

REQUEST FOR PROPOSAL (RFP)

Landscape Maintenance Services

Public notice is hereby given that the City of Mill Creek has issued a Request for Proposal (RFP) for landscape maintenance services. The work to be performed for this project includes furnishing all labor, materials, equipment, and services necessary to perform routine maintenance of the city Parks, Ponds, Landscape Medians, Sidewalks, Curbs, Trails, Tennis/Sports Courts, Parking lots, Ditches, and other activities necessary for completion of required landscaping maintenance activities. Work shall be recorded using Cartograph with a city-provided account. This requires access to a smartphone or tablet, with the Cartograph app downloaded, to be used in the field.

Work includes but is not limited to mowing with clipping collection, edging, shrub pruning, brush pruning, weeding, planting bed maintenance, tree maintenance, hard surface cleaning, litter removal, leaf removal, fertilizer applications, and ground cover pruning. Traffic Control Plans are required for all collectors and arterial road medians. Work not included is graffiti removal, structural repairs, irrigation system repairs, restroom cleaning, and emptying waste receptacles.

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 Keegan Pocinwong at ph. 425-921-8350.

Format for Proposal

One electronic copy or three hard copies of the Proposal documents shall be formatted for the ease of the reviewer in determining your firm's Proposal and suitability for this project. Content that is either excessive or unrelated to the services advertised in this RFP 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 Quotation (RFP). 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.

Proposal Deadline and Instructions

The deadline for the Proposal document submittal is 3:00 PM on **January 09, 2026**.

No Proposal 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 Proposal before the deadline listed.

Please submit your Proposal document to the City and for the attention of Keegan Pocinwong, Project Manager. Qualification documents can be delivered to the city using one of the following options:

- Email the electronic documents to Keegan Pocinwong at Keegan.Pocinwong@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: Keegan Pocinwong
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 the responses the candidate firm includes in the submitted RFP. Scoring will be based on the evaluation of the following four categories, with equal weight applied to each:

- **Company experience and reputation**

- **Company experience:** company experience with similar communities.
- **Cartograph Experience.** Explain experience with tracking completed work online.
- **References and testimonials:** references and customer feedback on the quality of service offered

- **Cost and contract terms**

Total cost: the overall price, including hourly rates, material fees. See the estimate form in this document.

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.

Please fill out and submit the cost breakout sheet as part of the proposal.

Cost Estimate Breakout Sheet

FACILITIES:

F – 1 City Hall South 15728 Main Street	\$ _____
F – 2 City Hall North 15720 Main Street	\$ _____
F – 3 Public Library 15429 Bothell-Everett Highway	\$ _____

SUBTOTAL FACILITIES \$ _____

PARKS:

P – 1 Library Park 15429 Bothell-Everett Highway	\$ _____
P – 2 Heron Park 2701 155th Street Southeast	\$ _____
P – 3 Mill Creek Sports Park 13903 North Creek Dr.	\$ _____
P – 4 Highlands Park 16101 Highlands Boulevard	\$ _____
P – 5 Pine Meadow Park 15803 32nd Avenue Southeast	\$ _____
P – 6 Nickel Creek Park 1900 164th Street Southeast	\$ _____
P – 7 Cougar Park 3221 148th St. Southeast	\$ _____
P – 8 Hillside Park 14721 12th Ave. Southeast	\$ _____
P – 9 Silver Crest Park 13621 28th Drive Southeast	\$ _____
P – 10 Buffalo Park 13401 44th Ave. Southeast	\$ _____
P – 11 Exploration Park 13901 North Pointe Circle	\$ _____
P – 12 Greenway path 164th PL SE – 163rd PL SE	\$ _____
P – 13 Greenway Path 32nd Ave SE – 30th Dr. SE	\$ _____
P – 14 Greenway Path SW I/C Seattle Hill RD / 35th Ave SE	\$ _____

SUBTOTAL FACILITIES \$ _____

PONDS AND DITCHES

SWL – 1 132nd St SE ditch (*N side of the 132nd St SE between Dumas Road and 1400 block*)
SWL – 2 W of 14415 on 35th Ave Ditch (*City ROW is grassy area between wall/fence S to driveway*)
SWL – 3 Canyon Creek Church Ditch (*W side 35th Ave SE/ Between 144th Street SE and 14616*)
SWL – 4 Library Ditch (*15429 Bothell-Everett Hwy*)
SWL – 5 North Creek Drive Pond (*Between 13824 & 13628 N Creek Dr*)
SWL – 6 Pond 6 (*Mill Creek Blvd & 161st Street SE*)
SWL – 7 9th Avenue SE Pond (*E side of 9th Ave SE S of 926 164th St SE*)

SUBTOTAL PONDS AND DITCHES \$ _____

MEDIANS

Collector and Arterial Road Medians:

RF – 1 Village Green Drive (Mill Creek Blvd-24th Dr.)
RF – 2 SE Country Club Drive
RF – 3 Mill Creek Boulevard (SR 527- Juniper PL)
RF – 4 Seattle Hill Road/Mill Creek Rd Highlands Boulevard (9 medians between Village Green Dr & 35th Ave SE)
RF – 5 Dumas Road Median and Sidewalk (SR 527 - 132nd St SE)
RF – 6 Main Street – 15728 Main St

SUBTOTAL COLLECTORS \$ _____

State Route Medians/ Sidewalk Utility Strip

- RF - 7 SR 527 (Nine Medians between Seattle Hill Rd & 132nd St SE)
- RF - 8 SR 96 (between Dumas Rd & Seattle Hill Rd)
- RF - 9 164th ST SE (South Side between West City Limit & Urgent Care property)
- RF - 10 Seattle Hill Road (Both Sides between South City Limit & 164th St SE)

SUBTOTAL STATE ROUTES \$ _____

Local Road Medians in Plats:

- RF – 11 Springtree
- RF – 12 Woodfern
- RF – 13 Heatherstone
- RF – 14 Wildflower
- RF – 15 Vinemaple
- RF – 16 Juniper
- RF – 17 Evergreen
- RF - 18 Entrance to 25th Ln
- RF – 19 9th Ave SE
- RF - 20 31st Dr. SE / Silver Crest Dr.
- RF - 21 138th St. SE South side of Road
- RF – 22 132nd St. SE / Bothell Everett

Subtotal for Medians \$ _____

NORTH CREEK TRAIL

- RF – 23 Mill Creek BLVD South Trail Start to North City Limit Terminus

Subtotal of NORTH CREEK TRAIL \$ _____

PROPOSAL SUMMARY

SUBTOTAL OF ALL SECTIONS \$ _____

TAX 10.4% \$ _____

TOTAL \$ _____

SCOPE OF SERVICES

I. Scheduling

- A. All landscape maintenance will be performed on **Thursday and Friday** each week. Fertilization can be performed any day of the week but must have prior approval from the City and as coordinated with the watering schedule.
- B. Mowing will begin in February with one (1) visit and end in December with one (1) visit and will involve a minimum of thirty-six (36) mowings.
- C. Weeding and leaf removal in turf and bed areas will be performed at a minimum of bi-weekly, 11 months a year, excluding January
- D. Pond & Ditch Schedule will be monthly unless otherwise specified in Section VI.
- E. **Equipment-intensive work, such as mowing, edging, and blowing, done at all sites shall not commence before 7:00 am on weekdays, and 9:00 am on weekends. Work shall not extend beyond 3:00 pm on any day.** It is advisable to perform work in medians during non-peak traffic times.

II. Turf

- A. All turf shall be mowed to a height of two inches. Collection and off-site disposal of grass clippings are required. **Grass clumps shall not be left on turf, sidewalks, and/or hardscape.**
- B. All turf areas shall be inspected by the operator before each mowing and assessed for extreme wet conditions. If the operator decides that conditions are too wet to mow without causing damage, the Public Works Maintenance Supervisor shall be contacted. Options such as using a smaller mower, using a line trimmer, or skipping a mowing may be decided after assessing the location.
- C. All turf around posts, fences, trees, shrubs, and other obstructions shall be trimmed each week. Turf around vaults, valve boxes, and irrigation heads shall be trimmed as NECESSARY to ensure proper access and operation. Care shall be taken to avoid damaging structures, trees, or irrigation systems with equipment. The contractor may be liable for damage to structures.
- D. All turf areas shall be edged at sidewalks, curbs, and formal beds on a minimum schedule of every other week. Extreme caution should be used to prevent chipping of concrete structures by edging equipment.
- E. Mowers shall leave a clean, even-cut edge. Methods and equipment shall be used to best prevent scalping and damage to the tips of the turf.
- F. Beginning at the start of the contract, Contractor shall provide soils test results performed by an authorized laboratory at least annually to determine the fertility and pH requirements of turf areas. Submit soil test analysis and recommendations to Owner.
- G. Apply agricultural-grade pellet form lime at a rate of up to 40 lbs. /1000 sq. ft. in turf areas only as recommended by soil test results, and no more than once annually in the spring. Do not apply lime and fertilizer at the same time. Lime should go on first: wait 30 days after applying lime before fertilizing.
- H. Approved fertilizer schedule must include two to three times per year (or less if supported by soil test results), recommended fertilization in March and September, no more than one pound of nitrogen per thousand square feet per application, and no

more than three pounds of nitrogen per thousand square feet applied annually. Nitrogen applications in excess of three pounds per thousand annually are allowed only if supported by soil test results.

