



Request for Qualifications

Mill Creek Library Park and Veterans Monument Renovation Project

The City of Mill Creek (the “City”) is soliciting Statements of Qualifications (SOQs) from qualified engineering and landscaping firms to provide professional design services for the Mill Creek Library Park and Veterans Monument Renovation Project. This project includes the following improvements while maintaining the park’s existing layout, wetland, preserving mature trees, and adhering to City standards and codes:

- **Veterans Monument Expansion:** Expand the Veterans Monument to allow for additional names.
- **Playground Expansion:** Add or expand the playground to serve a wider age range and include more diverse play equipment.
- **Playground Fencing:** Install safety fencing around the existing or expanded playground area to improve security and define boundaries.
- **Drainage Improvements:** Improve drainage throughout the park to resolve soggy areas while preserving the integrity of the wetland and its buffer.
- **Sidewalk and Path Repairs:** Repair or replace existing sidewalks and paths to ensure safe, accessible circulation.
- **Landscape Enhancements:** Refresh and enhance park landscaping with updated plantings.
- **Irrigation System Renovation:** Renovate the irrigation system to promote healthy vegetation and optimize water efficiency.

The following items are optional enhancements and will be added to the scope only if authorized by the City during the design phase:

- **Addition of Swings:** Design and integrate swings into the expanded playground area to enhance play opportunities.
- **Additional Lighting:** Install lighting upgrades to improve visibility and safety throughout the park, including aesthetic uplighting.
- **Additional Flagpoles:** Add two flagpoles to display the state flag, City flag, and flags representing armed services branches.
- **Reflection and Community Seating:** Provide additional benches for quiet reflection and designated seating for Memorial Day and Veterans Day gatherings.
- **Monument Plaza Expansion:** Evaluate options to expand the monument plaza to accommodate more names and community use during ceremonies.
- **Assess Parking Lot Expansion:** Evaluate potential expansion options and associated costs for the parking lot.

All improvements will be designed to complement and maintain the park's existing base elements and spatial arrangement.

The project area is located at 15429 Bothell Everett Hwy Mill Creek, WA.

Interested firms must demonstrate expertise in park and landscape architecture, site drainage and stormwater management, pedestrian circulation and sidewalk design, playground and recreational facilities, parking layout, and site lighting.

Additional information on contracting with the City and responding to RFQs can be found at: <https://millcreekwa.gov/bidding>

Statement of Qualifications (SOQ) Deadline and Instructions

The deadline for Statement of Qualifications (SOQ) document submittals is **3:00 PM August 21, 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 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.

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 Mill Creek Library Park and Veterans Monument Renovation Project is

The Library Park holds significant value for the City, its Council members, the Parks and Recreation Board, and the Art and Beautification Board, all of whom are actively involved in its renovation planning. The park features the Veterans Monument that is currently running out of space to add new names, prompting the City to explore options for expanding the monument to allow for future dedications. A recent wetland delineation has confirmed that most of the park lies within a designated wetland and buffer area, meaning that most of potential expansion may require buffer averaging to comply with environmental regulations. The Parks and Recreation Board has also expressed strong concern about the safety of children using the playground and recommends adding fencing around the existing or possibly expanded play area to enhance protection.

In addition, although not included in the primary scope of work, the following items are highly desired enhancements that, if feasible, should be considered for inclusion in the project: adding swings; installing additional lighting to improve visibility and safety, including enhanced uplighting; adding two flagpoles to display state, City, and armed services flags; increasing and improving seating options for quiet reflection, such as benches; expanding the monument plaza if needed to accommodate additional names or Provide space for community seating to accommodate gatherings during Memorial Day and Veterans Day ceremonies; and evaluation of expanding the parking 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
- Familiarity with the site, surroundings, and the City of Mill Creek.

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.