

**CITY OF PORT ANGELES  
REQUEST FOR QUALIFICATIONS  
PROFESSIONAL CONSULTING SERVICES FOR:  
URBAN TREE CANOPY AND STREAM ASSESSMENT**



**SUBMIT QUALIFICATIONS TO:**

[ced@cityofpa.us](mailto:ced@cityofpa.us)

**Qualifications Due: 11:59 PM April 12, 2026**

# CITY OF PORT ANGELES

## Request for Qualifications

### Urban Tree Canopy and Stream Assessment

#### Statement of Purpose

The City of Port Angeles is soliciting proposals from qualified professional firms for an Urban Tree Canopy Assessment and Stream Assessment to assist with salmon recovery efforts and stormwater management. The assessments will provide the City with the tools necessary to establish an Urban Forestry Program, to manage the urban forest more holistically for the benefit of salmonids and community members alike.

#### Background Information

The City of Port Angeles will develop an Urban Forestry Program to manage the urban forest in support of ecosystem health for salmonoid species that are threatened in our local streamways. This program will include the management of trees within the City's stream corridors to preserve and enhance forest hydrology and ancillary benefits such as urban tree cover and tree retention. The Urban Forestry Program will be developed concurrently with the City's Critical Areas Ordinance update to ensure consistency with municipal code and the recently updated Comprehensive Plan, adopted by City Council on December 16, 2025. Urban forestry management connects multiple departments across several City services. A strong Urban Forestry Program that includes salmon habitat restoration and conservation within city jurisdiction is necessary to ensure continuity and consistency with preserving, enhancing, and maintaining ecosystem health.

The City's most recent Tree Canopy Assessment was performed in 2011. Since that assessment was completed, the existing urban forest has seen significant change that has not been properly monitored. An updated tree assessment and inventory, including a stream assessment, are necessary to make informed decisions on how to proceed with managing urban ecology using the best available science. The results of the tree and stream assessments will shape the development of an Urban Forest Management Plan that staff will utilize to implement best practices for forest health in our open spaces, parks, geologically hazardous areas, and City rights-of-way.

#### Scope of Work

The City of Port Angeles is seeking qualified firms to perform an Urban Tree Canopy Assessment and Urban Stream Assessment. Under the general direction of the Community Forester, the qualified firm will be responsible for, but not limited to, the following tasks:

1. **Establish a baseline** - Determine the current, accurate percentage of Urban Tree Canopy to set future targets and to guide stormwater management decisions.
2. **Analyze land cover distribution** - Classify and quantify tree canopy coverage based on land use, including but not limited to parks and open space, critical areas, and City right-of-way.
3. **Generate GIS Datasets** - Tree canopy layers shall be developed in a format that is suitable for transfer to the City's GIS Division.
4. **Identify planting opportunities** - Indicate locations that are suitable for new plantings in support of urban heat island mitigation, energy conservation, stormwater management, and habitat improvement.

5. **Identify areas of tree decline** - Indicate areas that are showing signs of tree decline or death.
6. **Perform an urban stream assessment** - Assessment shall include, but not be limited to, an assessment of stream health, presence of invasive species, locations of fish passage barriers, and areas with declining canopy coverage in the City's six urban streams: Ennis, White, Peabody, Valley, Tumwater, and Dry Creeks.

**Source of Funds and Budget**

The source of funds for this project comes from the Washington State Department of Commerce Salmon Recovery Through Local Planning Grant. The City has established a not-to-exceed budget for this project. The Salmon Recovery Through Local Planning Grant is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at [www.climate.wa.gov](http://www.climate.wa.gov).

**Deadline for Submission of Qualifications and Schedule**

The original proposal must be provided in electronic PDF format, no more than ten (10) pages in length, via email, and must be received by 11:59 PM Sunday, April 12, 2026. Submittals must be sent digitally to [ced@cityofpa.us](mailto:ced@cityofpa.us)

Timely submission of qualifications is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late submittals will not be reviewed. All submittals received after the deadline will be returned unopened.

The following schedule will be used for this process:

|                               |                            |
|-------------------------------|----------------------------|
| Advertisement Date/RFQ Issued | March 27, 2026             |
| Questions Due                 | 11:59 PM on April 5, 2026  |
| Written Responses Provided    | 5:00 PM April 6, 2026      |
| Qualifications Due            | 11:59 PM on April 12, 2026 |
| Finalist Selections           | April 16, 2026             |
| City Council Selection        | May 5, 2026                |

**Request for Qualifications Content**

Each proposal shall be submitted electronically to the city, be no more than ten (10) pages in length, and must contain the following in this order:

1. Cover Letter

Please include the following items:

- Firm name, address, telephone, and email.
- A single point of contact for the RFQ process.
- General introduction to your firm or team with a summary of general qualifications and areas of expertise.