III. Pesticides

- A. The City reserves the right to restrict the use of certain pesticides and/or their application. All pesticide applications must be approved by the City beforehand. Any damage to desirable plant material caused by the Contractor's negligence or misuse of pesticides will be repaired by the Contractor at their expense and in a timely manner. When pesticide applications are approved, proper signage, including the product name, application area, and contact information, must be posted in accordance with WSDA standards.

IV. Trees, Shrubs, and Ground Cover Beds and Medians

- A. Bed areas shall be kept clean and free of weeds. All beds shall be weeded using mechanical methods.
- B. ROW Medians shall be maintained weekly from March through November, including mowing, weeding, pruning, and cleaning.
- C. Roadway medians in plats shall be maintained every other week from March through November, including weeding, pruning, and cleaning.
- D. SR 527 Medians shall be maintained each month from March through December (a total of 10 times) to include weeding, pruning, and cleaning the face of the curb and street surface, up to 3 feet on the sides and 20 feet at the ends surrounding the median.

IV Hard Surface

- A. Undesirable vegetation on sidewalks, curbs, and other hard surfaces shall be removed. In no case should any pre- or post-emergent herbicides with residual characteristics (e.g., Casaron) be used in these areas.
- B. All sidewalks, curbs, trails, tennis/sports courts, parking lots, and hard surfaces shall be blown clear of debris Monthly.

V. Other Services

- A. Leaves shall be removed from all maintained areas, including turf, beds, and hard surfaces. Power blowers are permitted; however, debris must not be blown onto nearby street surfaces.
- B. Leaves may be blown back onto adjacent natural areas when authorized by the City; otherwise, accumulations should be removed from the site.
- C. All litter and animal feces shall be cleared from turf, bed, and hard surface areas during each service. The Contractor shall remove litter from all developed areas for disposal.
- D. Windfall branches and debris shall be removed from all developed areas for disposal by the Contractor. Wind-fallen trees are not included in the contract.
- E. Sand, dirt, and wood chips shall be blown off play structures, walkways, picnic tables, and benches.
- F. Work can be performed on any weekday between 7:00 am and 3:00 pm. Work within the right-of-way is limited to 9:00 am to 3:00 pm. Any work on weekends or

- outside regular hours must be approved by the Public Works Maintenance and Operations Manager before starting.
- G. Weekend work requires approval from the Public Works Supervisor before starting.
- H. No work will be allowed on City-recognized holidays.

VI. Detention Pond Landscape Maintenance on City of Mill Creek Property

The following work shall be done for all sites, 1-7, during each site visit:

- Trash and Debris cleared from the site.
- Mowing along the right of way, street edges, and the sides and bottoms of ditches from March through November. All vegetation must be cut to a height of two inches. Collection and proper disposal of clippings offsite are required.
- Keeping pipe inlets and outlets clear of grass, sediment, and trash
- Remove any non-aquatic vegetation, including from the middle cell berm if present.
- Removal of any poisonous vegetation in areas that maintenance personnel or the public might encounter.
- Removal of invasive species (e.g., Blackberry, Scotch broom), and alder begins growing on the sides of detention ponds.

Site-specific additional work to be performed.

4. Library (15429 Bothell-Everett Hwy) Ditch

- Bed areas shall be kept clean and free of weeds. All beds shall be weeded mechanically. The City reserves the right to limit the use of specific pesticides and/or their applications. All pesticide applications require prior approval from the City. Any damage to desirable plant material caused by the Contractor's negligence or misuse of pesticides will be repaired by the Contractor at their expense and in a timely manner. When pesticide applications are approved, proper signage must be posted in accordance with WSDA standards, including the product name, application area, and contact information.
- Trim or prune vegetation between the curb and sidewalk, keeping the bottom of the ditch curved and mowed with a string trimmer.
- Bi-weekly (March–October) mow and edge around the sidewalk perimeter.

6. Pond 6 (*Mill Creek Blvd & 161st St SE*)

- The site requires bi-weekly maintenance from March through October.
- Mow around the perimeter of the pond and the frontage area up to the back of the curb. Edge all sidewalks and curbs. Grass or ground cover should be mowed to a height of two inches. Maintain a dense grass cover on slopes.

7. 9th Avenue SE Pond (*E side of 9th Ave SE, S of 926 1264th St SE*)

- Mowing around the pond's perimeter. Grass or ground cover shall be mowed to a two-inch height. A dense grass cover must be maintained on slopes. Access road surfaces shall be kept free of weeds. Vegetation will be trimmed and cleared to ensure access.

SPECIFICATIONS AND REQUIREMENTS

2026 LANDSCAPE MAINTENANCE SERVICES

GENERAL REQUIREMENTS

INTENT

These specifications, along with the scope of work outlined in the contract, describe the labor, materials, equipment, and services necessary to perform all work included in and required by the Contract for Landscape Maintenance Services. Work shall be recorded using Cartegraph with a city-provided account. This requires access to a smartphone or tablet to be used in the field with the cartograph app downloaded.

WORK INCLUDED

Work includes but is not limited to: mowing with clipping collection, edging, shrub pruning, brush pruning, weeding, planting bed maintenance, tree maintenance, hard surface cleaning, litter removal, leaf removal, fertilizer applications, and ground cover pruning. Traffic Control Plans are required for all roadway work on Seattle Hill Road, Dumas Road, and SR 527. Specific description of the work is contained in the Scope of Services in the Contract.

WORK NOT INCLUDED

Work not included is graffiti removal, structural repairs, irrigation system repairs, restroom cleaning, and empty waste receptacles.

LOCATIONS

The sites of work are:

FACILITIES:

- **F - 1** City Hall South *15728 Main Street*
- **F - 2** City Hall North *15720 Main Street*
- **F - 3** Public Library *15429 Bothell-Everett Highway (SR 527)*

PARKS:

- **P - 1** Library Park *15429 Bothell-Everett Highway (SR 527)*
- **P - 2** Heron Park *2701 155th Street Southeast*
- **P - 3** Mill Creek Sports Park *13903 North Creek Drive*
- **P - 4** Highlands Park *16101 Highlands Boulevard*
- **P - 5** Pine Meadow Park *15803 32nd Avenue Southeast*
- **P - 6** Nickel Creek Park *1900 164th Street Southeast*
- **P - 7** Cougar Park *3221 148th St. Southeast*
- **P - 8** Hillside Park *14721 12th Ave. Southeast*
- **P - 9** Silver Crest Park *13621 28th Drive Southeast*
- **P - 10** Buffalo Park *13401 44th Ave. Southeast*
- **P - 11** Exploration Park *13901 North Pointe Circle*
- **P - 12** Greenway path *164th PL SE – 163rd PL SE*
- **P - 13** Greenway Path *32nd Ave SE – 30th Dr. SE*
- **P - 14** Greenway Path SW intersection *Seattle Hill RD / 35th Ave SE*

- **PONDS & DITCHES:**

- **SWL - 1** 132nd St SE ditch(*N side of the 132nd St SE between Dumas Road and 1400 block*)
- **SWL - 2** W of 14415 on 35th Ave Ditch (*City ROW is grassy area between wall/fence S to driveway*)
- **SWL - 3** Canyon Creek Church Ditch (*W side 35th Ave SE/ Between 144th Street SE and 14616*)
- **SWL - 4** Library Ditch (*15429 Bothell- Everett Hwy*)
- **SWL - 5** North Creek Drive Pond (*Between 13824 & 13628 N Creek Dr*)
- **SWL - 6** Pond 6 (*Mill Creek Blvd & 161st Street SE*)
- **SWL - 7** 9th Avenue SE Pond (*E side of 9th Ave SE S of 926 164th St SE*)

MEDIANS: All landscaped medians located within the public right-of-way located within City limits:

