



**REQUEST FOR PROPOSALS  
FOR  
TIB SKI HILL DRIVE SIDEWALKS – US 2 to EVANS ST**

**Posting Date: June 21, 2022**

**Proposals Due: July 22, 2022 by 4:00 pm**

**SUBMIT ELECTRONIC PROPOSAL TO:**

**Attn: Chantell Steiner, City Clerk  
700 US Hwy 2 / P.O. Box 287  
Leavenworth, WA 98826  
Phone 509-548-5275  
[financedir@cityofleavenworth.com](mailto:financedir@cityofleavenworth.com)**

## **INTRODUCTION**

Notice is hereby given that the City of Leavenworth, WA is requesting proposals for professional engineering services to design the Transportation Improvement Board funded Ski Hill Drive Sidewalks – US 2 to Evans Street project for the City of Leavenworth. Consultants who submit proposals for this project must be licensed as a Professional Civil Engineer in the State of Washington, be experienced in the designing transportation projects associated with retrofitting existing roadways with new sidewalk.

The information contained within the RFP is the City of Leavenworth's best understanding of the current needs and how to address them, but the City of Leavenworth will be relying on the consultant firm to provide modifications to the scope of work described herein based on their professional expertise in this subject area. If the consultant believes that there is a more efficient way to achieve the City's goals, then that should be reflected in the proposal. Questions regarding this solicitation may be addressed to Tom Wachholder, Public Works Director via E-mail: [twachholder@cityofleavenworth.com](mailto:twachholder@cityofleavenworth.com).

## **CHARACTERIZATION OF LEAVENWORTH**

Leavenworth is located in Chelan County and has a 2022 population estimate of 2,263. The City of Leavenworth is a resort and tourist destination for approximately 2 million visitors per year. Festival weekends in Leavenworth attract as many as 60,000 tourists. As a result, traffic demands can vary substantially with tourism peaks.

## **TRANSPORTATION SYSTEM**

### *Auto Mobility*

Leavenworth is bisected by US 2, with other major roadways including Chumstick Highway, Icicle Road, Ski Hill Drive, and Pine Street. The City has historically measured the performance of its street network based on the amount of intersection delay experienced by drivers during a standard weekday peak hour. Using this measure, all intersections within city limits are currently operating within the City's adopted standards. However, travel within and through Leavenworth peaks during the summer months, when vacationers flock to US 2. During this peak travel period, several key intersections in Leavenworth, including the US 2 intersections with Chumstick Highway and Ski Hill Drive, see significantly higher delays than would be expected by the City's weekday peak hour standard. As part of this Transportation Element, the City is updating these intersection delay standards to better reflect peak summer conditions.

### *Non-Motorized Facilities*

Leavenworth offers several amenities that make it a desirable place to walk or bike: downtown is relatively flat, there are several trails and places to walk and bike to, and the City has a dual identity as a tourist destination and home to physically active, outdoor minded, residents that make walking and biking a part of their daily lives.

In recent years, the City has taken strides to add to its multimodal infrastructure: bicycle lanes exist in both directions on US 2 within the majority of downtown, allowing bicyclists easy access to downtown from both the eastern and western extents of the City. Paved trails and bicycle lanes also exist in other parts of the City, including along Ski Hill Drive, Chumstick Highway, and the recently constructed trail along Pine Street.

There are sidewalks in various locations throughout the City, including on both sides of US 2 from E Leavenworth road to the west City limits, on roadways connecting various neighborhoods, and within most of the downtown core. There are a total of nine pedestrian facilities for crossing US 2 including two signalized crossings, in addition to other marked crossings and crosswalks incorporated into signalized intersections. Within the center of Leavenworth, marked crossings are closer together; however, as noted above, only three of these crossings currently feature a signal or an RRFB to alert vehicles that a

pedestrian is crossing. All other mid-block crossings are uncontrolled. Additionally, crossings become fewer and farther apart east of Chumstick Highway.

### *Non-Motorized Priorities*

While some areas of Leavenworth have nearly full sidewalk coverage, other areas have sidewalk gaps that detract from a contiguous and welcoming walking environment, particularly within the established neighborhoods surrounding downtown Leavenworth. Typically, sidewalk coverage is most important for arterial and collector streets as local streets tend to have low traffic volumes and speeds, which allow for safer interactions between cars and pedestrians. However, as the City sees more infill development it will become increasingly important to add sidewalks through these established neighborhoods. Additionally, dense areas with commercial land uses and streets that serve schools, parks, and churches are particularly important locations to provide for safe walking.

Some areas of Leavenworth, such as along Ski Hill Drive, are used heavily by bicyclists of all ages and abilities but have more limited bicycle facilities. Identifying and prioritizing arterial and collector roadways with high bicycle demand, such as Ski Hill Drive, will allow people in Leavenworth to bike between major destinations more comfortably without the need to deviate substantially from the shortest route.

## **PROJECT SCOPE**

### *Description of Project*

Ski Hill Drive bisects the northern half of Leavenworth and serves as a primary north-south arterial route. It connects the CBD to the majority of the residential areas in the City, and the Ski Hill recreation area located north of the City. The road is very popular with residents and tourists that use it to walk and bike through the City, and to access trails leading out into the County. The street also serves as an overflow parking location when downtown public parking lots are full. In addition, school children use existing sidewalks in the area to walk to school. There is some existing sidewalk along the west side of the roadway, but there are several gaps. In addition, many of the intersections either have non-compliant curb ramps or no curb ramps at all. The sidewalk is not accessible for all users and gaps in the sidewalk cause pedestrians to have to walk on the shoulders of the street with no physical barriers from traffic.

