



## CITY OF POULSBO

### REQUEST FOR QUALIFICATIONS

# 8<sup>th</sup> Avenue Realignment – Safety and Transit Study

## Federal Aid No. STBGUL-9917(024)

**ISSUE DATE: APRIL 10, 2026**

**DUE MAY 4, 2026 BY 2:00 PM**

### **OBJECTIVE AND PURPOSE**

The City of Poulsbo Public Works Engineering Division desires to complete a planning study which considers options and alternatives for realigning 8<sup>th</sup> Avenue near the intersection of Lincoln Rd and Iverson St in Poulsbo. The City is seeking a Statement of Qualifications from consulting firms with experience in road layout and design.

### **BACKGROUND**

The City of Poulsbo has received a Rural Town Centers and Corridors (RTCC) program grant to complete a standalone planning study for the “8<sup>th</sup> Ave Realignment, Safety and Transit Study” project. This project will be a partnership between the City of Poulsbo and Kitsap Transit with coordination on both street and intersection improvements and realignments. The existing 8<sup>th</sup> Avenue intersection currently operates at LOS F with long pedestrian crossing distances and has geometric constraints. The planning study will evaluate how best to improve circulation by eliminating or improving an existing intersection and evaluate options for: increasing LOS of the intersection, increasing queuing distance for SR305, improving pedestrian and non-motorized facilities, increasing safety given the number of multiple local roads and driveway intersections, and provide consideration for a high capacity transit (HCT) mobility hub in the vicinity.

See one concept alignment/layout included as Attachment A.

### **SCOPE OF SERVICES**

The project will provide a planning level study and alternatives analysis resulting in a preferred alternative and preliminary design of the preferred alternative. The City anticipates:

- Traffic analysis
- limited amount of survey will be necessary
- Evaluation of up to five alternatives
- Draft and final study reports with pros and cons and rough magnitude of costs for each alternative considered
- Summary of preferred alternative and implementation plan
- Public and stakeholder engagement

### **ESTIMATED BUDGET AND SCHEDULE**

The budget is approximately \$325,000 for the study. The City desires to enter into a contract with the selected consultant in June 2026, with completion of the study by the summer of 2027.

## **SELECTION CRITERIA AND QUALIFICATION REQUIREMENTS**

After reviewing this RFQ, any firm that determines it has the necessary expertise and experience to successfully perform the required services may submit a Letter of Interest and Statement of Qualifications (SOQ) addressing the items set forth herein. Women and minority businesses are encouraged to apply.

The criteria outlined below will be used in evaluating the proposals:

1. Project Team Experience (25%)
2. Staffing Plan and Project Manager Experience (15%)
3. Understanding and Approach to the Project (20%)
4. Examples of similar realignment studies in urban areas which include transit and intersection improvements (40%)

A “short list” of firms will be made within one week of the submittal deadline. All consultants submitting a proposal will be notified of the selection. Short-listed consultants may be asked to participate in an interview process to finalize selection.

The final selection, if any, will be that submittal and interview results which, in the opinion of the City, best meets the requirements set forth in this RFQ and is in the best interest of the City. The City of Poulsbo does not discriminate on the basis of race, color or national origin.

## **ACCEPTANCE/REJECTION OF RESPONSES**

The City reserves the right and holds at its discretion the following rights and options:

- to waive any or all informalities in any SOQ.
- to reject any or all responses.
- to issue subsequent requests.

This RFQ solicitation does not commit the City to enter into a contract or proceed with the procurement of the project. The City assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne by each company submitting an RFQ response.

## **ADDENDUMS TO THE RFQ**

Any revisions, updates, clarifications, of the RFQ will be posted on the City’s webpage at: <https://cityofpoulsbo.com/engineering-notices/> and Proposers are encouraged to subscribe to updates or register as provided for on the page.

## **CONTRACT**

Following the submittal of satisfactory scope of services, fees, schedule, and insurance coverage, the City Engineer will recommend to the City Council that they authorize the City Mayor to execute a professional services agreement with the recommended firm. The City reserves the right to reject any and all proposals.

This project has Federal Funding with a 0% FSBE Goal. The City will utilize the WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement for this

project. The City reserves the right to continue use of the selected consultant for design services;. The duration of the contract is expected to be 18 months.

### **SUBMITTAL FORMAT REQUIREMENTS**

The submittal shall follow the format below and not exceed 8 pages plus resumes for a maximum of 12 pages. Submit a pdf document via email directly to [smunro@poulsbo.gov](mailto:smunro@poulsbo.gov).

Submittals shall include:

1. A letter of interest signed by a company principal with a statement of availability to complete the project;
2. Team Organization, Bios and Project Manager Qualifications
3. Project Understanding and Approach
4. Examples of similar projects
5. At least 3 references including names and telephone numbers of current and previous clients with similar projects.
6. Attachment A: Resumes (Optional)

**Please note the submittal requirement format. Submittals that do not follow the format provided below will not be reviewed.**

### **TIMELINE FOR SUBMITTALS**

The deadline for submission of qualifications is **May 4, 2026 at 2:00pm**. Post marks will NOT be accepted. If you have questions, please contact April Ziemann, Contract Administrator, at 360-394-9746 or [azieman@poulsbo.gov](mailto:azieman@poulsbo.gov). Proposals should be emailed to Susan Munro [smunro@poulsbo.gov](mailto:smunro@poulsbo.gov).

The City of Poulsbo in accordance with 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 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.

*Deliver Electronically to:*

Susan Munro  
[smunro@poulsbo.gov](mailto:smunro@poulsbo.gov)  
City of Poulsbo

Published: Kitsap Sun 4/10/2026 and 4/17/2026