Collector and Arterial Road Medians

- **RF - 1** Village Green Drive (Mill Creek Blvd-24th Dr.)
- **RF - 2** SE Country Club Drive
- **RF - 3** Mill Creek Boulevard (SR 527- Juniper PL)
- **RF - 4** Seattle Hill Road/Mill Creek Rd Highlands Boulevard (9 medians between Village Green Dr & 35th Ave SE)
- **RF - 5** Dumas Road Median and Sidewalk (SR 527 - 132nd St SE)
- **RF - 6** Main Street – 15728 Main St

State Route Medians/ Sidewalk utility strip

- **RF - 7** SR 527 (Nine Medians between Seattle Hill Rd & 132nd St SE)
 - 7.1 (Greenspace East & West side between Seattle Hill RD – Private Parcel)
 - 7.2 (Greenspace West side between Post office – SNOPUD Power Station)
 - 7.3 (Greenspace East side between 153rd – Cogir Private Parcel)
 - 7.4 (Greenspace East side between Maintenance Access – 144th St SE)
 - 7.5 (Greenspace East side between 144th St SE– 116th Ave SE)
- **RF - 8** SR 96 (between Dumas Rd & Seattle Hill Rd)
- **RF - 9** 164th ST SE (South Side between West City Limit & Urgent Care property)
- **RF - 10** Seattle Hill Road (Both Sides between South City Limit & 164th St SE)

Local Road Medians in Plats

- | | | | |
|------------------|---|----------------|---|
| • RF - 11 | Springtree | RF - 21 | 138 th St. SE – south side of road |
| • RF - 12 | Woodfern | RF - 22 | 132 nd St SE / Bothell Everett HWY |
| • RF - 13 | Heatherstone | | |
| • RF - 14 | Wildflower | | |
| • RF - 15 | Vinemapple | | |
| • RF - 16 | Juniper | | |
| • RF - 17 | Evergreen | | |
| • RF - 18 | Entrance to 25th Ln | | |
| • RF - 19 | 9 th Ave SE | | |
| • RF - 20 | 31 st DR SE / Silver Crest Dr. | | |

North Creek Trail

- **RF - 23** Mill Creek Blvd Southern Trail Beginning – North City Limit Terminus

SAFETY RESPONSIBILITIES

The Contractor will be entirely responsible for the conditions of the Project sites, including the safety of all persons and property during the execution of the Work.

The Contractor and all Subcontractors shall adhere to the requirements of the Occupational Safety and Health Act (OSHA), the State of Washington Industrial Safety & Health Act (WISHA), Chapter 49.17 RCW, and other applicable federal, state, and local safety and health statutes.

The Contractor and all Subcontractors shall promptly report all accidents, injuries, and health hazards to the City representative in writing. This shall not obviate any mandatory reporting required under the Occupational Safety and Health Act of 1970. This program shall become part of the Contract Documents and the Contract between the City and the Contractor, including all Subcontractors, as if entirely written there.

Signs used for posting shall be consistent with applicable provisions of the State of Washington. *Manual on Uniform Traffic Control Devices for Streets and Highways*.

All costs for Contractor safety responsibilities shall be merged in the prices proposal for the work.

If the City notifies the Contractor of any noncompliance with safety, the Contractor shall (immediately if so directed; otherwise within twenty-four (24) hours after receipt of such notice) make all reasonable efforts to correct the existing conditions. If the Contractor fails to do so, the City may stop all or any part of the Work under this agreement. Once satisfactory corrective action has been taken by the Contractor, a start order will be issued by the City or Engineer.

TRAFFIC CONTROL

The Contractor, using Contractor labor and Contractor-provided equipment and materials, shall plan, manage, supervise, and perform all necessary temporary traffic control activities to support the work of the Contract.

Traffic control and maintenance for the safety of the traveling public on this work shall be the sole responsibility of the Contractor, and all methods and equipment used will be subject to the approval of the City.

Traffic control devices and their use must comply with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD). All flaggers providing traffic control for the project shall be certified by an accredited agency.

The Contractor shall not proceed with any work until proper traffic control has been provided to the City's satisfaction. All workers shall wear fluorescent orange or fluorescent green safety vests while working in or near the roadway and center medians. Safety vest shall be in New Condition and conform to all the national safety standards.

The attached Proposed WSDOT Traffic Control Plans must be followed when providing maintenance service in medians on SR 527 / Bothell-Everett Highway, Dumas Road and Seattle Hill Road.

WASTE MATERIAL

All landscape waste must be removed from the site. Composting onsite will not be permitted.

The City has not designated a waste site for disposal. The Contractor is responsible for arranging, at their own expense, the disposal of waste materials and must protect the City from any damages resulting from this process.

The Contractor is solely responsible for any damages or violations of regulations related to the disposal of waste material and for any other actions they take. The Contractor holds the City harmless and not liable for any damages or costs resulting from the Contractor's actions. It is the Contractor's responsibility to pay all fees and costs associated with waste disposal.

CHANGES

If there are any changes required in the Annual Maintenance Schedule and/or the specifications, the Contractor shall submit them in writing to the City for approval before starting any work that deviates from the original requirements. In case of disagreement regarding the necessity of such changes, the City's decision shall be final.

A Contract Change Order Agreement must be signed and filed with the City for all modifications, extra work, or materials that exceed the requirements specified in the plans. Once signed by both the Contractor and City authorities, the agreement becomes binding on both parties.

REQUIREMENTS

2026 LANDSCAPE MAINTENANCE SERVICES

The following are the City's requirements of the services to be provided by the Contractor.

PERFORMANCE REQUIREMENTS

Contractor shall provide a clean, accessible, functional, and aesthetically pleasing park and facility through the following:

- Cost effective use of manpower, equipment and materials.
- Attention to environmentally sound practices and procedures.
- Application of the best management practices to natural resources.
- Providing visually comparable services between parks/facilities and surrounding neighborhoods.
- Customer friendly scheduling and application of services and promoting safety, risk management, and conformance with state and federal regulations.

OPERATION EXPECTATIONS

- Contractor shall furnish all labor, tools, vehicles, specialized equipment, materials, supervision, and transportation to perform landscape maintenance services as specifically outlined in these maintenance expectations and maintenance schedule.
Note: All gas-powered equipment shall be in manufacturer's recommended operating order and have all mufflers and other noise suppressants properly installed and in working order.
Refueling gas-powered equipment shall not occur within 30 feet of any storm drain or residential property and should be done in a manner that minimizes spillage as much as possible.
Vehicles and equipment must be properly maintained and must not have oil or other fluid leaks.
- All field work shall be conducted under the supervision of a qualified horticulturist. Workers performing tree maintenance and pruning shall be trained in the proper shaping techniques specific to the types of trees involved. Operators shall hold the necessary licenses for all functions, including pesticide applications where required.
- The Contractor shall ensure that employees comply with all City of Mill Creek, Washington State Department of Agriculture, and Washington State Department of Labor and Industries regulations and practices.
- All pesticide applications shall have prior approved by the City. Any damage to desirable plant materials caused by Contractor negligence or improper pesticide use will be corrected by the Contractor at their expense and promptly. Once pesticide applications are approved, proper signage must be displayed according to WSDA standards, including the product name, application area, and contact information.
- All persons employed by the Contractor to provide landscape services, whether directly employed by the Contractor or acting on its behalf, must be 18 years of age or older.
- No guests, including but not limited to minor children or other family members, shall be permitted to accompany the contractors' employees during the provision of the landscape services.
- Any contractor with employees working on or near a street shall comply with City of Mill Creek and Washington State regulations regarding safety equipment, warning

signs, and traffic control as outlined in the current issue of the Manual of Uniform Traffic Control Devices (MUTCD). This includes a minimum of two 12-inch orange cones (new condition) placed on the outside corners of all parked vehicles.

- The Contractor shall provide close supervision of maintenance operations and management of the site. Workers shall not accept or request food, drinks, restroom privileges, or other amenities from home or property owners/residents. Workers shall not listen to music during site work or use music-playing devices for ear protection. The City encourages the Contractor to manually remove all invasive species. Invasive species removal by chemical means (as approved by the Department of Ecology and City of Mill Creek regulations) shall not be undertaken without prior approval from the Public Works Supervisor.
- Incidents, altercations, or accidents involving park patrons, Contractor's employees, or City employees must be reported to the Public Works Supervisor promptly, within 24 hours (1 business day) of the incident. The Public Works Supervisor, at their discretion, may require the Contractor to submit a written report detailing the incident or accident.
- Any damage to park structures, equipment, or plant material caused by the Contractor's negligence or during general operations shall be repaired by the Contractor at their expense within 72 hours. All work requires approval from the City before any additional contract service payments are made.
- The Contractor shall provide an identification system (shirts, hats, jackets, vests, etc.) for personnel assigned to City sites that clearly display to City staff and the public the name of the contractor responsible for maintenance services. All vehicles shall have the company name professionally displayed on both sides of the work vehicles.
- The Contractor shall set a consistent work schedule. This schedule cannot be changed without prior approval from the Public Works Supervisor.
- The Contractor shall submit a weekly report detailing the work performed at each site. This report must include, but is not limited to: date, arrival time (at each site), departure time (at each site), a detailed account of the work carried out during each visit, and any observed hazards or property damage. The weekly report shall be submitted to the City's representative, the Public Works Supervisor, should be contacted via email or in person by the following Monday regarding the previous week's work.

