



REQUEST FOR PROPOSAL (RFP)
Topographical and Right of Way Survey of
Trillium Boulevard

Public notice is hereby given that the City of Mill Creek has issued a Request for Proposal (RFP) for Survey consultant services for the project mentioned above. The work to be performed for this project consists of furnishing all labor, tools, materials, and equipment necessary for collecting data, preparing Plans and a digital Terrain Model, and providing related services for the successful delivery of this project.

The city would like to create a transportation right-of-way (ROW) map and update topographic features for Trillium Boulevard. The survey will provide the base map for pavement rehabilitation projects.

The survey limits are defined as N-S by ten feet beyond the City right-of-way boundary and W-E by the intersections of Trillium BLVD / Bothell Everett Highway and Trillium / Village Green Drive, including the full limits of the intersection. The survey will include all roadway elements.

- NAD83 (2011) horizontal and NAVD88 vertical datums will be used for base mapping.
- Basemapping will be provided in Civil3D 2020 using APWA CAD standards.
- AutoCAD drawings files 3D surface DTM containing all break lines and points.
- Monuments - show all monuments, geometry, and references used to establish the centerline, the right-of-way, lines referencing the right-of-way, property lines, easements, and any rights in real property shown.
- Benchmarks - Show site benchmarks.
- Right of Ways—Show the width on each side of the monumented centerline and the references used. If the right of way is variable width, show the width at each transition location.
- Easements - Show easements within the project area, with type, dimensions, and source reference.
- Property Lines - Show bearings and distances for straight property lines and radius, delta angle, and arc length for curves abutting the city right of way.
- Topography - Show the location, length, and height of rockeries, retaining walls, fences, neighborhood Entrance Signs, swales, culverts, etc.
- Trees, including evergreen and deciduous trees 8" or more in diameter, measured 4 feet above the existing grade. Label each tree with a common name and diameter.
- Streets - Show the edge of pavements, concrete surfaces, asphalt surfaces, gravel surfaces, and channelization if relevant. Show the curbs, curb cuts, curb

ramps, gutter and flow lines, sidewalks, landscape areas, and pedestrian and bike paths.

- Utilities - Field locate and show all visible utilities, structure, and appurtenances. Show the location, size, and description of all utilities, including water, power, sewer, and storm drainage systems and appurtenances. Show elevations at the rim and inverts of maintenance holes, catch basins, and inlets. Locate and dimension all fire hydrants, vaults, utility poles, etc.
- Contours - Show existing and proposed contours at 1-foot intervals for portions of the site with less than 5% slope.

Deliverables:

- PDF Plan Sheet(s)
- 3D Surface Digital Terrain Model (DTM) containing all break lines and points to create site contours at 1' intervals. ,
- CAD Files

Format for the Proposal

Electronic submission is acceptable. Another option is to provide three copies of the documents, which shall be formatted for the reviewer to determine your firm's qualifications and suitability for this project. Content that is either excessive or unrelated to the services advertised in this is discouraged.

Proposal documents should include the following:

- Identify and describe a minimum of three (3) previous, successfully completed projects similar to this project's scope of work, with a particular focus on projects that involved working conditions similar to this RFP's project. For each reference, provide client contact information suitable for reference checks, including, but not limited to, agency/owner, title, phone, and email information, and a brief description of the work completed.
- Clearly identify the proposed project manager and describe the roles of other team members. Provide summary resumes for key team members.
- Scope, Duration Schedule, and fee to complete the work.
- Describe your proposed work plan to complete this project successfully and meet the project schedule deadline, including your sequence of tasks and methodologies, key deliverables, proposed staffing, and a project timeline and productivity evaluation demonstrating how your work plan will support the successful completion of the project.

Proposal Deadline and Instructions

The deadline for Proposal document submittal is 3:00 PM March 11, 2025.

No proposals will be accepted after that date and time, and postmarks will not be accepted in lieu of this deadline requirement. It is the sole responsibility of the candidate firm to ensure that the city receives its submitted proposal before the deadline listed.

Please submit your proposal document to the City for the attention of Robert Bean, Project Engineer. Proposal documents can be delivered to the City using one of the following options:

- Email the electronic documents to Robert Bean at Robert.Bean@millcreekwa.gov. The City prefers electronic proposal document submittal.
- Hand-deliver or Postal mail to City Hall South building:

City of Mill Creek Department of Public Works and Development Services
Attn: Robert Bean
15728 Main Street
Mill Creek, WA 98012

For questions, please contact Robert Bean at ph. 425-921-5747.

Please do not hand-deliver Proposal documents to the City Hall North building.

Evaluation criteria

Each submittal will be evaluated and scored based on the quality of responses the candidate firm includes in the submitted RFP document. Scoring will be based on the evaluation of the following three categories, with equal weight applied to each:

- Team Experience with Similar Projects
- Key Personnel qualifications and relevant experience.
- Approach to project.
- Availability and Responsiveness to the Anticipated Project Schedule timeline of July 2025.
- Fee to accomplish the scope of work.

Americans with Disabilities Act (ADA) Information

The City of Mill Creek, 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 Project manager listed above.

Title VI Statement

The City of Mill Creek, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat.252, 42 U.S.C. 2000d to 2000d-4, Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act. RCW 49.60.180(1) hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex or sexual orientation in consideration for an award.