

Instructions: 2019 Request for Proposals Public Infrastructure Fund

These instructions are for 2019 PUBLIC INFRASTRUCTURE FUND PROPOSALS requesting funding from the Jefferson County Public Infrastructure Fund.

Under Jefferson County guidelines, you must be a LOCAL PUBLIC AGENCY for your public facility project to be eligible for funding from the Jefferson County Public Infrastructure Fund.

The Jefferson County Public Infrastructure Fund Board will only consider complete and signed proposals that include all requested information and documents, and that are received by the proposal deadline:

February 1, 2019 by 4:30 pm

2019 Proposal Instructions

Public Infrastructure Fund

The Jefferson County Public Infrastructure Fund (PIF) Board is accepting proposals from local public agencies to help finance **public facilities serving economic development purposes** via grants and loans from the County's Public Infrastructure Fund. The PIF Board will make recommendations to the Jefferson County Commissioners after evaluating the proposals. All final decisions for use of the Public Infrastructure Fund will be made by the Jefferson County Commissioners.

Proposal Deadline: On or before 4:30 p.m. February 1, 2019 (received in County Administrator's Office, not postmarked)

Address: Jefferson County Public Infrastructure Fund
County Administrator
1820 Jefferson Street
P.O. Box 1220
Port Townsend, WA 98368

General Guidelines

- Proposals from local public agencies are to be for helping to finance public facilities serving economic development purposes. Please refer to the rest of this packet for application instructions and eligibility details.
- Your public facility project must be listed in the 2018 Comprehensive Economic Development Strategy (CEDS), or in the economic development section of the comprehensive plan of Jefferson County or the City of Port Townsend.
- PIF funding as grants or loans may finance a portion of the public facility project cost, not to exceed 80% of the project cost.
- Proposals must comply with federal, state, and county laws and requirements, including [Chapter 3.28](#) of Jefferson County Code.
- Proposals must completely address all questions in the RFP, and include all requested supplemental information.
- To be considered, a **fully completed and signed original application, PLUS NINE (9) complete copies, with supporting documents** must be received and date stamped at the Jefferson County Courthouse, County Administrator's Office, 1820 Jefferson Street, P.O. Box 1220, Port Townsend, WA 98368 by the deadline listed above.
- The proposal and all documents filed with the County are public records, potentially eligible for release.

Jefferson County is committed to the non-discriminatory treatment of all persons in the employment and delivery of services and resources.

Proposal Information

1. Jefferson County's Proposal Process -

The Jefferson County Public Infrastructure Fund Board solicits proposals when sufficient PIF funds are available. The proposal form in Word may be downloaded from the County's website, www.co.jefferson.wa.us, and may also be requested by calling the Jefferson County Administrator's Office at the Courthouse, (360) 385-9100.

Jefferson County staff will review project proposals submitted to the County, prior to presenting them to the PIF Board. Projects meeting the minimum requirements will be presented for review by the PIF Board. Applications that do not meet the requirements will not be forwarded to the PIF Board.

This year, the PIF Board will review proposals on February 22, 2019. Applicants may be asked to attend the **February 22, 2019 meeting at 9:00 AM** in the Commissioners' Chambers in the Basement of the County Courthouse (1820 Jefferson Street, Port Townsend, WA 98368). At that meeting, each invited proposing agency will answer questions from the PIF Board regarding their proposal. The Public Infrastructure Fund Board will make a recommendation to the Board of County Commissioners regarding which proposals to fund, and at what funding levels within available revenues.

The review of the PIF Board's recommendations and final decision about allocating PIF monies will be made by the County Commissioners.

Each agency will be notified of the status its proposal.

Contracts are prepared by the County and sent to agencies. The County will monitor contract compliance and reimburse approved project expenses.

