the consultant during design, however, it will not be the responsibility of the consultant to host or prepare for these public meetings.

The City has contracted with the Dutch design firm, Mobycon, Inc., and the consultant will participate in a brainstorming session with Mobycon, City staff, and affiliates regarding the design. The goal of this brainstorming session will be to review Dutch design features that will enhance bicycle and pedestrian safety. As the design progresses, the consultant will also participate in two peer review sessions with Mobycon and City staff.

This project is federally funded and has a 0% UDBE goal for the consultant agreement.

### **Scope of Services**

Potential consultant services for this project include:

- Concept design preparation
- Plans, specs and estimates (PS&E) preparation
- Surveying services throughout design and construction
- Participation in one brainstorming session with Mobycon and City staff
- Participation in two peer review sessions with Mobycon and City staff
- Drainage improvements
- Bid support
- Submittal reviews
- Technical support throughout construction

### **Project Process**

Prior to development of PS&E, a concept design will be prepared by the design team. After the concept design is approved by Council, PS&E will proceed. Plan details are expected to be schematic in nature given the design budget.

### **Project Funding**

The City of Port Townsend has received 2022 City Safety Selections Federal Funding through the Highway Safety Improvement Program (HSIP). The consultant design is budgeted for approximately \$21,000 and the construction contract for approximately \$178,000. Project administration by City staff, consultant services for design and construction support, consultation with Mobycon, as well as State administration costs, brings the total project budget to \$248,000.

## Schedule

The City will receive proposals until 5:00 pm Thursday August 3, 2023. Based on responses to the submittal criteria, the City will select a firm within the following four weeks. The project schedule will be as follows:

Advertisement for consultant services in local paper	07/05/2023, 7/12/2023
Proposals due	Thursday 08/03/2023 at 5:00 pm
Consultant selection	August 2023
Brainstorm session (consultant, Mobycon, City staff)	September 2023
Consultant to prepare concept design	September 2023
Public process (by City staff)	October 2023
PS&E started	October 2023
Peer review sessions (consultant, Mobycon, City staff)	November 2023
PS&E completed	December 2023
Construction bid advertisement	February 2024
Award construction contract	April 2024
Start of construction	June 2024
Construction complete	August 2024

## Submittal

Submittals should include the following:

- Contact information
- Project personnel
- Firm experience (see criteria items 2 & 3 below)
- Project understanding and approach
- Schedule
- Past projects: scope and owner contact information
- Proposals should not include any references to fees or costs (per Chapter 39.80 RCW this is a Qualifications-Based Selection)

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

1. Key personnel who will be assigned to the project
2. Firm's experience and ability to develop low cost and innovative solutions
3. Firm's experience with:
  - Bicycle and pedestrian facility design and construction
  - Landscape and urban design, stormwater, and roadside plantings
  - WSDOT/FHWA standards and right-of-way
4. Firm's understanding and approach for the project
5. Schedule:
  - Estimated time to complete project
  - Availability to respond to City staff inquiries
6. Relevant past project scopes/references

The criteria listed will carry equal weight during the selection process.

Submittals shall be limited to no more than 10 single-sided or 5 double-sided pages. Please submit one (1) digital version of your proposal via email to [frontdesk@cityofpt.us](mailto:frontdesk@cityofpt.us). Subject line should be: Proposal for Discovery Road Bicycle and Pedestrian Safety Project (HSIP) - Attn: Sarah Tiffany

Submittals must be received by **Thursday, August 3, 2023 at 5:00 pm**. Responses delivered later will not be accepted. The City of Port Townsend is not responsible for delays in delivery.

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

Federally funded projects, like the Discovery Road Bicycle and Pedestrian Safety Project, are held to Federal EEO requirements.

#### **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**

Additional project information is available at:

<https://cityofpt.us/publicworks/project/discovery-road-bicycle-pedestrian-safety-project>

Questions regarding this Request for Proposal may be directed to:  
Steve King, P.E. at 360-531-1631, [sking@cityofpt.us](mailto:sking@cityofpt.us)