LEAF BLOWING

Using power blowers is acceptable; however, debris must not be blown onto adjacent street surfaces or neighboring properties.

General Courtesy

- Be mindful of neighbors, pedestrians, and others nearby. Some may have respiratory illnesses or allergies that could be triggered by flying dust and debris.
- Be aware of your surroundings. Do not use near children playing, people reading, school groups gathering, or others nearby.
- When using equipment, do not point the blower at people or pets.
- Avoid blowing toward open windows or doors, and, if possible, stay at least 10 feet away from them.
- Do not blow debris onto adjacent property, the street, catch basins, gutters, vehicles, people, or pets.

Sound Reduction

- Use portable leaf blowers rated 65 decibels or lower are encouraged.
- Use at the lowest possible speed/throttle to accomplish the task.
- Use the longest possible nozzle for the equipment.
- Orient the nozzle to reduce sound.
- Check equipment regularly for proper operation (i.e. muffler, filters, motor).

Reduction of Dust/Particulate Matter

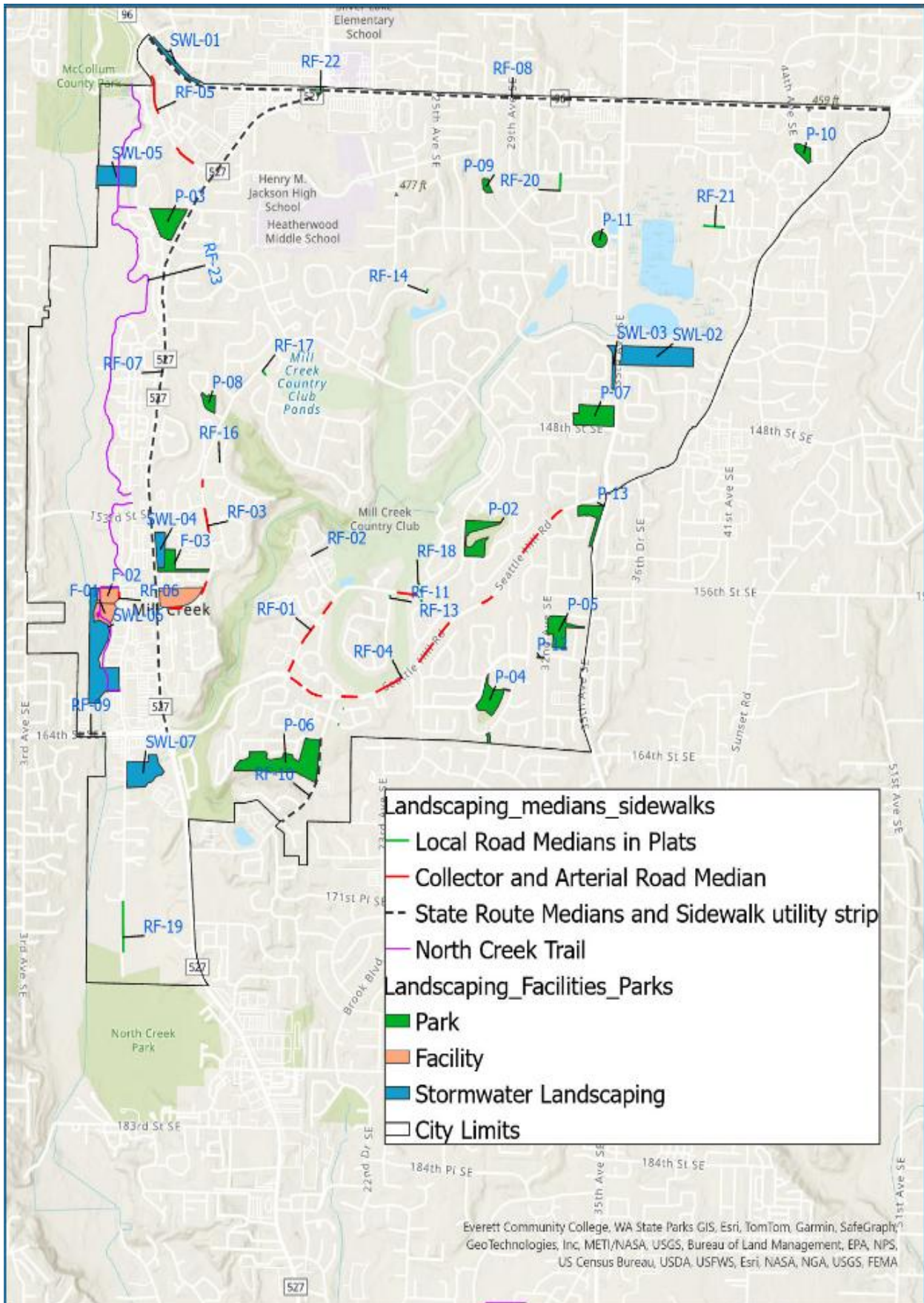
- Use the full nozzle extension so that the air stream can work close to the ground.
- Do not use dust, plaster dust, or dry garden topsoil for construction.
- Do not use a blower to move large mounds of debris from one location to another.
- Use rakes or brooms to loosen heavier debris.

SITE MAPS

The following site maps are not attached to this document.

1. RF-1-10 The work is for a considerable roadway length and is shown on the vicinity map
2. RF-11-18 This work covers an entire neighborhood and is shown on the vicinity map.

