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Community Campus Master Plan

Request for Qualifications (RFQ) for Professional Services To Prepare a Community Campus Master Plan for City-Owned Properties Referred to as the DRCC

The Deadline for submittals is 5:00 p.m. on October 13, 2025.

BACKGROUND

The City of Mill Creek, Washington seeks qualifications from experienced planning, architectural, and civic facility consultants to help evaluate and determine the highest and best use of city-owned properties known as the DRCC. Over the past several years, the City has invested in community engagement, grant-funded technical studies, and early planning to explore how this key civic property can support future public services and community needs.

Stakeholders have proposed several uses for the DRCC site, including a multipurpose facility, facilities for youths and seniors, a public works yard, and a new City Hall. These concepts reflect Mill Creek's long-term vision to meet growing community needs and enhance civic identity.

As construction costs rise and capital budgets require careful management, the City seeks a consulting team to reconfirm site constraints, validate site use scenarios, and provide a clear, actionable recommendation. The selected consultant will support Council in making an informed decision and help prepare the project for future funding and phased implementation.

SCOPE OF SERVICES

The City of Mill Creek is seeking a qualified consultant team to assist in the evaluation, planning, and implementation strategy for the DRCC and City Hall properties. This work will build upon previously completed technical studies, community engagement, and needs assessments. The selected team will validate existing work, develop feasible alternatives, and support the City Council in selecting preferred uses, phasing, and delivery strategies.

The following tasks are listed in a logical sequence aligned with best practices for civic site planning:

1) **Site and Constraint Analysis**

- a) Reevaluate site conditions at the DRCC and City Hall properties, including wetlands, topography, zoning, easements, and access.
- b) Conduct high-level infrastructure and access assessments, identifying capacity constraints and potential upgrade needs.
- c) Identify permitting pathways and SEPA requirements; recommend any necessary technical documentation.

2) **Space Needs and Program Validation**

- a) Review and validate prior needs assessments and community feedback.
- b) Confirm space requirements for civic, public-facing, and partner functions.
- c) Summarize needs by use type, square footage, and spatial relationships to support schematic design.

3) **Stakeholder Engagement and Program Refinement**

- a) Facilitate targeted engagement with City Council, staff, and potential partners.
- b) Assist the City Council in refining desired programmatic functions and co-location opportunities.
- c) Develop visual aids, decision matrices, and engagement summaries to support implementation decisions.

4) **Visioning and Site Planning**

- a) Prepare two site plan layouts for the DRCC site.
- b) Incorporate access, phasing zones, circulation, and program relationships into site layouts.
- c) Deliver annotated site plans, illustrative graphics, and 3D massing studies suitable for Council and public presentation.

5) **Capital Strategy and Partnership Evaluation**

- a) Provide planning-level cost estimates using per-square-foot ranges for various uses and phases.

- b) Identify potential funding sources, including grants and alternative financing tools.
- c) Evaluate the feasibility of public-private partnerships (P3s), mixed-use development, and revenue-generating opportunities.
- d) Recommend partnership models and delivery frameworks; include case studies where applicable.

6) Phasing and Development Strategy

- a) Develop multiple phasing scenarios considering capital funding, service continuity, and construction logistics.
- b) Recommend a preferred phasing sequence with defined trigger points and milestones.
- c) Align phasing strategy with CIP timelines and external funding opportunities.

7) Operations and Maintenance Analysis

- a) Assess long-term operations, staffing, and maintenance implications of each scenario.
- b) Recommend design and partnership strategies that reduce life-cycle costs.

8) Permitting and Implementation Pathway

- a) Identify required permits, entitlements, and regulatory approvals for each preferred scenario.
- b) Outline sequencing and documentation needs to reach shovel-ready status.
- c) Recommend steps to support future funding readiness and streamlined permitting.

9) Final Recommendation and Implementation Plan

- a) Present a comprehensive development and phasing strategy based on feasibility, stakeholder input, and financial considerations.
- b) Deliver a clear, visual roadmap outlining next steps, timelines, and responsibilities.
- c) Provide materials to support City Council decision-making and ongoing public communication.

KEY CONSIDERATIONS

The City has completed several important planning milestones including site surveys, wetland delineation, and initial needs assessments. The next phase requires a consultant to focus the vision, align stakeholders, and deliver the technical planning needed to move forward with confidence.

This effort will clarify strategic options, identify cost and operations implications, and establish a development path that balances vision, feasibility, and public value.

TIMEFRAME

The RFQ process will conclude in October 2025. The City intends to launch consultant work in Fall 2025 and receive final deliverables by Fall 2026. This timeline supports capital project planning and grant funding cycles.

1. RFQ Issued: September 11th, 2025
2. Questions From Interested Parties Due: September 25th, 2025
3. Submittals Due: October 13th, 2025
4. Interviews (if held): Late October 2025
5. Consultant Selection: Early November 2025
6. Project Kickoff: December 2025
7. Final Recommendations Delivered: December 2026

QUALIFICATIONS

Consulting teams should demonstrate:

- Experience in municipal campus and civic facility planning
- Knowledge of public-private development models and funding sources
- Understanding of environmental and permitting issues in Washington State
- Strong communication and facilitation skills for engaging public and elected audiences
- Capacity to deliver site concepts, cost estimates, and strategy recommendations under defined timelines

SUBMITTAL REQUIREMENTS AND SELECTION

Submit an electronic PDF that includes:

- Cover letter expressing interest
- Team qualifications and relevant project examples
- Resumes for key personnel
- Proposed approach and methodology
- Samples of comparable work, such as civic master plans or feasibility studies

Email submittals to:

Jeff Ryan
Director of Community Development and Planning
jeff.ryan@millcreekwa.gov

Submittal Deadline: 5:00 PM, October 13, 2025

EVALUATION CRITERIA

- Relevant project experience: 20 points
- Qualifications of team and individuals: 20 points
- Clarity and strength of approach: 30 points
- Familiarity with municipal operations: 15 points
- Experience with Washington State jurisdictions: 15 points

GENERAL TERMS

The City reserves the right to reject any or all submittals or waive minor irregularities. All submittals become public records under Washington State Public Records Act RCW 42.56 unless marked confidential.

EQUAL OPPORTUNITY

The City of Mill Creek does not discriminate based on race, color, religion, sex, age, national origin, sexual orientation, gender identity, or disability.

PUBLIC DISCLOSURE

Firms should mark proprietary sections as confidential and provide a reference table. If a records request is made, the City will notify the respondent to allow ten days for action to prevent disclosure.