ATTACHMENT A

STATEMENT OF QUALIFICATIONS – SOQ REQUIREMENTS FORM

The City of Poulsbo Public Works Engineering Division is currently seeking Statement of Qualifications for On-Call Services in the below listed areas.		
Applicant:		
Contact:	Email:	Phone:
Street Address:	City:	State, ZIP:
Mailing Address:	City:	State, ZIP:

Service(s) of Interest:

- ☐ Water Utility Engineering
- ☐ Sanitary Sewer Utility Engineering
- ☐ Environmental Engineering and Planning
- ☐ Stormwater Engineering
- ☐ Land Surveying
- ☐ Transportation Engineering
- ☐ Site Civil
- ☐ Architectural
- ☐ Structural Engineering
- ☐ Building Department – Plan Review and Inspection Services
- ☐ Geotechnical Services
- ☐ Materials Testing
- ☐ Rate Study & Business Analysis
- ☐ CADD and Graphics Support
- ☐ Landscape Architecture
- ☐ Operational Technology

Additional Documents Attached:

The submittal shall follow the format below and not exceed 10 pages. The submittals must be submitted on typed, 8 ½-inch by 11-inch paper, and with type size no smaller than 12-point font. One printed copy must be mailed to the City to the attention of April Zieman. One pdf copy shall also be provided to smunro@cityofpoulsbo.com.

- ☐ **Letter of Interest**
  - Signed by a company principal with a statement of availability to complete projects
- ☐ **Attachment A – SOQ Requirements Form**
  - This form
- ☐ **Attachment B – Question Response**
- ☐ **Attachment C – Team Organization**
  - Org Chart and Bios/Experience
- ☐ **Attachment D – Relevant Projects**
  - Organized by category
- ☐ **Attachment E – References**
  - At least three (3) references, including names and telephone numbers of current and previous clients

Deliver to:
City of Poulsbo
Engineering Department (2nd Floor)
200 NE Moe Street
Poulsbo, WA 98370

Mail to:
City of Poulsbo
Engineering Department
200 NE Moe Street
Poulsbo, WA 98370