2. Available Funding for 2019 -

A total of up to roughly **\$800,000** in Public Infrastructure Funds is potentially being made available in 2019 to be shared between all the successful applicants through this RFP. **Therefore, each applicant is encouraged to limit the number of project applications submitted to the applicant's top priority(s), and to scale funding requests so that other applicants may receive awards too.** PIF funding awards can be in the form of a grant and/or loan, for **up to 80% of a project's cost.**

3. Eligible Projects -

Pursuant to this RFP and state law, Public Infrastructure Funds through this RFP may only be used to finance public facilities serving economic development purposes.

Jefferson County solicits proposals from local public agencies within Jefferson County requesting funding for public facility projects that serve economic development purposes by promoting the creation, expansion or retention of businesses and jobs. Applications can be downloaded from www.co.jefferson.wa.us and may also be requested by calling (360) 385-9100. **A fully completed and signed original application, PLUS NINE (9) complete copies, with supporting documents** must be received and date stamped at the Jefferson County Courthouse, County Administrator's Office, 1820 Jefferson Street, P.O. Box 1220, Port Townsend, WA 98368 **by 4:30 p.m. February 1, 2019.**

To be eligible, the project must:

- Meet the definition of a public facility – see RCW 82.14.370(3)(i);
- Be listed in the most recently adopted Comprehensive Economic Development Strategy (CEDS), or listed in the economic development section of the comprehensive plan of Jefferson County or the City of Port Townsend - see **ATTACHMENT 1** for a list of projects located in Jefferson County in the 2018 Annual Update of the CEDS; and
- Be a project of a local public agency within Jefferson County, and that agency will be the recipient of the PIF funds.

RCW 82.14.370(3)(i) defines public facilities as bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroad, electrical facilities, natural gas facilities, research, testing, training and incubation facilities in innovation partnership zones designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the State of Washington.

In addition, a 2001 opinion of the Washington State Attorney General's Office determined that PIF funds may be expended on an eligible public facility for the following purposes:

Capital facilities costs, including acquisition, construction, rehabilitation, alteration, expansion, or improvements of public facilities; costs of development and improvement for the public facilities; project-specific environmental costs; land use and permitting costs; costs of site planning and analysis; project design, including feasibility and marketing studies and plans, and debt and revenue impact analysis.

4. Project Description/Criteria –

Each application should provide a description and information about a project that meets the following requirements and provides an economic benefit to Jefferson County. Specific questions are included in the application form to ensure the project is in compliance with the requirements set forth in RCW and County Code, and to assist the applicant in delineating those matters which are of concern to the Public Infrastructure Fund Board and Jefferson County Commissioners.

The PIF Board will consider the following criteria to evaluate projects:

- (1) Public facility projects that have a higher probability of successfully creating or retaining significant numbers of jobs including unskilled, semi-skilled, and skilled jobs; or that have a large job creation-to-PIF funding ratio.
- (2) Projects that leverage significant outside funding and/or partnerships.
- (3) Projects that would develop, re-develop, in-fill or expand existing or planned infrastructure systems necessary to create or retain jobs.
- (4) Projects with a higher match percentage. The match may include project-related expenditures for a period up to one year prior to the request for funding.
- (5) Projects that will retain or create jobs or benefit the economy in priority economic sectors or economic centers in the incorporated or unincorporated areas of Jefferson County.
- (6) Projects that also successfully mitigate for significant adverse environmental impacts, if applicable.
- (7) Consideration may be given for critical timing; emergent opportunities;
- (8) Consistency with and implementation of an adopted countywide economic development plan or strategy, the economic element of an adopted Comprehensive Plan, or an adopted Comprehensive Economic Development Strategy (CEDS);
- (9) Projects which provide a balance of Geographic and Historic Distribution
- (10) Projects that confer multiple benefits.
- (11) Other criteria as the PIF Board may determine, consistent with RCW [82.14.370](#), and the adopted Comprehensive Economic Development Strategy (CEDS) or the adopted Comprehensive Plan of the jurisdiction where a project is located.

