

**CITY OF CHEHALIS**  
**PUBLIC WORKS DEPARTMENT**

*2007 NE Kresky Avenue  
Chehalis, WA 98532  
360.748.0238*

Re: Engineering/Architectural Consultant Register

If you are interested in being included on the City of Chehalis Architectural Engineering Consultant Roster for the 2017 calendar year, please visit our website at [www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us) and complete the Consultant Services Qualifications Summary form and return it to our office by December 31, 2016. Consultants will be added to the roster at any time upon written request and submittal of necessary records.

Please mail or deliver the completed form to: Nichole Paulis, City of Chehalis, Public Works Department, 2007 NE Kresky Ave., Chehalis, WA 98532.

In your Statement of Qualifications, please include the following:

1. List of references for projects performed by your firm in the past five years for the categories checked on the summary. These references should include contact names, addresses, phone numbers and brief project descriptions; and
2. Resume(s) of the key personnel in your firm who would perform such work as noted on the summary.

Please note that failure to accurately complete the qualification summary and provide the noted additional information may lead to a firm's omission from the city's roster.

Additional information may be requested for specific projects, as deemed necessary.

Consultants who no longer wish to be on the roster, or Consultants who have information that needs updating, please contact the Public Works Department at 360.748.6664.

We appreciate your participation in this process.

Sincerely,

CITY OF CHEHALIS

Rick Sahlin  
Public Works Director