MAINTENANCE SERVICE VICINITY MAP





**CITY HALL SOUTH AND NORTH
15728 AND 15720 MAIN STREET
FACILITY A & B**



PUBLIC LIBRARY
15429 BOTHELL-EVERETT HIGHWAY (SR-527)
FACILITY-C

0 25 50 100 Feet
|-----|-----|-----|-----|



156TH ST. SE

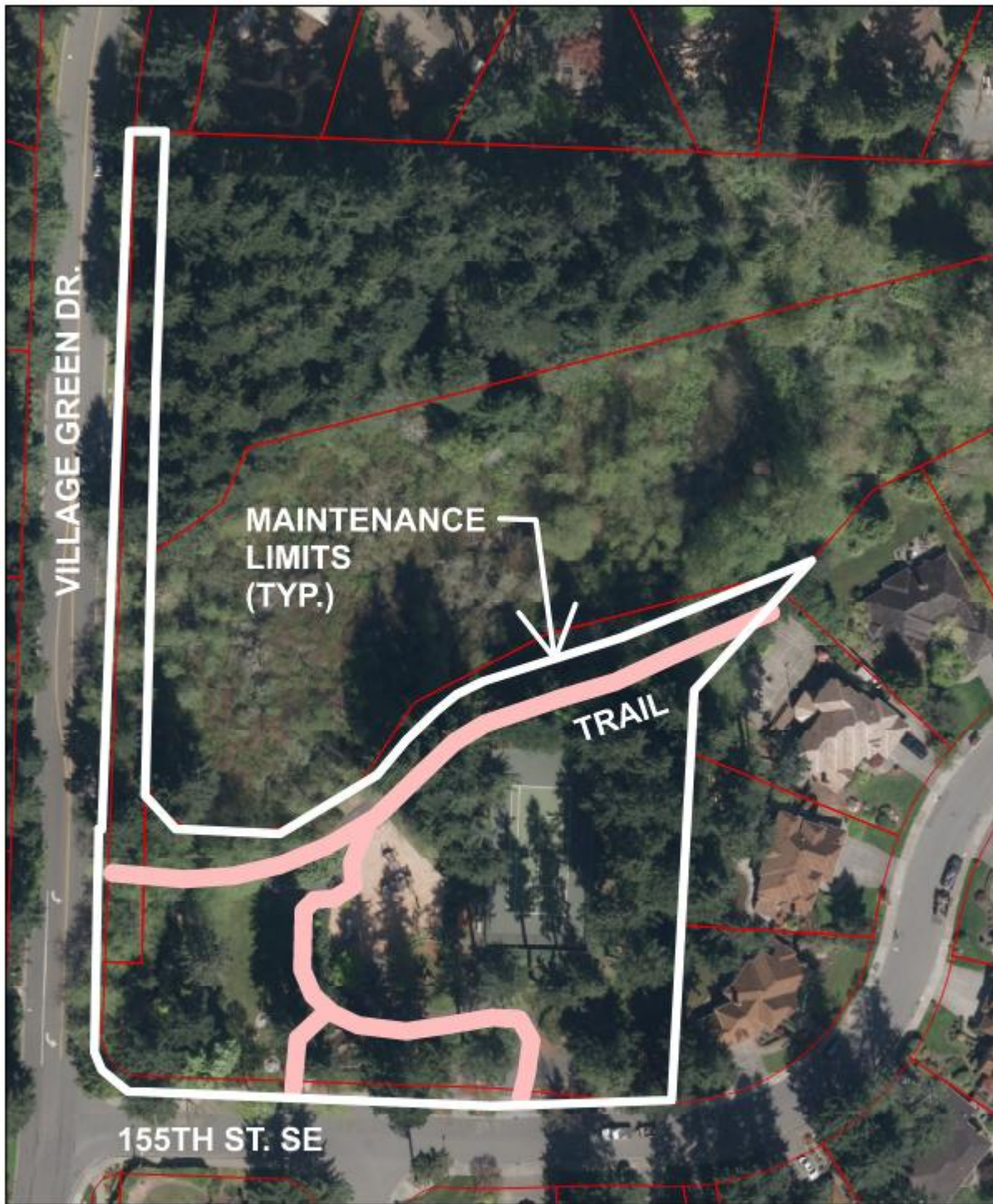
LIBRARY PARK

15429 BOTHELL-EVERETT HIGHWAY (SR-527)

P-1



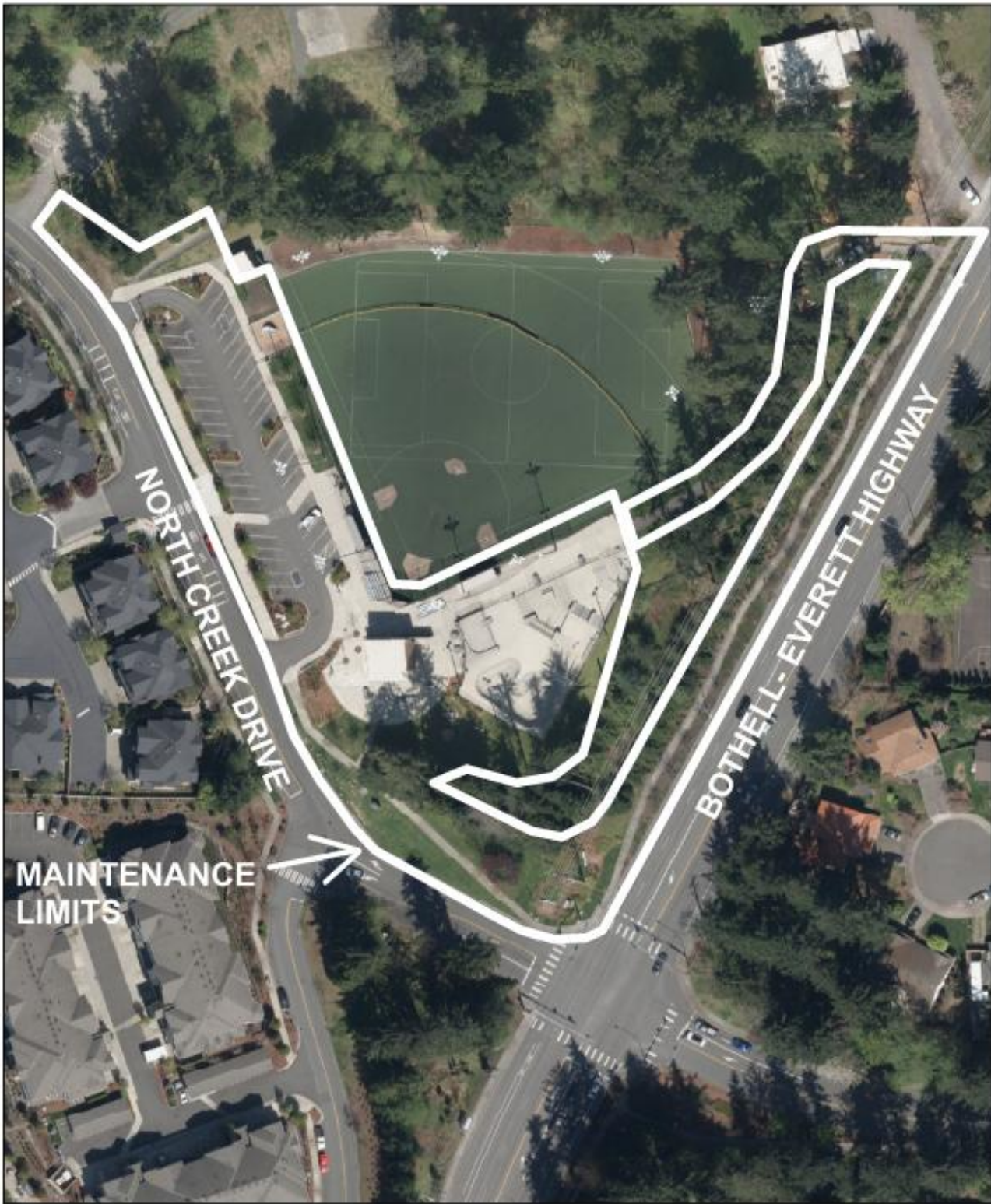
0 25 50 100 Feet



HERON PARK
2701 - 155TH ST. SE
P-2

0 40 80 160 Feet





MILL CREEK SPORTS PARK
13903 NORTH CREEK DRIVE

P-3

0 50 100 200 Feet





HIGHLANDS PARK
16101 HIGHLANDS BOULEVARD
P-4

0 80 160 320 Feet

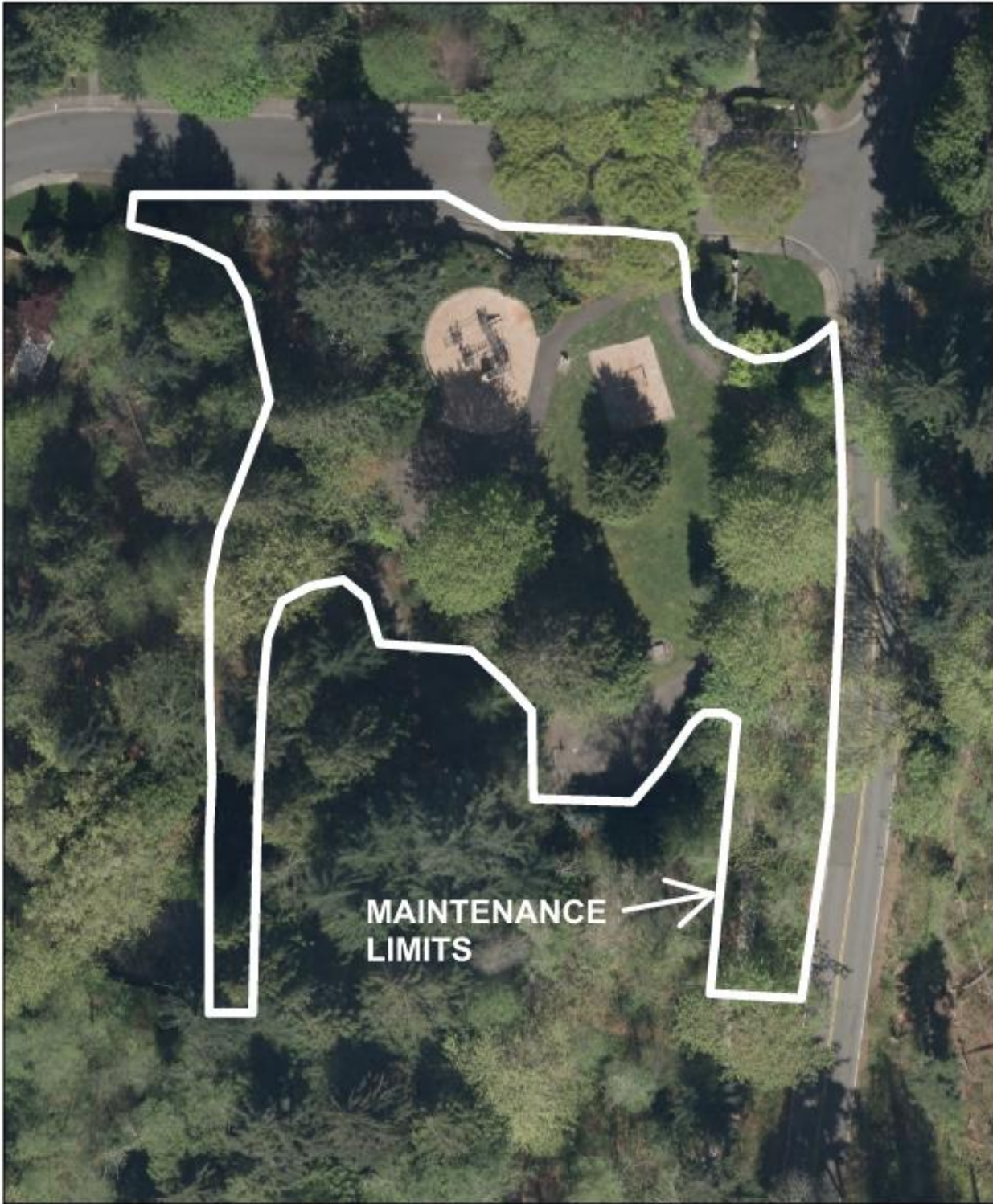




PINE MEADOW PARK
