



Request for Qualifications Silver Crest Drive Reconstruction Project

The City of Mill Creek (the “City”) is soliciting Statements of Qualifications (SOQs) from qualified engineering and surveying firms to provide professional design services for the Silver Crest Drive Reconstruction Project. This project involves comprehensive street improvements, including the installation of pavement, sidewalks, bike lanes, and upgrades to the storm drainage system. The project area is located along Silver Crest Drive, between approximately 26th Ave SE and 35th Ave SE.

Additionally, Silver Lake Water and Sewer District (SLWSD) is planning to replace the existing water main and install a new sewer main within the same project area. Coordination with SLWSD and their consultants will be required to ensure seamless integration of the street improvements with their utility upgrades.

Interested firms must demonstrate expertise in roadway design, multimodal transportation infrastructure, and stormwater management.

Additional information on contracting with the City and responding to RFQs can be found at: https://www.cityofmillcreek.com/city_government/public_works_and_development_services/contracting_with_the_city

Statement of Qualifications (SOQ) Deadline and Instructions

The deadline for Statement of Qualifications (SOQ) document submittals is **3:00 PM April 10, 2025**.

No submittals will be accepted after that date and time. Postmarks will not be accepted in lieu of this deadline requirement. It is the sole responsibility of the candidate firm to ensure their submitted SOQ is received by the City before the listed deadline.

Please submit your SOQ document to the City to the attention of Maryam Soltani. SOQ documents can be delivered to the City using one of the following options:

- Email electronic document to Maryam Soltani at maryam.soltani@millcreekwa.gov
Electronic SOQ document submittal is preferred by the City.

- Postal mail to:

City of Mill Creek Department of Public Works and Development Services
Attn: Maryam Soltani

15728 Main Street
Mill Creek, WA 98012

- Hand-deliver to City Hall South building:

City of Mill Creek Department of Public Works and Development Services
Attn: Maryam Soltani
15728 Main Street
Mill Creek, Washington

The City reserves the right to reject any and all submissions, and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFQ does not obligate the City to accept or contract for any express or implied services.

A Service Provider response that indicates that any of the requested information in this RFQ will only be provided if and when the Service Provider is selected as the apparently successful Service Provider is not acceptable, and, at the City's sole discretion, may disqualify the proposal from consideration.

The City of Mill Creek states that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Mill Creek further states that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar requirements.

Overall Program Description

The primary objective of the Silver Crest Drive Reconstruction Project is to implement comprehensive upgrades to the roadway infrastructure, including the installation of sidewalks, bike lanes, planters, and necessary storm drainage improvements. The project will also involve the installation of channelization to improve traffic flow and enhance safety. These improvements aim to enhance multimodal transportation options, improve pedestrian and cyclist safety, and address existing drainage deficiencies along Silver Crest Drive between approximately 26th Ave SE and 35th Ave SE. The project will require coordination with the Silver Lake Water and Sewer District (SLWSD), which is planning to replace the existing water main and install a new sewer main within the same area, to integrate utility and roadway improvements effectively.

The selected firm will be responsible for overall project administration and management, including exploring concepts with staff and developing the design in coordination with SLWSD designs. This initiative aims to deliver a fully integrated, sustainable, and safe multi-model

roadway system that improves transportation infrastructure, drainage systems, and utility upgrades, while enhancing the aesthetic and functional aspects of the Silver Crest Drive corridor. The selected firm may be used for construction support in an additional phase.

RFQ Scope of Services

The RFQ scope of services for this project will generally include the following:

- **Project Coordination & Planning**
 - Coordinate with the Silver Lake Water and Sewer District and their consultants to align project schedules, prevent scope conflicts, and ensure the integration of street improvements with the planned water and sewer infrastructure upgrades.
 - Engage with City staff to align project goals and ensure compliance with local regulations.
 - Develop a project timeline and phasing plan to accommodate concurrent utility work.
- **Surveying & Mapping**
 - Coordinate with the Silver Lake Water and Sewer District (SLWSD) to incorporate existing survey data from their water and sewer project.
 - Conduct additional surveying to capture any remaining roadway and right-of-way areas not covered in the SLWSD survey and develop comprehensive topographic and boundary mapping to support design efforts.
 - Identify and document any constraints related to existing curbs, gutters, and drainage infrastructure to ensure seamless integration of planned improvements.
- **Roadway & Multimodal Design**
 - Include complete street improvements, including sidewalks, planters, and bike lanes.
 - Evaluate options to integrate improvements with existing curbs and gutters where feasible.
 - Prepare potential roadway reconstruction plans triggered by utility replacements in coordination with SLWSD.
- **Stormwater Analysis & Drainage Design**
 - Assess the existing stormwater conveyance system to identify undersized pipes and deficiencies.
 - Design new storm drainage improvements in compliance with **the 2024 Stormwater Management Manual for Western Washington**
 - Provide water quality treatment and detention solutions as required.
- **Utility Coordination & Relocations**
 - Coordinate with utility providers to relocate utility infrastructure as necessary.
 - Address conflicts with existing utilities and ensure proper integration with planned improvements.
 - Plan and design the relocation of luminaires as part of the project.
- **Environmental & Regulatory Compliance**
 - Assess, delineate permitting requirements and assist with necessary permit applications for any possible wetland areas.

Format for Statement of Qualifications

SOQ documents shall be formatted for the ease of the reviewer in determining your firm's qualifications and suitability for this project. Content that is either excessive or unrelated to the services advertised for in this RFQ is discouraged.

SOQ documents should include the following:

- A description of your proposed project team members, including subconsultants. Identify clearly a proposed project manager and describe the roles of other team members. Provide summary resumes for key team members.
- Provide an overview of the team's recent experiences in similar municipal projects.
- Identify and describe, with client contact information suitable for reference checks, a minimum of three (3) successfully completed projects similar to the project's scope of work. For each reference provide agency/owner, title, phone and email information, and a brief description of the project including design and construction costs.
- Describe sequentially your proposed work plan to complete this project, including your sequence of tasks and methodologies, key deliverables, and a project timeline demonstrating project design and construction.

Consultant Selection Process and Anticipated Schedule

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

- Team experience with similar projects
- Design methodology proposed
- Availability and responsiveness to anticipated project schedule
- Knowledge of the project area.

Contract authorization may require City Council approval, with consultant design notice to proceed to follow

Federal Title VI Civil Rights Act Statement

The City of Mill Creek in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and 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, 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, or sex in consideration for an award.