



**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES**

**FOR
COMMERICAL BUILDING PLAN
REVIEW & INSPECTION SERVICES**

JULY 2025

CITY OF POULSBO

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

The City of Poulsbo solicits interest from firms with expertise in providing professional services in the areas of COMMERCIAL BUILDING PLAN REVIEW & INSPECTION SERVICES.

The City of Poulsbo reserves the right to amend terms of this “Request for Qualifications” (RFQ), to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

The City of Poulsbo reserves the right to retain the services of responsive firm(s) for subsequent phases associated with this project.

Introduction

Plan Review

The City will determine which plans and building permit applications will be reviewed by the Consultant. The City will intake, track, and process the permit applications and all revisions per current building permit administration procedures. The Consultant will review such plans submitted with building permit applications for structural and nonstructural code compliance in accordance with construction codes currently adopted by the State of Washington under Title 51 WAC, Washington State Energy Code (WAC 51-11C and WAC 51-11R), as amended, and any additional local amendments adopted by the Authority Having Jurisdiction

Commercial Projects

- First Round Review: 20 business days from intake
- Second Round Review: 10 business days

Residential Projects

- First Round Review: 10 business days from intake
- Second Round Review: 5 business days

These benchmarks reflect the service standards we aim to maintain internally and are also aligned with the timelines required by state law, including RCW 36.70B.080 and 36.70B.090 for project permit review processes.

Building Inspection

The Consultant will provide a certified building inspector or equal to perform the following services on an as- needed, on-call basis:

- Upon authorization by the City, the inspector will perform building inspection work for the Jurisdiction.
- The Inspector shall conduct building inspections for code compliance in accordance with the construction codes currently adopted by the State of Washington under Title 51 WAC, Washington State Energy Code (WAC 51-11C and WAC 51-11R), as amended, and any additional local amendments adopted by the Authority Having Jurisdiction.

Submittal Requirements

The Statement of Qualifications (SOQ) should consist of no more than ten (10) single sided pages covering the below sections. The introductory letter, front and back covers, staff resumes, and section dividers will not be counted in the ten (10) page limit.

1. **Introduction:** Provide a brief introductory letter stating the firm's interest in the project.
2. **Discipline:** Provide a clear and concise statement of your firm's specialty or specialties.
3. **Familiarity with Standards:** Provide a concise statement summarizing consultants' understanding of applicable City codes and regulations.
4. **Consultant's Qualifications:** Consultant's qualifications should include detailed information regarding the key team members and sub-consultants experience on similar projects:

The consultants' qualifications should include the following information:

- a. Provide brief resumes of no more than three key members of the proposed team.
- b. Provide a list of references for similar work experience.

Selection Procedure

After the deadline for acceptance of proposals, the SOQ's received will be reviewed and evaluated by an Evaluation Committee comprised of, but not limited to, City staff, appointed or elected officials, and individuals chosen by Development Services staff to participate. The Evaluation Committee will rate written proposals based on the evaluation criteria listed below.

The City may choose to interview the top firms as ranked by the Evaluation Committee. Information from interviews (if needed) along with feedback from references will be incorporated into the final rankings.

If a contract cannot be negotiated with the top-ranked firm, the City will contact the next firm in line and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria:

1. Qualifications/expertise of the firm completing projects of similar complexity and function;
2. Qualification of the proposed project manager and key staff members;
3. Familiarity with City standards, relevant codes, and City planning requirements; and
4. Demonstrated ability of the Consultant to perform high quality work, control costs, meet schedules, prepare documentation, and ensure project commitments are met.

Submittal Deadline:

One (1) electronic copy of the Request for Qualifications shall be delivered by **2:00 p.m. on August 18, 2025**, to the attention of April Zieman, Contract Administrator Manager, at the following address:

azieman@cityofpoulsbo.com

Any proposal received after the specified date and time may be rejected and will not receive any further consideration by the City.

Proposal Contact Person:

All questions regarding this solicitation should be directed to April Zieman, Contract Administrator Manager, at azieman@cityofpoulsbo.com, 360-394-9746.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing April Zieman, Contract Administrator Manager, at azieman@cityofpoulsbo.com, 360-394-9746.

Title VI Statement

The City of Poulsbo in accordance with 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.