



CITY OF POULSBO

REQUEST FOR QUALIFICATIONS

Solid Waste Collection Contract Procurement Support

DUE October 6, 2025 BY 2:00 PM

The City of Poulsbo invites qualified individuals and consultant firms (Consultant) to respond to this Request for Qualifications (RFQ). The selected Consultant will assist the City with preparing for, implementing, and finalizing a competitive procurement process for a new solid waste collection contract.

PROJECT DESCRIPTION:

The Consultant will assist the City with the following collection contract procurement tasks:

- Pre-solicitation
- Customer communication plan
- Solicitation preparation
- Solicitation support
- Evaluation
- Contract award
- Contract negotiation

TIMELINE: All work shall be completed within 12 months to allow for an extended mobilization period prior to the start of the new solid waste collection contract.

WORK LOCATION: Work will be performed both remotely and in-person.

PROPOSAL SUBMISSION REQUIREMENTS: Submittals shall not exceed five (5) pages. The front cover, back cover, a one-page cover letter, resumes, and any appendices do not count toward the five (5) page limit. Copies of past project examples are encouraged as part of a submission and do not count toward the five (5) page limit. As a minimum the following information shall be submitted:

- A proposed schedule for completing the work, including intermediate project stages and milestones leading to a final project and in sufficient detail to allow an assessment of the consultant's ability to provide the resources necessary to meet the schedule.
- A discussion of previous experience with similar projects
- The consultant's identification of the critical work elements and how the team would address these issues.
- A discussion of the consultant's overall approach to the project and plan to produce the required documents.

- An organizational chart and resumes for project team members, including all sub-consultants.
- A statement of the percentage of time the proposed key personnel will have available to devote to the project.

SELECTION CRITERIA: All submittals will be scored and ranked on the below criteria. Previous experience with solid waste hauling contracts is required. Interviews may be conducted with the highest-ranking candidates. A separate scoring system will accompany the interview, and a combination of both proposal and interview scores will be used to determine the awardee. Women and minority businesses are encouraged to apply.

The criteria outlined below will be used in evaluating the proposals:

1. Qualifications of key personnel and references (25%)
2. Project understanding and recent relevant experience with similar projects (50%)
3. Approach to Project management and ability to meet project schedule (25%)

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.

RESPONDING TO RFQ: To respond to this RFQ, please email a Statement of Qualifications (SOQ) to April Zieman: azieman@cityofpoulsbo.com by **2:00pm on October 6, 2025**. The SOQ should demonstrate that the Consultant is qualified for this project and has experience developing requests for proposal, analyzing solid waste rate proposals, and negotiating solid waste collection contracts. The SOQ should include three references that the City may contact to verify the Consultant's experience with procuring municipal solid waste collection contracts. City staff will evaluate submittals and develop a list of qualified applicants. The City will determine those best suited to continue with an interview. City staff will make a final selection based on demonstrated qualifications.

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.