

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

**CITY OF PORT TOWNSEND, WASHINGTON
DISCOVERY ROAD BIKEWAY AND SIDEWALKS PROJECT**

Federal Aid No. STPUS-7627(001)

LA Agreement No. LA-9686

Advertisement

The City of Port Townsend is soliciting proposals from civil engineering consulting firms to provide engineering design services for the Discovery Road Bikeway and Sidewalks Project. The City will receive proposals until 5:00 pm Wednesday March 18, 2020.

Project Overview

The Discovery Road Bikeway and Sidewalks Project will extend for approximately 3000 linear feet along the south side of Discovery Road from Rainer Street to McClellan Street. The bikeway and sidewalk will run parallel to each other on the same side of the street. Approximately 525 linear feet of sidewalk will also be constructed on the north side of Discovery Road between Towne Point Avenue and Rosecrans Street. As well, at several locations along the length of the project, enhanced crossings with push button LED signs and crosswalks will be installed. The scope of work additionally includes conceptual design studies for Discovery Road improvements along the entire length of Discovery Road from Mill Road to Sheridan Street. These concept design studies are an important part of the project and will be developed to assure the Discovery Road Project section is innovative and fits in with long term plans.

This project is federally funded and has a 9% UDBE goal for the 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 and possible acquisition
- Submittal reviews
- Surveying services
- Technical support throughout construction
- Wetland evaluation and mitigation plan

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

The City of Port Townsend has received WSDOT 2019-21 Pedestrian & Bicycle Safety Program State Funding for \$1,442,082. The City also received STP Regional Funds for \$393,293. The City match, along with utility funding, brings the total project budget to \$2.5 million.

Schedule

The City will receive proposals until 5:00 pm Wednesday March 18, 2020. From these proposals, the City will select three to five firms for interviews. The project schedule will be as follows:

Advertisement for consultant services in local paper	02/26/20 and 03/04/2020
Proposals due	Wednesday 03/18/2020
Consultant interviews	Week of March 23, 2020
Consultant selection	Friday 03/27/2020
Consultant to prepare concept design	May - June 2020
Public process (including open-houses re: concept design)	May - June 2020
Concept design adopted by City Council	July 2020
PS&E completed	December 2020
Construction Bid advertisement	January 2021
Award construction contract	March 2021
Start of construction	April 2021
Construction complete	October 2021

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) original, and 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
8. DBE approach and commitment.

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 the interview.

Please submit one (1) original and one (1) digital version of your Proposal to: Sarah Tiffany, c/o City Clerk at 250 Madison Street, Ste. 2, Port Townsend WA 98368 by **Wednesday, March 18, 2020 at 5:00 pm**. Responses delivered later will not be accepted.

All mailed proposals shall be placed in a sealed envelope, which is clearly marked with the project names listed below:

“DISCOVERY ROAD BIKEWAY AND SIDEWALKS PROJECT – DESIGN ENGINEERING SERVICES”;

The City of Port Townsend is not responsible for delays in delivery. No fax or email submissions accepted.

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

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

Title VI Statement

The City of Port Townsend in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex 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 Sarah Tiffany at stiffany@cityofpt.us or by calling collect 360-390-4115.

City Contact

Project information, including the project grant applications, is available at:

<https://cityofpt.us/publicworks/page/discovery-road-project-request-proposals>

Questions regarding this Request for Proposal may be directed to:

Laura Parsons, P.E. at 360-379-4432, lparsons@cityofpt.us.