



Request for Qualifications Stormwater Pipe Rehabilitation Work Plan, 18 Inches & Above

The City of Mill Creek (henceforth, “City”) is advertising a Request for Qualifications (RFQ) to select an engineering consulting firm to provide engineering design services for the above-referenced project.

The City has approximately 36,000 linear feet stormwater pipe 18 inches or greater in diameter. The City intends to assess the entire inventory once every 5 years to identify the current pipe conditions, including identifying failed and damaged pipes.

Previously, the City used CCTV video from 2012-2017 to develop a 2018 work plan. Most of the moderate to more severe issues have been repaired, but that data is aging and needs to be refreshed. To ensure the continued success of the program, the City desires to update the work plan using current pipe camera data and plan for the program's ongoing annual activities.

The project will involve cleaning and conducting comprehensive pipe camera inspections for approximately 36,000 linear feet of stormwater pipes 18 inches or greater in diameter, followed by the development of an updated work plan outlining the necessary repairs and/or rehabilitation for the next five years. Storm pipes smaller than 18 inches in diameter will be addressed through a separate future project.

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, WA 98012

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.

The City reserves the right to award any contract to the next most qualified agency if the successful agency does not execute a contract within thirty (30) days of being notified of selection.

The failure to provide any requested information may disqualify a 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.

All statements of qualifications shall be deemed a public record and that any statement that the proposer deems proprietary and exempt from disclosure under the Public Records Act must be clearly designated and the specific exemption that the proposer claims is applicable is identified. Following selection, if the City receives a public records request that includes the proposer's submission, the identified proprietary information will not be disclosed until the proposer is notified and has had an adequate opportunity to seek a court order preventing disclosure. The City will consider a proposer's request for exemption from disclosure, but the City will make a decision predicated upon RCW Chapter 42.56.

RFQ Scope of Services

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

Stormwater Pipe Cleaning and Debris Removal:

- Clean all 18 inches and greater stormwater pipes to ensure adequate inspection of pipe conditions. Cleaning may involve debris removal for stormwater pipes, catch basins, outfalls and similar structures using vactoring, jet rodding, or other approved methods. Cleaning aims to ensure the storm system is free of obstructions and to allow proper inspection of stormwater pipes.
- Cleaning methods shall prevent the discharge of dirty, turbid, or chlorinated water from any outfall on the storm network.
- All flow and materials collected during cleaning must be properly offloaded and decanted at decant facilities.
- It is the consultant's responsibility to provide water for cleaning activities.

CCTV Video Inspections:

- Perform CCTV video inspections of City-operated stormwater pipes 18 inches in diameter or greater (approximately 36,000 linear feet).
- Inspections will verify asset data, including flow direction, system connections, illicit connections, location, type, material, and size
- The inspection process will identify and categorize pipe conditions using the following rating system:
 - **Grade A** – No repairs needed.
 - **Grade C** – Repairs recommended within 5 years.
 - **Grade F** – Immediate repairs needed.
- Based on these ratings, the following types of repairs may be recommended:
 - **Full Pipe Replacement** – Replacing the entire run.
 - **Segment Replacement** – Replacing specific sections of the pipe.

Spot Repairs – Addressing localized issues without full replacement.

Traffic Control:

- Provide traffic control, according to The Manual for Uniform Traffic Control Devices (MUTCD), to maintain vehicle and pedestrian safety within the City and WSDOT Right-of-Way (ROW).
- Acquire all applicable permits for work within the Right-of-Way including WSDOT approvals.

GIS Tracking App:

- Update the City's GIS Storm Pipe system data in ESRI ArcGIS Survey 123.

Deliverables

- Weekly submittals of pipe CCTV inspection videos
- PDF file format of inspection reports. Combine upstream/downstream reports in one PDF file named by the Asset ID.
- Final work plan report to replace failing pipes, and repair damaged pipes over 5 year period.

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 the design of similar municipal engineering projects, including familiarity with relevant codes and standards.
- 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 both completed in advance of the 2025 wet weather season.
- The City encourages DBE firms to submit qualifications and encourages all firms to team with DBE firms.
- Errors and Omissions claims history over the past three years.
- Certification that the firm is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government or from receiving contracts paid for with federal funds.

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 and Project Manager experience with similar projects
- Design methodology proposed
- Availability and responsiveness to anticipated project schedule
- Knowledge of City of Mill Creek Stormwater System

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.