For additional information, contact:

Mark McCauley, Central Services Director
Jefferson County Courthouse
PO Box 1220
Port Townsend, WA 98368
Ph: 360-385-9130; Fax: 360-385-9382
e-mail: MMcCauley@co.jefferson.wa.us

**PROJECTS LOCATED IN JEFFERSON COUNTY:
2018 ANNUAL UPDATE OF THE
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY**

YEAR ADDED	PROJECT NAME	PROJECT DESCRIPTION	PROPOSING ORGANIZATION	TOTAL FUNDING NEEDED	TYPE OF PROJECT	CURRENT STATUS	County	CEDS Proj #
2016	Point Hudson Development Strategy	A community planning effort to result in a Master Plan for the Port's Point Hudson Properties	Port of Port Townsend	\$75,000.00	Planning	95% Complete	Jefferson	22
2016	Jefferson County International Airport Business Park	Business Park Development on airport lands	Port of Port Townsend	\$50,000.00	Planning and feasibility	Scoping	Jefferson	23
2016	Point Hudson Jetty South	Replacement of Jetty	Port of Port Townsend	\$4,250,000.00	Construction	Permitted, bids over budget	Jefferson	24
2016	Point Hudson Jetty North	Repair / Replacement of Jetty	Port of Port Townsend	\$2,750,000.00	Construction	Permitted, seeking funding	Jefferson	25
2016	Boat Haven Breakwater Renewal	Repair / Renewal of Boat Haven Breakwater	Port of Port Townsend	\$3,000,000.00	Construction	Assessment	Jefferson	26
2016	Boat Yard Shoreline Stabilization	Erosion protection near haul out	Port of Port Townsend	\$325,000.00	Design and Construction	Assessment	Jefferson	27
2016	Point Hudson Building / Streets R&R	12 separate projects to renew key building elements for these historic structures	Port of Port Townsend	\$1,594,916.00	Design and Construction	Various	Jefferson	28
2016	Boat Haven Projects	21 Projects for the Boat Haven (does not include Boat Yard)	Port of Port Townsend	\$3,315,945.00	Design and Construction	Various	Jefferson	29
2016	Boat Yard Stormwater Improvements	New stormwater management and treatment system	Port of Port Townsend	\$1,060,000.00	Design and Construction	Substantially complete	Jefferson	30
2016	Mats Mats Bay - Boat Ramp & Dock Repairs	Renew and rebuild facility	Port of Port Townsend	\$78,263.00	Design and Construction	Scoping	Jefferson	31
2016	Quilcene Marina Repair / Maintenance	3 projects - bathroom / docks / dredging	Port of Port Townsend	\$449,550.00	Design	Scoping	Jefferson	32
2018	Jefferson County International Airport Runway/Taxiway Rehabilitation		Port of Port Townsend	\$4,380,000.00	Construction	Final design/bid docs Q1 2019; construction anticipated Q3 2019	Jefferson	33
2018	Public Bathroom Renovation		Port of Port Townsend	\$200,000.00	Design/Construction	Scoping	Jefferson	34
2018	Maker's Square	Rehabilitation of three historic warehouse buildings into a major arts and education complex	Fort Worden Public Development Authority	\$14,400,000.00	Construction	50% construction docs completed; \$8+ million funding secured	Jefferson	53
2018	Fort Worden Glamping Project	Restore aging infrastructure and develop 20 overnight Glamping units/accommodations	Fort Worden Public Development Authority	\$800,000.00	Infrastructure	50% construction docs completed; first phase begins October 2018	Jefferson	54
2018	NCO Row Redevelopment	Remodel and upgrade 13 duplex overnight accommodations into 26 hotel-style units	Fort Worden Public Development Authority	\$2,800,000.00	Construction/Rehab	Feasibility study completed	Jefferson	55
2018	Building 203 Redevelopment	Remodel and upgrade 26 dorm rooms into year-round employee and intern housing	Fort Worden Public Development Authority	\$1,800,000.00	Design and construction	Feasibility study completed	Jefferson	56
2017	Point Wilson Utility Renovation	Repair/replacement of failed sewer and water lines	Fort Worden Public Development Authority	\$450,000.00	Engineering and Construction	PDA and Lighthouse Society are partnering to restore and operate the property.	Jefferson	57

