CITY OF POULSBO

REQUEST FOR QUALIFICATIONS
FOR ON-CALL SERVICES
DUE NOVEMBER 20, 2026 BY 2:00 PM

Purpose
The City of Poulsbo Public Works Engineering Division is currently seeking Statement of Qualifications for On-Call Services. The purpose of these On-Call Service Contracts is to supplement City staff resources to complete projects, studies, and evaluations.

Scope of Services
Services will be provided on an on-call basis under a Task Order process between the City and the Consultant, on a time and material basis. The Task Order process will consist of the City contacting the Consultant and requesting services related to an individual project. The Consultant will then prepare a detailed scope and cost for each individual Task Order. The Task Orders will be agreed upon between the City Representative and the Consultant.

Services needed may include, but are not limited to:

A. **WATER UTILITY ENGINERING**:

1. Water Treatment Plant
2. Well Pump Upgrades
3. Water Distribution Main
4. Water System Project Reports
5. Hydraulic Analysis
6. Fire Flow Testing
7. Electrical engineering for pump stations
8. Reservoir Construction
9. Rehabilitation of Reservoir
10. Water Rights Evaluation
11. Developer Project Review
12. Construction Support

B. **SANITARY SEWER:**
1. Pump Stations, Force Mains, and Gravity Main
2. Infiltration and Inflow Evaluation and Sewer Rehabilitation
3. Micro-tunneling, directional drilling and boring
4. Odor Control
5. Electrical Upgrades
6. Pipe Condition Assessment and Pipe Forensic Work
7. Developer Project Review
8. Construction Support

C. **ENVIRONMENTAL ENGINEERING AND PLANNING**:

1. Perform Environmental Services which may include environmental assessments, biological assessments, and wetland delineation.
2. Conduct wetland and stream delineation, habitat assessments, and watershed analysis.
3. SEPA and NEPA process
4. Assist with developer project peer review.

D. **STORMWATER ENGINEERING**:

1. Prepare stormwater design and reports for single projects, as well as larger basins.
2. Develop documentation necessary for compliance with SEPA, NEPA, shoreline permits, and other local, state and federal environmental permits.
3. Assist with short and long-term municipal planning efforts.
4. Review developer projects, stormwater drainage reports, and wetlands assessments
5. Assist in Capital Improvement Project implementation,
6. Assist with grant applications
7. Construction Support

E. **LAND SURVEYING**:

1. Locating, establishing or reestablishing the boundaries and/or corners of lots, tracts, monuments, and/or parcels of real property
2. Topographic surveying and mapping
3. Construction Layout and Staking
4. Platting and land subdivision
5. Utility System Surveying
6. Right-of-way research, documentation, control and mapping
7. As-built surveys
8. Research and investigation

F. **TRANSPORTATION ENGINEERING**:

1. Roadway/Urban Corridors Design
2. Pavement Management and Maintenance
3. Traffic Studies
4. Traffic Signal Design and Analysis
5. Shared Use Paths and Trails
6. ADA Design and/or Evaluation
7. Grant Application Assistance (TIB, STP, etc.)
8. Developer Project Review
9. Construction Standards and Policy Updates
10. Construction Support

G. **SITE CIVIL:**

1. Site Development Planning, Design, P.S. & E. & Construction Support
2. Public works facilities
3. ADA Design and/or Evaluation
4. Construction Support

H. **ARCHITECTURAL**:

1. Perform Architectural Services which may include Feasibility Studies, Assessment, Design PS&E and Construction Services.
2. Assist with Permitting and Building Process.

