



## CITY OF POULSBO

### REQUEST FOR PROPOSALS

# ADA Sidewalk Assessment Tool

**DUE October 6<sup>th</sup>, 2026 BY 2:00 PM**

## OBJECTIVE AND PURPOSE

The City of Poulsbo Public Works Engineering Division is seeking a comprehensive solution for inventorying sidewalk infrastructure and evaluating for ADA compliance including cross slope, running slope, width, and discontinuities or trip hazards. Evaluation of curb ramps and driveways is preferred but not necessarily considered. The desired solution should include both a collection method or tool, and a software component that is compatible with GIS.

## BACKGROUND INFORMATION

The City of Poulsbo contains approximately 53 miles of roads, and approximately 75 miles of constructed sidewalk. Sidewalks are primarily concrete and may be attached to streets with curb and gutter or may be separated from streets with landscaping strips. The City also has a few miles of asphalt shared use paths (evaluation of asphalt shared use paths is preferred but not required).

The City intends to utilize City Staff to collect sidewalk data over the next 1-3 years and will leverage the information obtained to inform the development of the ADA Transition Plan.

## SCOPE OF SERVICES

The desired solution will include a tool for City employees to collect sidewalk infrastructure data, and a software component for analyzing that data. Ideally, the collected data will be in a GIS compatible form. The data collection tool should allow for measuring cross slope, running slope, trip hazards, cracks, and other information. The tool should expedite the work for the City employee using it compared to taking these measurements with conventional tools.

## ESTIMATED BUDGET AND SCHEDULE

The budget for this service is approximately \$50,000. The City desires to enter into a contract with the selected Service Provider in October 2026, with the goal of inventorying all of the City's sidewalks within 1-3 years. The desired solution would offer a short-term contract to cover the data acquisition period (1-3 years).

## SELECTION CRITERIA AND QUALIFICATION REQUIREMENTS

After reviewing this RFP, any firm that determines it has the necessary expertise and experience to successfully provide the required software and tools may submit a proposal package describing how their solution meets each of the following criteria. The City may opt to request a demonstration of the tool and software to aid in its decision. Women and minority businesses are encouraged to apply.

The criteria outlined below will be used in evaluating the proposals. Additional preferred functions and features are included under each primary criteria. The relative weight of each criteria is included for reference.

1. Data Collection Tool (30%)
  - a. Data collection tool is easy to learn and use by City Staff
  - b. Data collection tool is accurate and precise and able to measure slopes for ADA compliance Evaluation
  - c. Data collection tool is efficient (provide an estimate of how long it may take a person to collect data for 1 mile of sidewalk)
2. Software compatibility with GIS (30%)
  - a. Ability for City to “own” the data once collected
  - b. The City is interested in integrating the data into its existing GIS database
3. Collection Tool functions (30%)
  - a. Provide a description of what data is collected and how it is used (cross slope, running slope, discontinuities or trip hazards, other elements)
  - b. Provide a description of any ADA features not collected by the tool
4. Contract model & price (10%)
  - a. The City will enter into a short term contract which covers the data collection period (1-3 years), and an on-going subscription will not be considered. Contract to include data collection tool cost (lease or purchase)
  - b. Contract to include support for data collection & software
5. Additional information (*not scored*)

The City will evaluate all submitted proposals for each of the criteria listed above. The final selection will be the proposal which the City believes is the best fit and meets the criteria identified above. Final selection will not be based on cost alone but the ability to achieve the desired results.

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 RFP.
- to reject any or all responses.
- to issue subsequent requests.

This RFP 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 RFP. All such costs shall be borne by each company submitting an RFP response.

## **CONTRACT**

The proposal package should include a draft contract from the service provider. The City will review proposed contracts for adherence to the agreed services.

## **SUBMITTAL FORMAT REQUIREMENTS**

The proposal package shall be submitted via email and in PDF format. Submit PDF packages via email directly to [mwilson@poulsbo.gov](mailto:mwilson@poulsbo.gov). Please submit questions via email to [kmerwin@poulsbo.gov](mailto:kmerwin@poulsbo.gov).

## **TIMELINE FOR SUBMITTALS**

The deadline for submission of qualifications is **October 6<sup>th</sup>, 2026, at 2:00pm**. Post marks will NOT be accepted. If you have questions, please contact Megan Wilson, Project Coordinator, at 360-394-9755 or [mwilson@poulsbo.gov](mailto:mwilson@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:*

Megan Wilson

[mwilson@poulsbo.gov](mailto:mwilson@poulsbo.gov)

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