YEAR ADDED	PROJECT NAME	PROJECT DESCRIPTION	PROPOSING ORGANIZATION	TOTAL FUNDING NEEDED	TYPE OF PROJECT	CURRENT STATUS	County	CEDS Proj #
2017	Port Hadlock Sewer	Construction of a collection, treatment, and wastewater re-use (rapid rate infiltration) system for the Port Hadlock Urban Growth Area (UGA). Final plans had been completed for the treatment plant and wastewater re-use field. All land has been acquired. Permits and approvals have been obtained. This phase of the project would provide sewer service the the Port Hadlock "Core Area" along SR-116 and Chimacum Rd. as well as the Rhody Drive corridor.	Jefferson County	\$45,000,000.00	Construction	Investigating newly available potentially cost-saving equipment	Jefferson	69
2017	Olympic Discovery Trail - 4 Corners to Discovery Bay	Construction of multi-use Trail Connection from the existing Larry Scott Trail to the SR-20/SR-101 area of Discovery Bay. Includes right of way acquisition and two highway crossing/undercrossing structures.	Jefferson County	\$10,000,000.00	Design, R/W, Construction	Routing study 60% completed	Jefferson	70
2017	Snow Creek Road Culvert Replacement MP 0.84	Replacement of a deteriorating culvert under a deep road fill.	Jefferson County	\$1,500,000.00	Design, Construction	Alternatives analysis 90% complete; seeking funding	Jefferson	71
2017	Chimacum Road Improvement - Church Ln. to Redeemer Way	Upgrade road, intersections, and pedestrian facilities including connection with Rick Tollefson Memorial Trail that was completed in 2017.	Jefferson County	\$150,000.00	Design, Construction	Down-scoped to intersection realignment at Old Hadlock Rd. & pedestrian connections	Jefferson	72
2017	Memorial Field Lighting	Replace failing stadium lighting system at the only lighted athletic fields in Jefferson County	Jefferson County	\$325,000.00	Construction	In Construction - anticipated completion date end of September 2018	Jefferson	73
2017	Quilcene Complete Streets	Pedstrian improvements/traffic calming	Jefferson County	\$1,500,000.00	Design/Construction	Design/Engineering. Seeking funding for Phase 2 project.	Jefferson	74
2018	HJ Carroll Park to Chimacum Crossroads Ped/Bike	Pedestrian and bicycle improvements	Jefferson County	\$800,000.00	Design/Construction	Seeking funding	Jefferson	75
2018	Cedar Avenue Ped/Bike - Safe Routes to School	Pedestrian and bicycle improvements	Jefferson County	\$858,000.00	Design/Construction	Seeking funding	Jefferson	76
2018	Salmon Creek Bridge (W. Uncas Rd.)	Fish Barrier Correction	Jefferson County	\$1,100,000.00	Construction	70% Complete - anticipated completion December 1, 2018	Jefferson	77
2017	Port Townsend Community/Recreation Center re-roof/remodel	Structural rebuild of gymnasium roof and modernizing the building to improve functionality.	Jefferson County	\$1,500,000.00	design, engineering and construction	Planning/seeking funding	Jefferson	78
2017	Brinnon Community Center rehabilitation	Structural rebuild the second story and remodeling of rooms for affordable housing or office space.	Jefferson County	\$750,000.00	design, engineering and construction	Planning/seeking funding	Jefferson	79
2017	Port Townsend 7th Street Connection	Construction of 7th Street - Rainier to Discovery	City of Port Townsend	\$700,000.00	design, engineering and construction	Seeking funding 2018	Jefferson	80
2018	Regional Stormwater Facility	Install a regional stormwater facility for the vacant commerical area on Rainier Street from Discovery Road to South of State Route 20 (Sims Way)	City of Port Townsend	\$300,000.00	preliminary design, permitting and ROW acquisition	ROW acquisition and permitting	Jefferson	81
2019	Regional Stormwater Facility	Install a regional stormwater facility for the vacant commerical area on Rainier Street from Discovery Road to South of State Route 20 (Sims Way)	City of Port Townsend	\$670,000.00	final design and construction		Jefferson	82
2018	Coyle Water System Repairs	Emergency replacement of cement/asbestos piping to support fire flow	Jefferson County Public Utility District No. 1	\$70,000.00	Construction	Work in progress	Jefferson	83
2018	Quilcene Fire #2/PUD-Quilcene Fire Flow	Consolidation of water rights into 1 PUD system	Jefferson County Public Utility District No. 1	\$155,000.00	Planning	Seeking confirmation of PIF award	Jefferson	84

