

October 3, 2025

**Re: Invitation to Submit Statement of Qualifications (SOQ) – On-Call Professional Services List**

Dear Consultants,

The City of Sunbury, Ohio invites qualified professional service providers to submit a **Statement of Qualifications (SOQ)** for consideration in the development and inclusion of the City's first **On-Call Professional Services List**. This solicitation is being conducted in accordance with the City's *Procedures for Selection of Professional Service Providers* (October 1, 2025).

The On-Call List will cover a three-year period beginning **January 1, 2026**, and will include firms in multiple categories of expertise. Consultants may submit qualifications for one or more of the following service categories (full descriptions are contained in the attached policy):

- Roadway and Multi-Modal Transportation
- Traffic Engineering and Street Lighting
- Sanitary and Wastewater Systems
- Water Distribution Systems
- Stormwater Management
- Environmental Studies
- Construction Administration and Inspection
- Architectural and Structural Engineering
- Surveying, GIS, and Geotechnical Services
- Telecommunication and Fiber Systems
- Right-of-Way, Easement, and Land Acquisition/Appraisals
- Plan Review and General Consulting Services

**SOQ Requirements:**

- A **cover letter** clearly identifying the service categories for which your firm is submitting.
- Within the cover letter, you may place an **asterisk next to no more than four categories** to highlight your firm's primary areas of expertise or local (Central Ohio) staffing specialties.
- Firm qualifications, key personnel, relevant project experience, grant application/award history, and a demonstrated ability to provide timely service.
- Submittals must comply with the detailed requirements in the aforementioned policy document.

**Deadline and Submittal Instructions:**

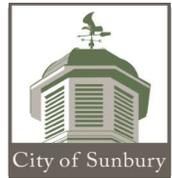
SOQs must be received by December 8, 2025 for early consideration. Please submit one (1) electronic copy in PDF format to **Carla Odebralski and Alyssa Graziano** ([codebralski@sunburyohio.org](mailto:codebralski@sunburyohio.org) and [agraziano@sunburyohio.org](mailto:agraziano@sunburyohio.org)).

## City of Sunbury Ohio

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[www.sunburyohio.org](http://www.sunburyohio.org)

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As this is the first step in developing the City's on-call list, the City plans to add consulting firms on a quarterly basis starting January 31, 2026 through June 30, 2027. After this time, the City will follow a three year cycle for inclusion. See the City's website for the quarterly dates anticipated for updates. The City looks forward to reviewing your qualifications and appreciates your interest in supporting Sunbury's ongoing infrastructure and community development initiatives. Should you have any questions, please contact me via email.

Best Regards,

A handwritten signature in blue ink that reads "Carla Odebralski". The signature is written in a cursive, flowing style.

Carla Odebralski, P.E.

Director of Planning & Engineering | City Engineer

City of Sunbury

[codebralski@sunburyohio.org](mailto:codebralski@sunburyohio.org)