2. Statement of Qualifications

Please include the following:

- A description of your firm, including:

- Type of ownership
- Size of firm
- Number of years in business
- Description of qualifications in areas of expertise and services provided.
- Relevant experience with similar projects for the firm or team. The firm or team must provide evidence of experience in geo-spatial analysis of urban tree canopy using ESRI ArcGIS analysis software and tools. The experience listed must be that performed by the firm's staff and/or the team's staff assigned to this project.
  - A maximum of five (5) relevant project examples may be provided.

Each proposer shall also furnish a list of at least three references/clients, including names, addresses, phone numbers, and principal contacts, in which the proposer has provided similar advertising and marketing services.

### 3. Project Approach

Each proposer shall furnish a narrative of how the firm or team will provide services to meet the City's goals and objectives outlined in the scope of work. The approach shall include the following:

- Work Plan - Describe the sequential tasks to be used to meet the goals and objectives outlined by the City.
- Methodologies - Describe the methodology or methodologies planned to be used to carry out the specific tasks described in the Work Plan.
- Project Schedule - Provide a schedule for completing each task in the Scope of Work, including deadlines for preparing project deliverables.

### 4. Key Personnel

Please identify:

- Key personnel for the project, and which component of the project they will contribute to.
- Include resumes and certifications for key personnel and their experience to relevant projects and contracts (resumes can be included in an appendix and will not count towards the page limit).
- Identify project managers and any personnel that would interact with City staff and/or the public.

### 5. References

Please provide up to three references whom City Staff may contact regarding the firm's past performance. Be sure to include name, email, and phone number for each.

### **Proposal Evaluation and Selection Process**

The City of Port Angeles is an equal opportunity and affirmative action employer. Small, minority- and women-owned businesses are encouraged to submit statements of qualifications.

The City of Port Angeles, 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 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.

The City reserves the right to cancel this RFQ, reject any and all responses submitted, not award a contract, and waive any minor irregularities of this RFQ if the best interest of the City would be served. No respondent may withdraw their proposal after the submittal deadline, unless the award of the contract is delayed for a period exceeding ninety (90) days.

Only emailed submittals will be accepted. Please submit an electronic copy (PDF) of the full SOQ via email to [ced@cityofpa.us](mailto:ced@cityofpa.us). Please include "Urban Tree Canopy Assessment SOQ" in the subject line.

All complete submittals will be judged by demonstrated success, quality of work, experience with communities similar in characteristics, and budget. Any incomplete submittals will be disqualified.

The following criteria will be used to evaluate the responses to the RFQ:

1. Responsiveness to the RFQ in content and completeness.
2. Relevant and similar work experience
3. Project approach and compatibility with the City's expectations.
4. Reputation of the company, its subcontractors, and key personnel.
5. Satisfaction of prior and current clients (references).

The City will conduct a preliminary evaluation of all responses by the deadline to determine compliance with proposal requirements and mandatory document submissions. The City reserves the right to request additional information to clarify the content of a proposal.

All proposals will be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing. Proposals will be evaluated per the above criteria, scored, and ranked, and may include consideration of any or all of the listed factors at the City's discretion.

### **Contract Award Process**

Following the selection of the most qualified firm, the City will then negotiate a fair and reasonable price with the selected firm. If an agreement with the first-selected firm cannot be executed within thirty (30) days after selection, the City may, in its sole discretion, terminate negotiations with said firm and open negotiations with the second-ranked firm, and so on, until the contract is awarded, or the process is terminated. The Agreement will be awarded at the discretion of the City of Port Angeles City Council.

## **GENERAL RFQ AND CITY INFORMATION**

A services contract will be negotiated between the successful firm and the City of Port Angeles:

### **A. Term**

The term of this contract shall be six months. Any contract awarded pursuant to this RFQ may be terminated by the City for its convenience, effective as of any date, upon thirty days' prior written notification by the City to the successful proposer.

### **B. Budget**

Total expenditures under this contract cannot exceed the budgeted amount. No guarantee can be given that this total will be reached.

### **C. Laws and Policies**

In the performance of the Urban Tree Canopy services agreement, the selected entity must abide by and conform to any and all applicable laws of the United States, State of Washington, and the City of Port Angeles.

### **D. Costs Incurred by Proposers**

All costs of proposal preparation shall be the responsibility of the proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

### **E. General City Reservations**

The City reserves the right to extend the submission deadline if it is in the City's best interest. Proposers have the right to revise their proposals if the deadline is extended.

The City reserves the right to withdraw this RFQ at any time without prior notice. The City makes no representation that any contract will be awarded to any proposer responding to the RFQ. The City reserves the right to reject any or all submissions and to waive any informality when doing so would be advantageous to the City.

If an inadequate number of proposals are received or the proposals received are deemed non-responsive, not qualified, or not cost-effective, the City may, at its sole discretion, reissue the RFQ or execute a contract with a vendor of their choice.