

**REQUEST FOR PROPOSALS
FOR
CIVIL ENGINEERING CONSULTING FIRMS

CITY OF PORT TOWNSEND, WASHINGTON
TYLER STREET OVERLAY AND
2022 BANKED CAPACITY SIDEWALK IMPROVEMENT PROJECT**

Tyler Street Overlay: TIB Project No. 3-W-151(004)-1

Advertisement

The City of Port Townsend is soliciting proposals from civil engineering consulting firms to provide design services for the Tyler Street Overlay and 2022 Banked Capacity Sidewalk Improvement 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 Tyler Street Overlay and 2022 Banked Capacity Sidewalk Improvement Project will involve road resurfacing and the installation of curb ramps and new sidewalk. This work will be located at four different sites in Port Townsend. Through a public process for allocation of funds (known as Banked Capacity), this project has already been vetted with the broader community, and thus is well-supported by the public. The project has four sites and the work at each site is described as follows:

9th Street Sidewalk

This project constructs approximately 1300 linear feet of 6-ft wide sidewalk along the north side of 9th Street between McPherson Street and Hancock Street.

Lawrence Street

This project provides for the installation of two curb ramps on the northwest and southwest corners of the Tyler and Lawrence Street intersection.

Mountain View

This project constructs a raised crossing on Blaine Street across the driveway entrance adjacent to the dog park at Mountain View Commons. As well, a curb ramp will be constructed at the Blaine and Walker Street T-intersection.

Tyler Street Overlay

This project, located on Tyler Street between Lawrence and Jefferson Street, provides a 2-inch overlay curb to curb, ADA ramp upgrades (24 ramps), and one driveway ADA upgrade. Several digouts will be completed by City staff ahead of the overlay work. Minor drainage improvements shall also be considered as part of the design. Tyler Street is the location of the popular Port

Townsend Farmers Market, and there is much community interest in making Farmers Market more accessible to all.

Scope of Services

Potential consultant services for this project include:

- Plans, specs and estimates (PS&E) preparation.
- Surveying services throughout design and construction
- Design of minor drainage improvements
- Bid support
- Submittal reviews
- Technical support throughout construction

Project Process

Survey work at all four locations has already been completed. Upon award of the contract, the consultant may immediately proceed with PS&E. It is anticipated that the design will be schematic in nature to keep engineering work within budget while also providing contractors sufficient detail to bid/construct the project.

Project Funding

The City of Port Townsend has received a Transportation Improvement Board (TIB) grant for the Tyler Street Overlay portion of this project under the pavement preservation program. This TIB grant is for an amount up to \$379,354, plus a City match for a total project budget of \$445,000 for design and construction. The other three locations, 9th Street, Lawrence Street and Mountain View, are funded by the City using 2022 Banked Capacity budget totaling \$302,500 for design and construction. Projects will be bid together and budgets will be tracked separately for grant accounting.

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 by August 31, 2023. The project schedule will be as follows:

Advertisement for consultant services in local paper	07/05/2023 and 07/12/2023
Proposals due	Thursday 08/03/2023
Consultant selection	August 2023
PS&E started	October 2023
PS&E completed	February 2024
Construction bid advertisement	March 2024
Award construction contract	May 2024
Start of construction	July 2024
Construction complete	November 2024

Submittal

Submittals should include the following:

- Contact information
- Project personnel
- Firm experience (see criteria item 2 below)
- Project understanding and approach
- Schedule
- Past projects: scope and owner contact information
- 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 with:
 - Street overlays
 - Curb ramp design
 - WSDOT/FHWA standards
3. Firm's understanding and approach for the project
4. Schedule:
 - Estimated time to complete the project
 - Availability to respond to City staff inquiries
5. 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. Subject line should be: Tyler Street Overlay and 2022 Banked Capacity Sidewalk Improvement Project - Attn: Sarah Tiffany

Submittal 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 or by calling collect 360-379-5083.

City Contact

Additional project information, is available at:

<https://cityofpt.us/publicworks/project/tyler-street-overlay-and-2022-banked-capacity-sidewalk-improvements-project-0>

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