

CITY OF POULSBO
REQUEST FOR QUALIFICATIONS
FOR ON-CALL SERVICES
DUE JANUARY 21st, 2011 BY 4:00 PM

Purpose

The City of Poulsbo Public Works Engineering Division is currently seeking Statement of Qualifications for On-Call Services in the following areas:

1. Land surveying
2. Geotechnical & testing
3. Engineering
4. Environmental & planning

The purpose of these contracts is to supplement City staff resources to complete projects. No specific projects have been identified at this time.

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. 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. Research and investigation.
4. Utility system mapping.
5. Construction staking.
6. As-built surveys.

B. GEOTECHNICAL & TESTING

1. Soil borings & testing, test pits, infiltration tests, foundation design/soil bearings, installation/completion of monitoring wells, etc.
2. Geotechnical investigations and report writing.
3. Concrete testing and inspection.
4. Proctor & sieve analysis.

C. ENGINEERING

1. Prepare and provide preliminary engineering and final plans, specifications, and estimate (PS&E) for small construction projects.
2. Prepare storm drainage reports.
3. Provide drafting and AutoCAD services.
4. Provide construction engineering support.
5. Assist with review of developer projects as-needed.

D. ENVIRONMENTAL & PLANNING

1. Wetland and stream delineation and assessment, habitat assessments, watershed analysis, planning and other ecological services.
2. Develop documentation necessary for compliance with SEPA, NEPA, shoreline permits and other local, state and federal environmental permits.
3. Provide design guidance, construction management of mitigation and monitoring.
4. Provide assistance in establishing or acquiring right-of-ways.
5. Assist with short- and long-term municipal planning efforts.
6. Assist with review of developer projects.

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. Past performance;
2. Previous Municipal work including on-call contract work and familiarity with area;
3. Knowledge and experience of individuals who will work the projects;
4. Ability to quickly respond to unexpected and regular requests for services;
5. Response of references;
6. Fee schedule.

Interested firms may apply and provide qualifications for one or more of the service areas listed under “Purpose” at the beginning of this document. However, each firm’s submittal package is limited to four (4) two-sided pages.

A “short list” of firms will be made within two weeks of the submittal deadline. All consultants submitting a proposal will be notified of the selection.

Short-listed consultants will be asked to participate in a brief interview process. An interview committee will review submittals and select finalists after interviews have been conducted.

Following the submittal of satisfactory scope of services, fees, schedule, and insurance coverage, the City’s Assistant Public Works Director Engineering Division will recommend to the City Council that they authorize the City Mayor to execute a professional services agreement with the recommended firms. **No more than five (5) contracts will be awarded.** 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. The City of Poulsbo does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision services.

Contract

Selected consultants will be required to enter into a contract for on-call services with the City. Each initial contract will be for the duration of one year. The contract duration may be supplemented by the City if needed. 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.

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

Submittal Requirements

The entire submittal shall be no more than four (4) two-sided pages. **Seven (7) copies** of the submittals must be submitted on typed, 8½-inch by 11-inch paper, and with type size no smaller than 12-point font.

Submittals shall include:

1. A letter of interest signed by a company principal with a statement of availability to complete projects;
2. Content that addresses the selection criteria above;
3. Clear indication of which service area(s), or combination thereof, the firm would like to be considered for;
4. Listing of equipment the firm is currently using (if applicable);
5. References including names and telephone numbers of current and previous clients with similar projects and/or on-call contracts;
6. Fee schedule.

Timeline for Submittals

The deadline for submission of qualifications is **4:00 P.M., January 21st, 2011**. Post marks will NOT be accepted. If you have questions, please contact Ryan Farncomb, Engineering Technician at 360-779-4078 or rfarncomb@cityofpoulsbo.com.

Deliver to:

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

Mail to:

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PO Box 98
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