

City of Poulsbo

Parks and Recreation



Request for Qualifications On-Call Arborist Services Released November 14, 2025

The City of Poulsbo Parks and Recreation Department is soliciting proposals (RFQ) from qualified individuals and firms for on-call arborist services.

At the request by City staff, the City Arborist will assist staff with tree issues on public properties within the City of Poulsbo, perform tree risk assessments, provide Arborist reports, attend Tree Board meetings, provide peer review on tree retention proposals, as well as other duties listed in the scope of work.

The City desires to enter into a contract with the selected consultant by December 31, 2025.

Submittals will be received until 2:00pm on Thursday December 4, 2025.

Consultant's Scope of Work

On-call services by request of City staff.

1. Assist the City of Poulsbo on tree issues on public properties within the City of Poulsbo
2. Assist City of Poulsbo staff during development review on tree issues and/or tree retention on private property
3. Attend Tree Board meetings
4. Provide Arborist reports
5. Create tree preservation plans, tree inventories or any other projects
6. Perform tree risk assessments on public properties, or private properties which may affect public property
7. Create tree value and loss appraisals
8. Provide peer review on tree retention proposals, street tree planting or replacement, or other tree-related items
9. Review and provide recommendations on proposed City regulations, standards or guidance documents related to trees
10. Any other tasks pertaining to tree issues and urban forestry

PROCEDURES

This section of the RFQ details the procedures that the City of Poulsbo has established for managing and directing the RFQ process. The purpose of these procedures is to ensure that the City receives proposals that are the result of an open, competitive process, and to ensure that proposers receive fair and equitable treatment in the solicitation, receipt, and review of their proposals. The City may reject the proposal of any proposer who fails to comply with any of the requirements of this Section.

Communications with City

All communications concerning this project should be directed to:

April Zieman, Senior Contract Administrator
City of Poulsbo Engineering Department
200 NE Moe Street
Poulsbo, WA 98370
azieman@cityofpoulsbo.com
(360) 394-9746

Acceptance/Rejection of Responses

The City reserves the right and holds at its discretion the following rights and options:

1. To waive any or all informalities in any SOQ.
2. To reject any or all responses.
3. 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.

PROPOSAL CONTENT AND FORMAT

The following requirements must be met in all proposals:

1. A letter of interest, which shall include the qualified individual's /firm's name, address, phone, and email information.
2. Bio and Qualifications
3. Three references including names and telephone numbers of clients with similar projects.
4. Attachment A: Resumes (Optional)
5. Attachment B: Sample Tree Assessment Report or other relevant report (Optional)

Submittal Format Requirements

The submittal shall not exceed 6 pages plus resumes and project examples for a maximum of 15 pages. The submittals must be submitted on typed, 8½-inch by 11-inch paper, and with type size no smaller than 12-point font. A PDF copy shall be submitted to April Zieman at: azieman@cityofpoulsbo.com.

Selection Criteria and Qualifications 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

Estimated Schedule

Submissions Received	December 4, 2025
Potential Virtual Interviews	December 8-9, 2025
Consultant Selection	December 10, 2025
Contract signed	December 31, 2025

A “short list” of firms will be made within one week 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. Interviews may be conducted by an Interview Team.

The Interview Team may be comprised of one or more members of the Evaluation Committee, and other staff, officials or technical professionals that the City deems appropriate. Contract negotiations will commence with the selected consultant. Firms not selected will be notified in writing. The contract will be executed between the selected consultant and the City. If negotiations with the initially selected consultant fail to produce a contract, the City reserves the right to enter negotiations with one or more other proposers, and/or to solicit proposals from additional consultants.

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 Electronically to:

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