



## **REQUEST FOR PROPOSAL (RFP) Emergency Spill Response**

Public notice is hereby given that the City of Mill Creek has issued a Request for Proposal (RFP) for emergency spill response services for the ongoing Illicit Discharge Detection and Elimination Program. The work to be performed for this project consists of furnishing all labor, tools, material, and equipment necessary for emergency spill response, on-call spill response, spill cleaning services, proper disposal of materials, completion of traffic control plans, logging of all costs related to clean up, and related services for the successful delivery of this project.

The scope of this project will include addressing the following items:

- 24-hour on call spill response.
- 24-hour emergency point of contact.
- Hazardous materials collection.
- Minimum response time.
- HAZWOPER trained staff.
- Prioritization of contract related spill response clean ups.
- Ability to dispose of collected materials at a disposal facility that meets state disposal standards for the given material and logged disposal receipts.
- Ability to draft and submit the necessary traffic control plans for City permitting and approval.
- Log all clean-up costs including but not limited to, staff time, itemized material list, disposal cost, gas.

The city has \$164,000 (One Hundred and Sixty-Four Thousand Dollars) to spend on this project.

The RFP, 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, or [Reece.Hobday@millcreekwa.gov](mailto:Reece.Hobday@millcreekwa.gov).

### **Submittal Criteria**

Electronic submission is preferable, but three hard copies provided to the City is also acceptable. The proposal should be formatted for the ease of the reviewer. Content that is either excessive or unrelated to the services advertised for in this RFP is discouraged.

The selected firm will enter into a year-long contract starting after contract execution. The following year the City will conduct a review of the firm's previous years operations as it pertains to the previous contract. City will decide at that time whether to renew the contract for the following year.

### **Proposal Deadline and Instructions**

The deadline for Proposal document submittal is 3:00 PM October 27, 2025.

No proposals 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 proposal is received by the City before the listed deadline.

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

- Email electronic document to Reece Hobday at [Reece.Hobday@millcreekwa.gov](mailto:Reece.Hobday@millcreekwa.gov). Electronic proposal document submittal is preferred by the City.
- Hand-deliver or Postal mail to City Hall South building:

City of Mill Creek Department of Public Works and Development Services  
Attn: Reece Hobday  
15728 Main Street  
Mill Creek, WA 98012

Please do not hand-deliver Proposal documents to the City Hall North building.

### **Evaluation criteria**

Each proposal will be evaluated based upon the following criteria:

- Prioritization procedure for contract related city emergencies above non-contract or non-emergency related jobs
- Collection capacity for hazardous and non-hazardous materials
- Minimum Response time
- On-call non-business hour response procedure
- Clean up cost tracking and reporting
- Disposal ability
- Cost effectiveness
- HAZWOPER trained staff

### **Americans with Disabilities Act (ADA) Information**

The City of Mill Creek in accordance with Section 504 of the Rehabilitation Act 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.