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2018	Quilcene Fire #2/PUD-Quilcene Fire Flow	Replacement of water reservoir with larger reservoir to support fire flow	Jefferson County Public Utility District No. 1	\$155,000.00	Design	Seeking funding	Jefferson	85
2018	Coyle Water System Piping Replacement	Replacement of remaining cement/asbestos piping beyond its service life	Jefferson County Public Utility District No. 1	\$50,000.00	Design	Seeking funding for completion in 2019	Jefferson	86
2018	Coyle Water System Piping Replacement	Replacement of remaining cement/asbestos piping beyond its service life	Jefferson County Public Utility District No. 1	\$500,000.00	Construction	Seeking funding for completion in 2020	Jefferson	87
2018	Gardiner Water System Piping Replacement	Replacement of remaining cement/asbestos piping beyond its service life	Jefferson County Public Utility District No. 1	\$50,000.00	Design	Seeking funding for completion in 2020	Jefferson	88
2018	Quilcene/Dosi Wallops Sewer System	Consolidation of sewer systems into 1 PUD system	Jefferson County Public Utility District No. 1	\$50,000.00	Planning	Seeking funding for completion in 2019	Jefferson	89
2018	Brinnon Sewer System	Consolidation of sewer systems into 1 PUD system	Jefferson County Public Utility District No. 1	\$75,000.00	Planning	Seeking funding for completion in 2019	Jefferson	90
2018	Community Solar	Installation of a 100 kW solar system at the Kearney Substation	Jefferson County Public Utility District No. 1	\$500,000.00	Construction	Seeking funding for completion in 2019	Jefferson	91
2018	Port Townsend Downtown Broadband Pilot Project	Extend the fiber optic network to reach businesses	Jefferson County Public Utility District No. 1	\$50,000.00	Construction	Seeking funding for completion in 2019	Jefferson	92
2018	Fiber Optic Network Expansion	Expand the fiber optic network to reach all District facilities	Jefferson County Public Utility District No. 1	\$5,000,000.00	Construction	Seeking funding for completion in 2020	Jefferson	93
2018	Fiber Optic Network Expansion	Expand the fiber optic network from District facilities to reach all customers in the county	Jefferson County Public Utility District No. 1	\$35,000,000.00	Construction	Seeking funding for completion in 2020	Jefferson	94
2018	New Marine Systems classroom	Build new classroom to teach Marine Systems	Northwest School of Wooden Boatbuilding	\$800,000	Design, permitting and construction	Planning	Jefferson	95
2018	Expand septic capacity at Boat School campus	Expand septic capacity at Boat School campus	Northwest School of Wooden Boatbuilding	300000	Construction	Permitted; seeking funding	Jefferson	96
2018	Rehabilitate historic buildings in Lowest Hadlock	Create vibrant historic maritime district	Northwest School of Wooden Boatbuilding	350000	Construction/rehab	Seeking funding (grant pending)	Jefferson	97
2018	Broadband infrastructure creation and enhancement for regional economic development	Create plans and cost estimate for broadband infrastructure projects in underserved areas on the Olympic Peninsula	Jamestown S'Klallam Tribe	\$ 500,000.00	Planning and feasibility	Seeking EDA funding through the Public Works and Economic Adjustment Assistance grant programs	Clallam & Jefferson	60
2018	Feasibility study on Food Value Added Processing/Food Hub	Conduct feasibility study for value added processing center/food hub	WSU Clallam County Extension	111,836	Feasibility	Funding secured	Clallam & Jefferson	98