



**REQUEST FOR QUALIFICATIONS (RFQ)
2025-2026 CATCH BASIN REPAIR AND REPLACEMENT PROJECT: CREATION OF
STANDARD INVITATION TO BID PACKET**

Public notice is hereby given that the City of Mill Creek has issued a Request for Qualifications (RFQ) for architectural and engineering (A&E) consultant services for the project mentioned above. The work to be performed for this project consists of furnishing all labor, materials, and equipment necessary for the completion of design engineering and preparation of construction contract documents (i.e., specifications, engineers' estimates, etc.), as well as related services, to ensure the successful delivery of this project.

This project aims to repair or replace a total of 1,002 Catch Basins across the City of Mill Creek. The project will address all portions of creating an invitation to bid packet including necessary specification amendments for the specific work outlined in Attachment 1 for all residential and low ADT roadway catch basins and Attachment 2 for all high ADT roadway catch basins. The work includes full sump replacements, riser replacements including cuts for connections on 26 basins, pipes to be regouted in catch basins, riser cuts and mortar fills, and mortar for cracking on risers and basin walls.

Project Objectives.

Creation of a Standard Invitation to Bid Packet

- a. Using Attachment 1, Attachment 2, and the provided web map, create price estimate of total work for the project
- b. Create "Per Unit" cost of each type of work
- c. Create contract documents for a construction bid
- d. Create special provisions for any necessary work
- e. Create standards sheets for work items

The RFQ, additional submission requirements and instructions, and applicable information provided to interested parties (if any) can be found on the City of Mill Creek Contracting website: <https://millcreekwa.gov/bidding> for questions, please contact Reece Hobday, at ph. 425-921-5752.

Format for Qualifications

One electronic copy or three hard copies of the qualifications 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 in this RFQ is discouraged.

Documents should include the following:

- A description of your proposed project team members, including any subconsultants. Provide summary resumes for key team members.

- Identify clearly the proposed project manager and describe the roles of other team members.
- Identify and describe a minimum of three (3) previously completed projects similar to this project's scope of work, with a particular focus on projects that involved sensitive working conditions substantially similar to those described in this Request for Qualifications (RFQ). 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.
- Describe your proposed work plan to complete this project successfully, 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.

Qualifications Deadline and Instructions

The deadline for the qualifications document submittal is 3:00 PM on **July 25, 2025**.

No qualifications 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 their submitted qualifications before the deadline listed.

Please submit your qualifications document to the City and for the attention of Reece Hobday, Surface Water Program Coordinator. Qualification documents can be delivered to the city using one of the following options:

- Email the electronic documents to Reece Hobday at Reece.Hobday@millcreekwa.gov. The city prefers electronic submission of qualification documents.
- Hand-deliver or postal mail to City Hall South building:
City of Mill Creek
Department of Public Works
Attn: Reece Hobday
15728 Main Street
Mill Creek, WA 98012

Please do not deliver qualification 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 RFQ document. Scoring will be based on the evaluation of the following four categories, with equal weight applied to each:

- Team experience with similar projects
- Approach to the project delivery
- Timeline for completion of deliverables
- Qualifications of personnel

Americans with Disabilities Act (ADA) Information

The city of Mill Creek, in accordance with Section 504 of the Rehabilitation Act (Section 504) 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, and 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.