

City of Port Townsend
Request for Qualifications
Transportation and Utility Engineering On-Call Services

The City of Port Townsend (City) is requesting statements of qualifications (SOQs) from civil engineering consulting firms to provide professional services for on-call engineering services associated with the City's transportation and utility systems.

Transportation Engineering: Task assignments may include: review of small project design by City staff or private developer; development of engineering standards; cost estimating; project quality assurance and quality control; grant application support; warrant analysis; review of submittals from development projects or city projects.

Utility Engineering: Task assignments may include: water, sewer, and stormwater system analysis support; small project design and specification development; developer plan review; development of engineering standards; project quality assurance and quality control; grant application support; review of submittals for private development projects or city projects.

Submittals should include the following information: firm name, phone and email contact; experience in requested services, and references. Submittal is to be short, up to 10-pages including cover page and cover letter. SOQs shall be delivered by 5:00 PM January 7, 2026 via email to ddinkuhn@cityofpt.us and frontdesk@cityofpt.us. Subject line should include: SOQ On-Call Transportation and Utility Engineering: Attn: David Dinkuhn

Consulting firms may choose to focus on either Transportation or Utility Engineering or both. Similarly, the City may select firms for Transportation Engineering services only or Utility Engineering services only. More than one firm may be selected and individual projects will be assigned on a Task Order basis. The term of the contract will be approximately two years.

Questions regarding this RFP may be directed to: David, Dinkuhn, PE, ddinkuhn@cityofpt.us (360) 531-1535.

Maps of City infrastructure are available at: <https://cityofpt.maps.arcgis.com/home/index.html>

Title VI Statement: The City of Port Townsend, 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 it will affirmatively ensure that in 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.

Americans with Disabilities Act (ADA) Information: The City of Port Townsend, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing the City of Port Townsend ADA Coordinator, Alyssa Rodrigues at arodrigues@cityofpt.us or by calling collect 360-379-5083.