I. **STRUCTURAL ENGINEERING**:

1. Structural support for City Projects
2. Boardwalks, tunnels, viewing platforms, etc.
3. Structural Evaluation of Existing City Infrastructure
4. Developer Project Review
5. Construction Support

J. **BUILDING DEPARTMENT PLAN REVIEW AND INSPECTION SERVICES**:

1. Building Code interpretation, Fire Code interpretation, Plan review
2. Building Inspection Services

K. **GEOTECHNICAL**:

1. Geologic Hazards Evaluations
2. Soil Borings and Testing
3. Test Pits
4. Soil Infiltration Testing
5. Geotechnical Investigations and Reports
6. Installation and Completion of Monitoring Wells
7. Seismic Evaluations
8. Slope Stability Analysis
9. Developer Project Review
10. Construction Support

L. **MATERIALS TESTING**:

1. Concrete and Asphalt Mix Design & Testing
2. Laboratory Testing of Building Materials
3. Soil/Asphalt Testing
4. Proctor and Sieve Analysis

M. **RATE STUDY AND BUSINESS ANALYSIS**:

1. Perform rate study for enterprise funds
2. Financial analysis to support business plan
3. Assist business plan preparation

N. **CADD AND GRAPHICS SUPPORT**:

1. Prepare drawing sheets, sketches, rendering and models
2. Drafting
3. AutoCAD Civil 3D
4. Presentation material support

O. LANDSCAPE ARCHITECTURE

1. Parks and trails design & Concept Development
2. Review of existing parks and landscape features
3. Irrigation design
4. Master Planning & Feasibility
5. Public Outreach, Facilitation, & Community Co-Design Workshops
6. Cost Estimating & Phasing
7. Bidding & Construction Support
8. Graphic Design & Media Materials

P. OPERATIONAL TECHNOLOGY

1. SCADA operational analysis, implementation, and improvements
2. Low voltage power study/evaluation and design

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. Ability to respond to requests for services
2. Project manager(s) experience
3. Familiarity with local plans, policies, Poulsbo Municipal Code, goals, challenges, and opportunities
4. Previous municipal work including on-call contract work; and similar projects
5. Technical knowledge and experience of individuals who will work on the projects
6. Past performance and/or references

Interested firms may apply and provide qualifications for one or more of the service areas listed above. Please note the submittal requirement format. Submittals that do not follow the format provided below will not be reviewed.

A "short list" of firms will be made within four weeks 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 on call and subsequent project selections.

The City reserves the right to reject any and all proposals. 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.

Contract
Selected consultants will be required to enter into a contract for on-call services with the City. Consultants that are selected and contracted for on-call work are not guaranteed work. The City reserves the right to continue use of the consultant roster and to advertise for consultant services for specific projects. All existing task orders for work will remain with the existing consultant. All new task orders for on-call services will be issued under the new on-call contracts. The duration of the contract will be two years with the option to extend for one year.

The City of Poulsbo's Professional Services Agreement will be the contract document for these on-call services.

Submittal Format Requirements
The submittal shall follow the format below and not exceed 10 pages, not including letter of interest. The submittal must be submitted on typed, 8½-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 Susan Munro, postmarked no later than November 20, 2026. A pdf copy shall also be provided to smunro@poulsbo.gov no later than 2:00pm on November 20, 2026.

Submittals shall include:

1. A letter of interest signed by a company principal with a statement of availability to complete projects;
2. **Attachment A**: SOQ Requirements Form
3. **Attachment B**: Question Response
4. **Attachment C:** Team Organization, Org Chart and Bios/Experience
5. **Attachment D:** Relevant Projects, organized by category
6. **Attachment E:** At least 3 References including names and telephone numbers of current and previous clients with similar projects and/or on-call contracts;

Timeline for Submittals
The deadline for submission of qualifications is **November 20th, 2026, at 2:00pm.** If you have questions, please contact April Zieman, Contract Administrator at 360-394-9746 or azieman@poulsbo.gov

The City of Poulsbo 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 bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair 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 to:
City of Poulsbo
Engineering Department (2nd Floor, 3rd Ave Entrance)
200 NE Moe Street
Poulsbo, WA 98370

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

Published: Kitsap Sun – October 27, 2026
Daily Journal of Commerce – October 27, 2026