To enhance pedestrian safety and accessibility, in accordance with current WSDOT Standard Specifications for Road, Bridge, and Municipal Construction, the project would construct new five ft wide sidewalks along the west side of Ski Hill Drive to fill in gaps in the existing sidewalk and build ADA compliant sidewalk curb ramps at intersections. When completed, the sidewalks on Ski Hill Drive will complete a pedestrian facility loop through the residential area, along Ski Hill Drive, Evans Street, and US Highway 2.

### *Scope of Services*

The City of Leavenworth is seeking professional engineering services to prepare plans, specifications, and construction documents, in accordance with current WSDOT Standard Specifications for Road, Bridge, and Municipal Construction and City of Leavenworth standards, for the construction of sidewalks as described above. At this time, right of way acquisition is not needed. **It is desired to have this project constructed in 2023.** Services shall include the following:

- Preliminary design
- Outreach
- Survey
- Environmental assessment and permitting if warranted
- Final design
- Bidding services

### *Deliverables*

- 30% Design Submittal
- 60% Design Submittal
- 90% Design Submittal
- Electronic Project Brochure for Outreach
- 100% Design Submittal
- Monthly Progress Reports

### *Budget*

- Design: \$45,300
- Construction Engineering: \$45,300
- Construction: \$302,300

## **PROPOSAL REQUIREMENTS**

**Submittals shall be provided to the City electronically.** Late or incorrectly submitted submissions will be automatically disqualified from consideration. Submissions are to be sent to Chantell Steiner, Finance Director/City Clerk, at [financedir@cityofleavenworth.com](mailto:financedir@cityofleavenworth.com). Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the City. The following requirements must be met in all proposals submitted to the City of Leavenworth:

1. A cover letter signed by an individual authorized to bind the Consultant to the proposal for a period of 90 days with corresponding and contact information.
2. Scope of Services: providing information on all of the services proposed to be provided as part of this contract and which are identified in the RFP is required. The Scope of Services should express specific ideas for the work that will be proposed and why those ideas are the best solution. Any additional or optional recommended tasks should also be included.
3. Work Program and Schedule: for completion of the Plan are required. Identification of all tasks not under Consultant's control with estimated timelines based upon prior experience should also be included. Any other constraints to the schedule should also be discussed.
4. List any information and tasks expected from the City of Leavenworth. Any information or tasks needed but not listed will be the responsibility of the selected consultant.
5. List Consultant's qualifications including but not limited to the following:
  - a. Type of organization, size (i.e. local office and total firm size), professional registrations and affiliations, number of years as a firm.
  - b. Names and qualifications of personnel assigned to the Project.
  - c. Outline of recent projects completed that are similar to this Project.
  - d. Client references from recent similar projects, including name, address and telephone of individuals to contact.
6. Submittal shall have a maximum page limit of 10 pages (5 pages if double-sided) excluding title page and/or cover letter.

Please provide a proposed draft project timeline including the key highlights:

Contract Execution  
Design Milestones  
Public Outreach  
Anticipated Bid Date

## **INSURANCE**

Insurance coverage for proposed services shall include general liability and property damages insurance in a combined single limit of not less than \$1 million dollars. Professional Liability Insurance (E&O) coverage of \$2 million is also required.

The selected firm shall provide within ten (10) days after the notice of award is issued a copy of their existing liability insurance certificate naming the City of Leavenworth and an additionally insured on said policies, confirmation of worker's compensation coverage, and a copy of their Professional Liability Insurance certificate. Such insurance coverage shall be maintained in full force and effect for the duration of the Contract and must be in a form satisfactory to the City.

## **SELECTION PROCEDURE**

Subsequent to the deadline for acceptance of proposals, the City will evaluate the Proposal and will determine rankings based upon materials submitted and oral interviews (if deemed necessary by the City) using the selection criteria and weights indicated below. The City will contact the selected firm. If an agreement cannot be reached with the top ranked firm, the City will contact the firm with the next ranked Proposal and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

## **SELECTION CRITERIA**

Selection shall be based on the following:

- a. Scope of Services: Firm's approach to quality control, project management, and product delivery. (30 points)
- b. Consultant's Qualifications: experience with projects of similar complexity and function with other small cities. (up to 30 Points)
- c. Work Program and Schedule: Readiness and availability. (up to 20 Points)
- d. Clarity of proposal (20 points)

City Staff will evaluate the consultants' submittals and may select a short list of up to three consultants to make an oral presentation, or make a selection based only on the submittals.

The City of Leavenworth exercises its discretion in selecting a firm or individual that presents the proposal that, in sole judgement of the City, best serves the interest of the City. The City reserves the right to waive minor irregularities in any proposal, reject any proposal that fails to meet the proposal requirements in any respect, to reject all proposals for any reason, or to cancel in part or in its entirety the Request for Proposals.

The City of Leavenworth, 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 consultants that will affirmatively

ensure that any contract entered into pursuant to this request for proposals, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals 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.

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the city to do so.

All costs for developing a response to this RFP are the obligation of the respondent and are not chargeable to the city. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the city. All responses and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed city agent(s). Proposals cannot be withdrawn after the published close date.

### **Terms and Conditions**

The City reserves the right to amend terms of this RFP to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort firms may have spent on their responses.

### **Proposed Personnel**

Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's proposal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the City. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project.