



## CITY OF POULSBO

### REQUEST FOR QUALIFICATIONS

# Bond Road – SR305 Force Main Extension

**DUE August 28<sup>th</sup>, 2025 BY 2:00 PM**

#### **OBJECTIVE AND PURPOSE**

The City of Poulsbo Public Works Engineering Division is seeking a qualified consultant to complete design of the Bond Road / SR305 Sewer Force Main extension. The preferred consultant will have experience with gravity sewer design, sewer force main design, WSDOT coordination, and utility installation on highway shoulders/embankments.

#### **BACKGROUND**

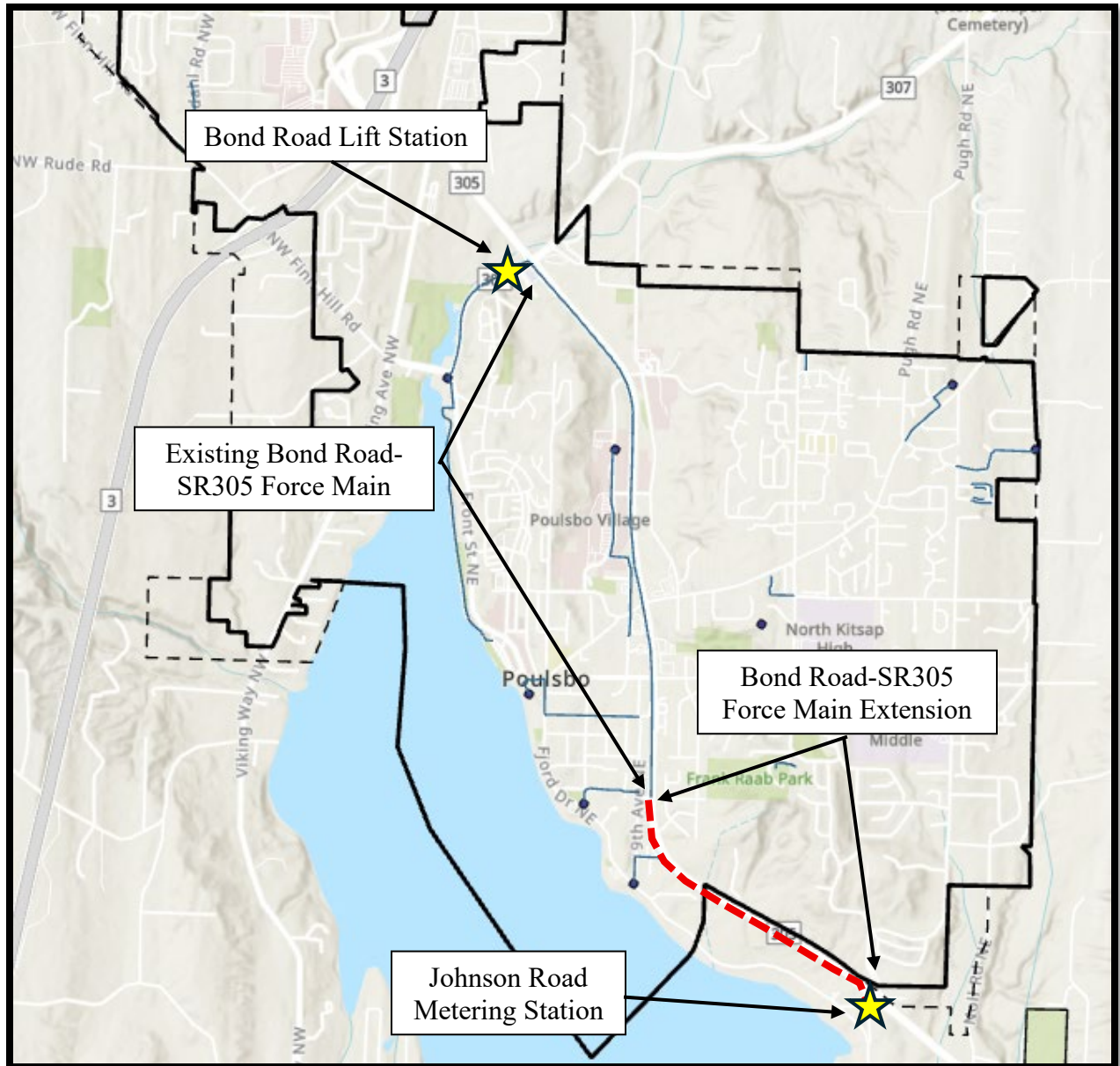
The Bond Road Force Main currently conveys sewer from the Bond Road Lift Station south along SR305 to the intersection of SR305 and NE Tollefson Street where it terminates and converts to gravity sewer flow into the Central Interceptor. The existing force main is 12" diam. approximately 8,800LF in length. The proposed extension is approximately 5,200LF and will bypass the central interceptor. Another portion of this project is upsizing a segment of approximately 580 LF of 8" & 10" gravity main to 12" gravity in the vicinity of the Bond Road Lift Station.

The Bond Road lift station handles sewer for the west half of the City of Poulsbo. It currently has a capacity of 700 gpm with the ability to increase to 1,200gpm, however, the force main must be extended prior to increasing pump capacity to avoid overwhelming the gravity central interceptor. Lift Station capacity is anticipated to be exceeded due to growth by 2027.

The force main extension is anticipated to be installed along the same general alignment as the central interceptor which is located in the shoulder of SR305. The downstream point of connection will be near the Johnson Road metering station located near the Johnson Parkway roundabout.

Construction is anticipated following completion of design for the project.

Refer to the map below.



### SCOPE OF SERVICES

The project will provide complete design services for the gravity upsizing and force main extension, including plans, specifications, and opinion of cost. This project will also include restoration of the associated roadway, utility relocation, if necessary, coordination with WSDOT, permitting, and other items necessary to support construction.

### ESTIMATED BUDGET AND SCHEDULE

The budget for consultant effort is approximately \$650K. The City desires to enter into a contract with the selected consultant in October 2025, with completion of the design and permitting phase by June 2026.

## **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 projects and references (40%)

A “short list” of firms will be made within one to two 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 selection.

The final selection, if any, will be the 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.

### **OPTIONAL VIRTUAL Q&A**

Any optional question and answer session is scheduled for August 8<sup>th</sup> at 10am on Teams using the link below. Please reach out if you would like to be added directly to the meeting ahead of time.

## **Microsoft Teams** [Need help?](#)

### **[Join the meeting now](#)**

Meeting ID: 220 473 564 461 2

Passcode: 9UQ3WL6L

### **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.

The City will utilize our standard Professional Services Agreement for this project. The City reserves the right to continue use of the selected consultant for construction management services; however, construction management services are currently not funded and the City makes no assurances whatsoever regarding the scope or schedule of subsequent construction services. The duration of the contract is expected to be one year.

### **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 [azieman@cityofpoulsbo.com](mailto:azieman@cityofpoulsbo.com).

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 **August 28<sup>th</sup>, 2025, at 2:00pm**. Post marks will NOT be accepted. If you have questions, please contact April Zieman, Contract Administrator, at 360-394-9746 or [azieman@cityofpoulsbo.com](mailto:azieman@cityofpoulsbo.com).

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:*

April Zieman

[Azieman@cityofpoulsbo.com](mailto:azieman@cityofpoulsbo.com)

City of Poulsbo

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