15803 32ND AVE SE
P-5

0 50 100 200 Feet





NICKEL CREEK PARK
1900 164TH ST. SE

P-6

0 25 50 100 Feet





0 50 100 200 Feet

COUGAR PARK
3221 148TH ST. SE
P-7





HILLSIDE PARK
14721 12TH AVE SE
P-8

0 25 50 100 Feet





SILVER CREST PARK
13621 28TH DR. SE
P-9

0 20 40 80 Feet





BUFFALO PARK
13401 44TH AVE SE
P-10

0 25 50 100 Feet





EXPLORATION PARK
13901 NORTH POINTE CIRCLE

P-11

0 25 50 100 Feet





P-12 Greenway path 164th PL SE – 163rd PL SE



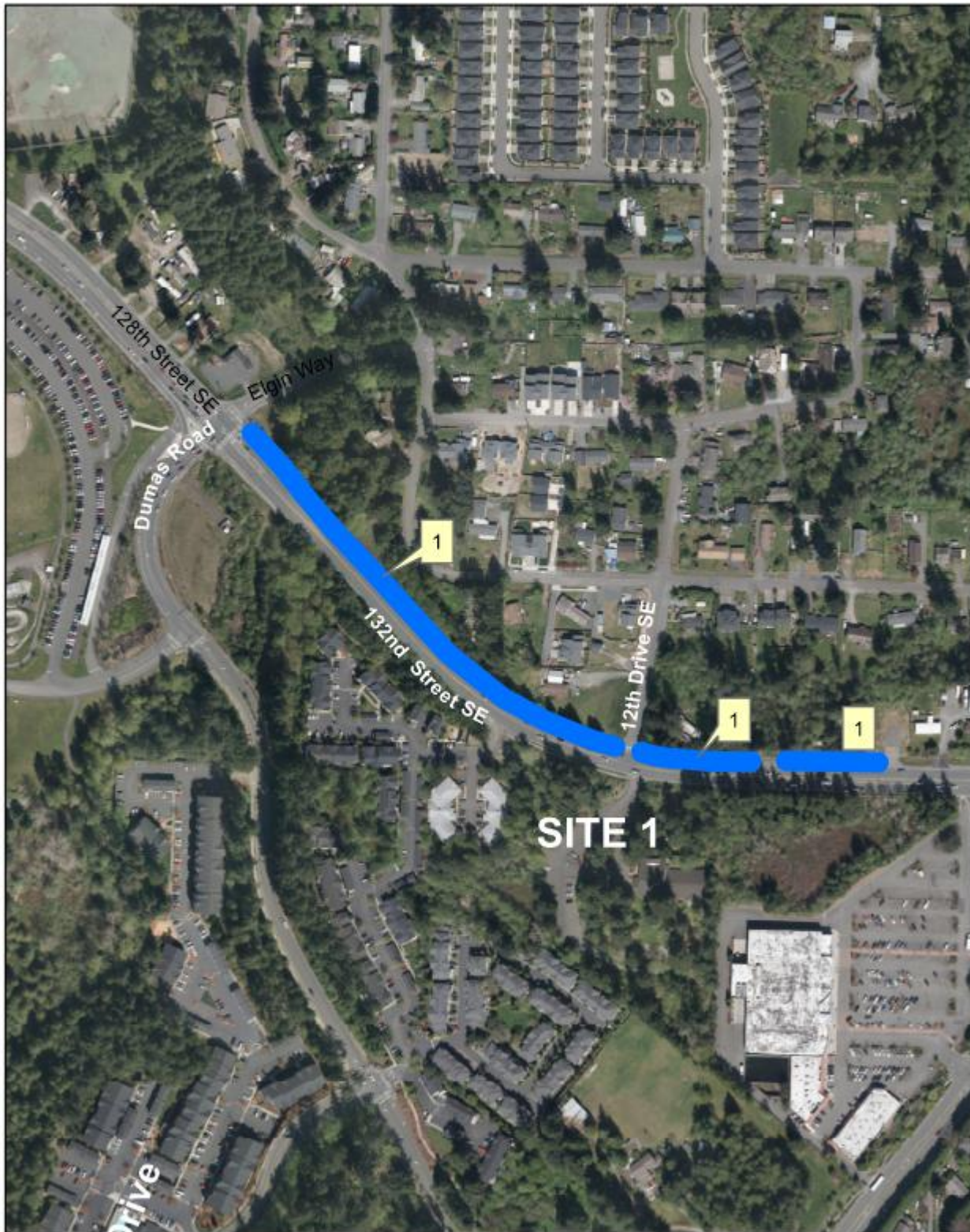
P-13 Greenway Path 32nd Ave SE – 30th Dr. SE



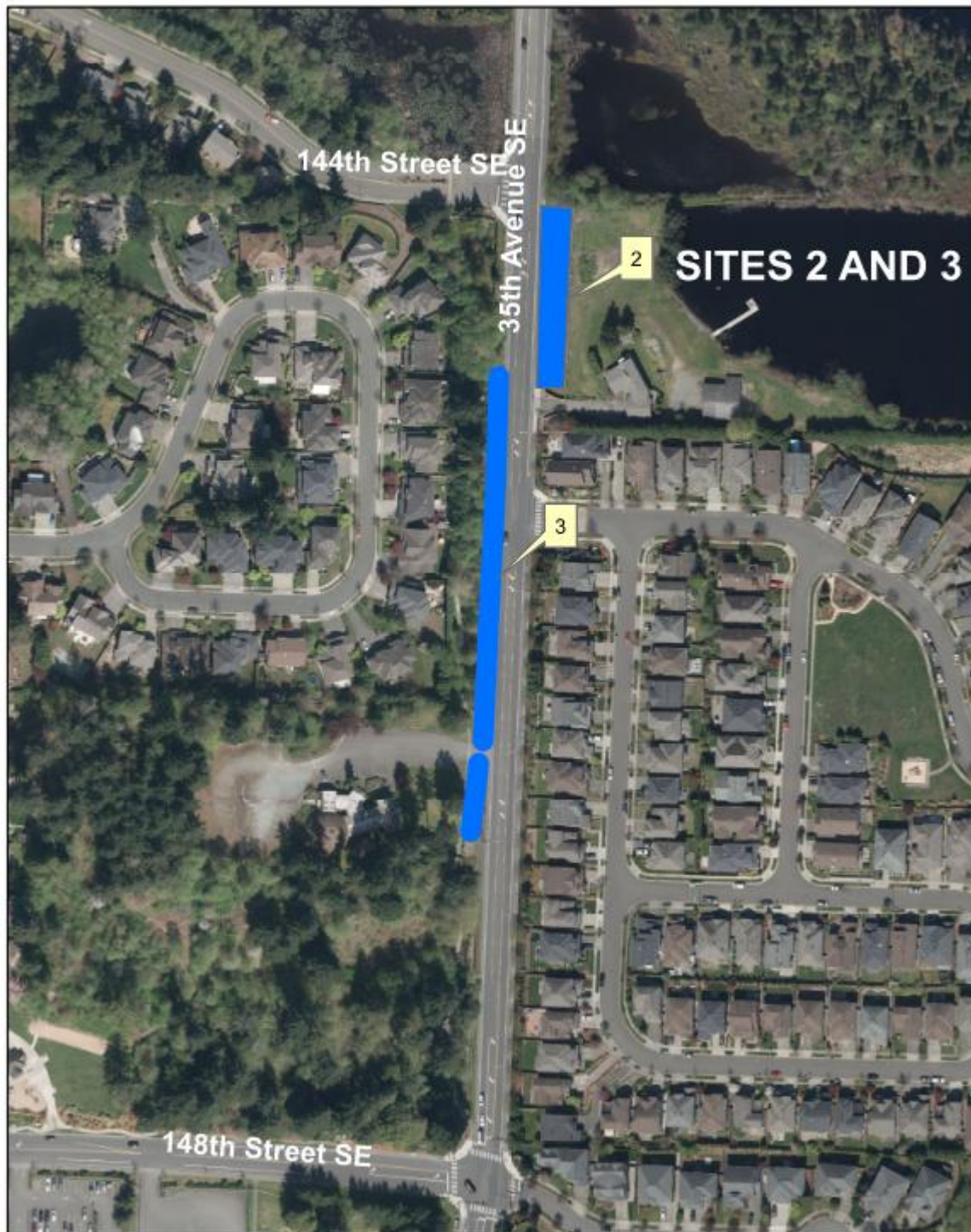
P-14 Greenway Path SW intersection Seattle Hill RD / 35th Ave SE

