

**REQUEST FOR PROPOSALS
FOR
CIVIL ENGINEERING CONSULTING FIRMS**

**CITY OF PORT TOWNSEND, WASHINGTON
LAWRENCE STREET MULTIMODAL IMPROVEMENTS PROJECT**

TIB # 8-2-151(007)-1

Advertisement

The City of Port Townsend is soliciting proposals from civil engineering consulting firms to provide engineering design services for the Lawrence Street Multimodal Improvements Project. The City will receive proposals until **5:00 pm Thursday April 3, 2025**.

Project Overview

The Lawrence Street Multimodal Improvements Project will extend for approximately 1600 linear feet along Lawrence Street from Harrison to Walker Street. This project will reconstruct Lawrence Street, addressing both subgrade and pavement deterioration. Bike facilities and some landscaping will be included as well. Additionally, the project will repair sidewalks, upgrade accessibility (ADA), and fill in sidewalk gaps, thus completing a fully accessible route from Harrison to Walker Street. Water, sewer, and stormwater utility upgrades will also be completed as part of the project.

There is no DBE goal for this consultant agreement.

Scope of Services

Potential consultant services for this project include:

- Assistance with a public process
- Bid support
- Conceptual alternative roadway profiles and cross-sections
- Drainage improvements
- Environmental permitting
- PS&E preparation
- Right-of-way construction easements
- Submittal reviews
- Surveying services
- Technical support throughout construction

Project Process

Prior to development of plans, specs and estimates (PS&E), concept designs will be prepared by the design team for public input. Public input will be solicited and incorporated into the concept design, which will then be reviewed and adopted by City Council. After the concept design is approved by Council, PS&E will proceed.

Project Funding

This project is funded with Transportation Improvement Board (TIB) funds at \$2,992,000, local Transportation Benefit District (TBD) funds at \$475,000, as well as city utility funding. The City match, along with utility funding, brings the total project budget to \$4.1 million. There are no federal funds in the project.

Schedule

The City will receive proposals until **5:00 pm Thursday April 3, 2025**. From these proposals, the City will select three to five firms. The project schedule will be as follows:

Advertisement for consultant services in local paper	03/12/25 and 03/19/25
Proposals due	Thursday 04/03/25
Consultant interviews (optional)	Week of April 14, 2025
Consultant selection	Friday 04/18/25
Consultant to prepare concept design	May - June 2025
Public process (including open-house re: concept design)	May - June 2025
Concept design adopted by City Council	July 2025
PS&E completed	December 2025
Construction bid advertisement	January 2026
Award construction contract	March 2026
Start of construction	April 2026
Construction completed	October 2026

Submittal

Submittals should include the following information:

- Firm name
- Firm address
- Firm phone number
- Contact name
- Contact phone
- Contact email
- Name of principal-in-charge of project
- Name of other key personnel
- Description of firm's understanding of the project and general approach to provide engineering consulting services for the project
- Estimated time to complete services
- List of past project experiences including project scopes and contact information of project owners
- Per Chapter 39.80 RCW this is a Qualifications-Based Selection. Proposals should not include any references to fees or costs

Submittals shall be limited to no more than 10 single-sided or 5 double-sided pages plus any general firm information and photographs. Please submit one (1) digital version of your proposal.

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

1. Key personnel who will be assigned to the project
2. Firm experience
3. Proven ability to meet schedule and respond in a timely manner
4. Experience with bicycle and pedestrian facility design and construction
5. Experience with landscape and urban design, stormwater, and roadside plantings
6. Familiarity with WSDOT/FHWA standards and right-of-way
7. Past performance/references

The criteria listed will carry equal weight during the selection process. The City will likely select three to five consulting firms from the submitted proposals and conduct in-person interviews. Firms should be prepared to have the project manager and key personnel available to present their proposal in an interview. Selection from the shortlisted firms will be based on the proposals and from the possible interview.

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: Proposal for Lawrence Street Multimodal Improvements Project - Attn: Laura Parsons. Proposals are due by **5:00 pm Thursday April 3, 2025**. Responses delivered later will not be accepted.

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

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

Project information, including the project grant applications, is available at: <https://cityofpt.us/rfps>

Questions regarding this Request for Proposal may be directed to:
Laura Parsons, P.E. at 360-774-3017, lparsons@cityofpt.us.