Pond and Ditch Maintenance Contract

SWL - 1

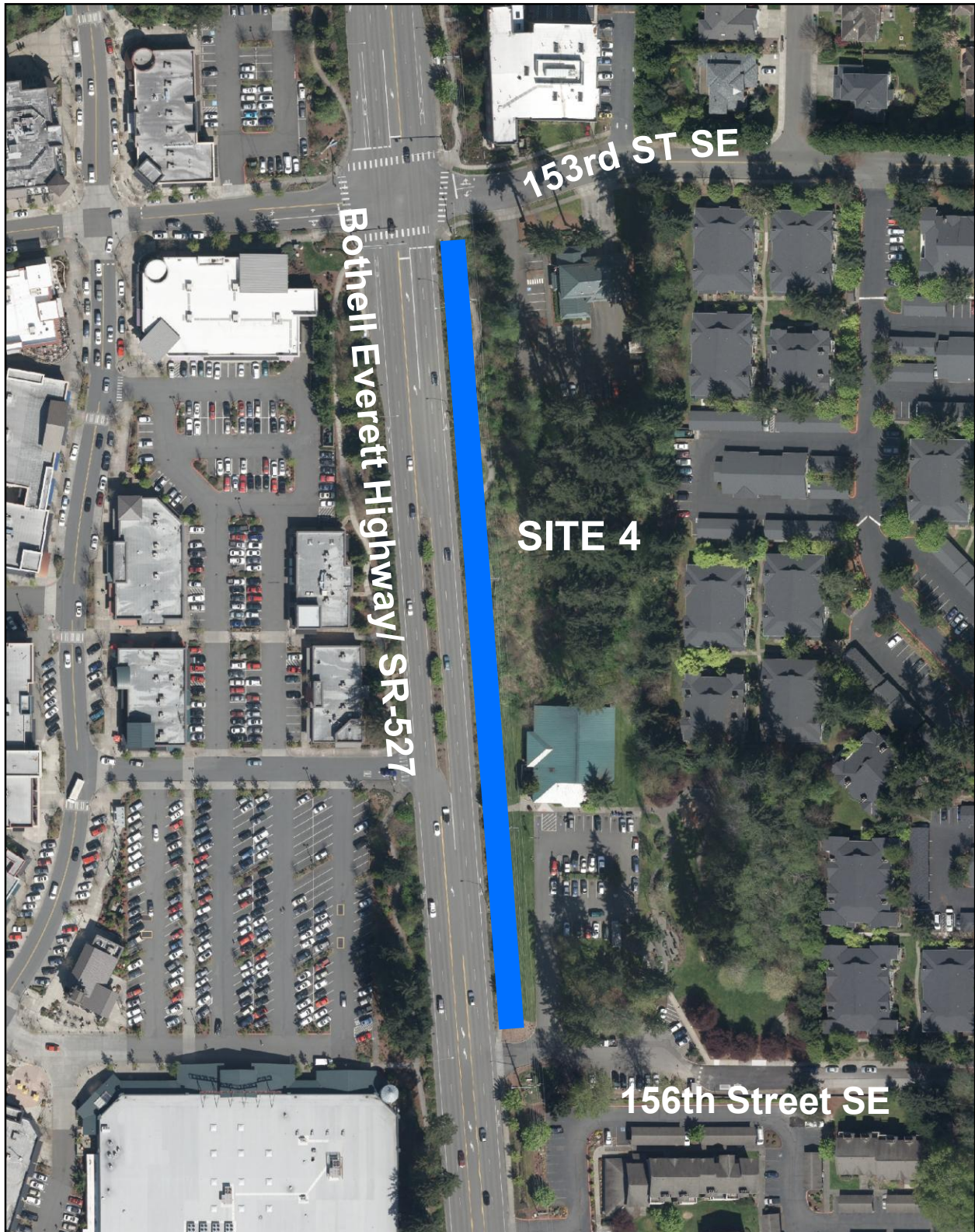


Pond and Ditch Maintenance Contract SWL - 2, 3



Pond and Ditch Maintenance Contract 2026

SWL - 4



Pond and Ditch Maintenance Contract
SWL - 5



Pond and Ditch Maintenance Contract
SWL - 6, 7





RF-20 31st DR SE / Silver Crest Dr.



RF-21 138th St. SE – south side of road

TRAFFIC CONTROL PLANS (EXAMPLE)

LONGITUDINAL BUFFER SPACE = B								
POSTED SPEED (MPH)	25	30	35	40	45	50	55	60
LENGTH B (FEET)	155	200	250	305	360	425	495	570

BUFFER DATA	
TYPICAL PROTECTIVE VEHICLE WITH TMA (SEE NOTE 1)	
VEHICLE TYPE	LOADED WEIGHT
4 YARD DUMP TRUCK, SERVICE TRUCK, FLAT BED, ETC.	MINIMUM WEIGHT 15,000 LBS. (MAXIMUM WEIGHT SHALL BE IN ACCORDANCE WITH MANU- FACTURER RECOMMENDATION)
① ROLL AHEAD STOPPING DISTANCE = 30 FEET MIN. (DRY PAVEMENT ASSUMED)	

MINIMUM TAPER LENGTH = L (FEET)								
LANE WIDTH (FEET)	POSTED SPEED (MPH)							
	25	30	35	40	45	50	55	60
10	105	150	205	270	450	500	550	-
11	115	165	225	294	495	550	605	660
12	125	180	245	320	540	600	660	720

CHANNELIZING DEVICE SPACING		
POSTED SPEED (MPH)	IN TAPER (FEET)	IN TANGENT (FEET)
50 / 70	40	80
35 / 45	30	60
25 / 30	20	40

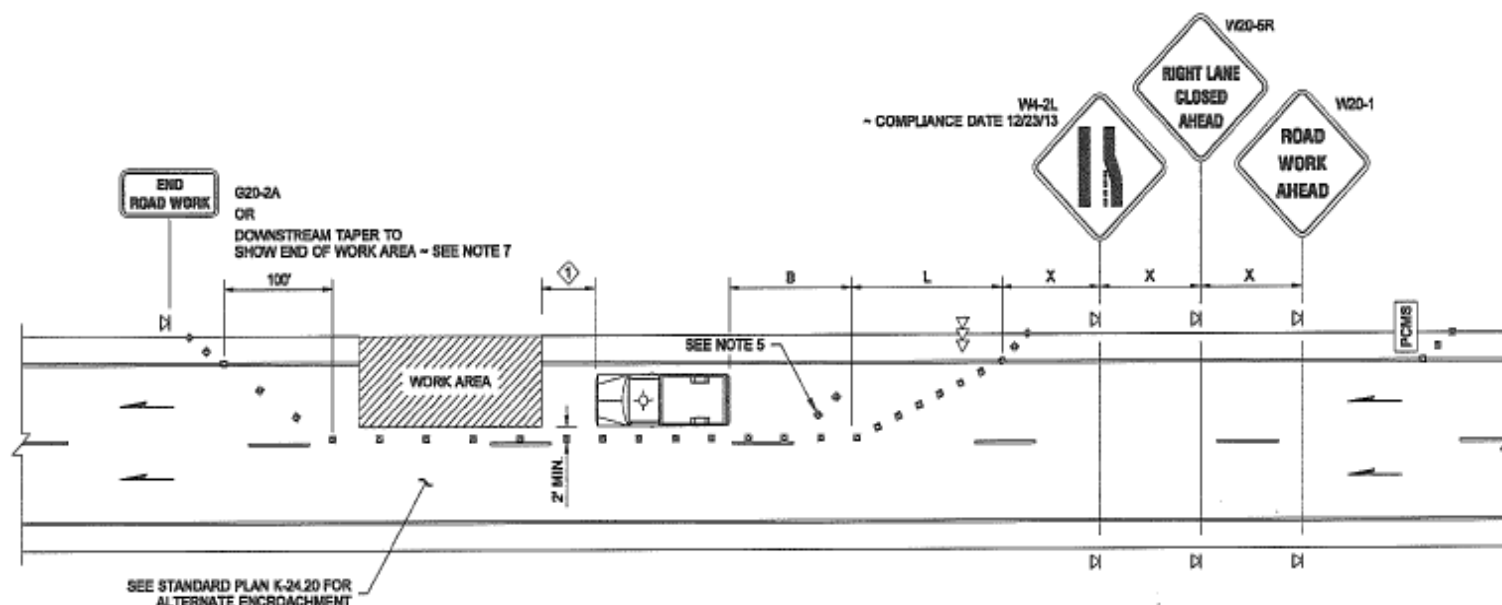
SIGN SPACING = X (1)		
RURAL HIGHWAYS	50 / 55 MPH	600' ±
RURAL ROADS	45 / 55 MPH	600' ±
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	350' ±
RURAL ROADS, URBAN ARTERIALS, RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200' ± (2)
URBAN STREETS	25 MPH OR LESS	100' ± (2)
ALL SIGNS ARE BLACK ON ORANGE UNLESS DESIGNATED OTHERWISE		

(1) ALL SIGN SPACING MAY BE ADJUSTED TO ACCOMMODATE INTERCHANGE RAMP, AT-GRADE INTERSECTIONS, AND DRIVEWAYS.

(2) THIS SIGN SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.

NOTES

1. A Protective Vehicle is recommended regardless if a Truck Mounted Attenuator (TMA) is available; a work vehicle may be used. When no TMA is used, the Protective Vehicle shall be strategically located to shield workers, with no specific Roll-Ahead distance.
2. Devices shall not encroach into adjacent lanes.
3. Extend device taper (L/3) across shoulder ~ recommended.
4. Portable Changeable Message Sign (PCMS) ~ recommended.
5. Use Transverse Devices in closed lane every 1000' ± ~ recommended.
6. Traffic Safety Drums for all tapers on high speed roadway ~ recommended.
7. Channelizing Device spacing for the downstream taper option shall be 20' O.C.
8. For signs size refer to Manual on Uniform Traffic Control Devices (MUTCD) and WSDOT Sign Fabrication Manual M55-05.



LEGEND

- SIGN LOCATION
- • • CHANNELIZING DEVICES
- ☐ PROTECTIVE VEHICLE ~ RECOMMENDED
- PCMS PORTABLE CHANGEABLE MESSAGE SIGN
- ARROW PANEL

PCMS SAMPLE MESSAGE	
1	2
LANE CLOSED	ONE MILE AHEAD
1.5 SEC	1.5 SEC

FIELD LOCATE 1 MILE ± IN
ADVANCE OF LANE CLOSURE

FOR LOCAL AGENCY USE ONLY
NOT FOR USE ON STATE ROUTES



EXPIRES AUGUST 9, 2007

**SINGLE LANE CLOSURE
ON MULTILANE ROADWAY
STANDARD PLAN K-24.60-00**

SHEET 1 OF 1 SHEET

APPROVED FOR PUBLICATION

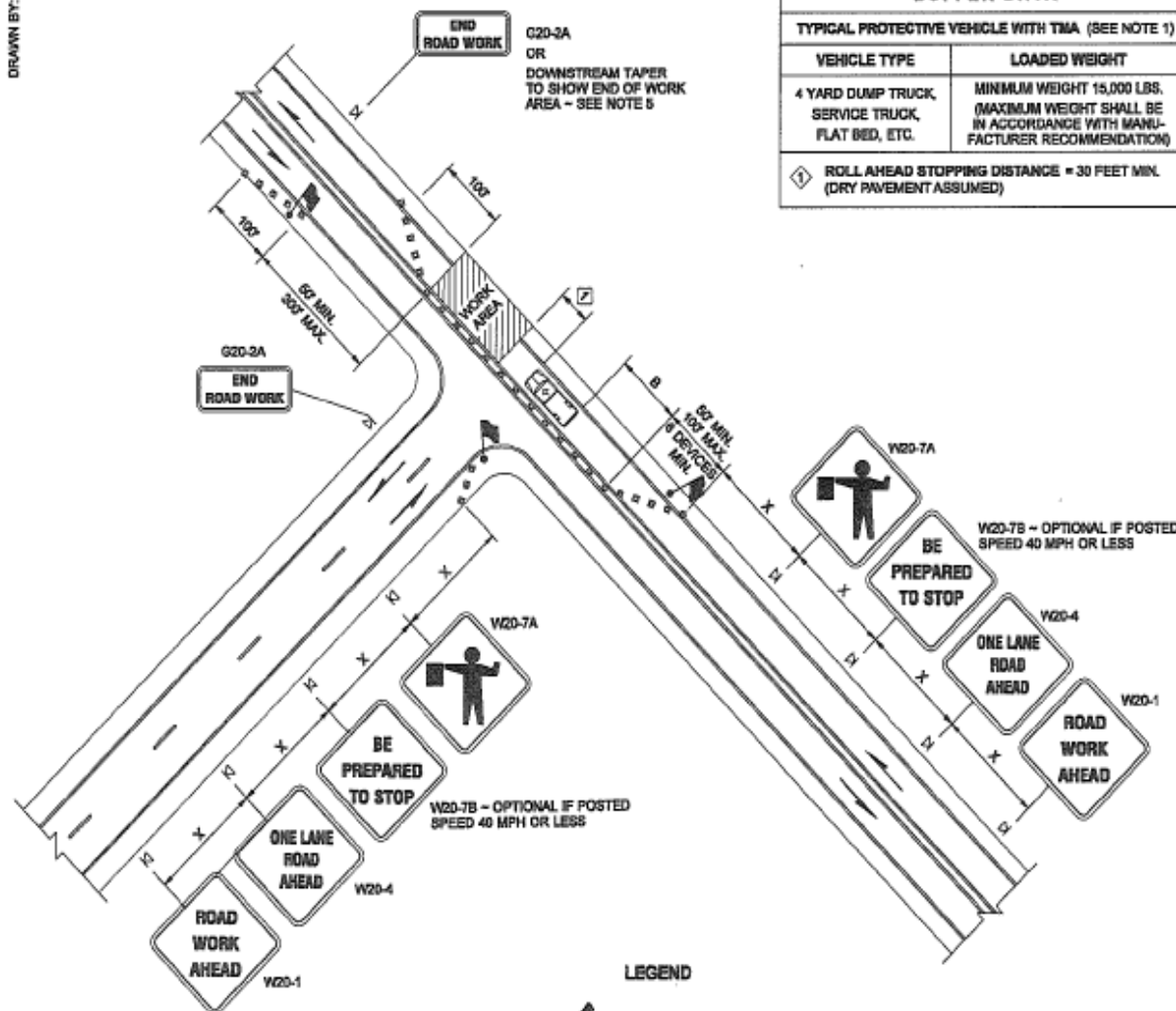
Ken L. Smith

02-15-07

STATE DESIGN ENGINEER

DATE

Washington State Department of Transportation

**LONGITUDINAL BUFFER SPACE = B**

POSTED SPEED (MPH)	25	30	35	40	45	50	55	60	65
LENGTH B (FEET)	155	200	250	305	380	425	495	570	645

BUFFER DATA

TYPICAL PROTECTIVE VEHICLE WITH TMA (SEE NOTE 1)

VEHICLE TYPE	LOADED WEIGHT
4 YARD DUMP TRUCK, SERVICE TRUCK, FLAT BED, ETC.	MINIMUM WEIGHT 15,000 LBS. (MAXIMUM WEIGHT SHALL BE IN ACCORDANCE WITH MANUFACTURER RECOMMENDATION)

1 ROLL-AHEAD STOPPING DISTANCE = 30 FEET MIN. (DRY PAVEMENT ASSUMED)

SIGN SPACING = X (1)

RURAL HIGHWAYS	60 / 65 MPH	800' ±
RURAL ROADS	45 / 55 MPH	500' ±
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	350' ±
RURAL ROADS, URBAN ARTERIALS, RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200' ± (2)
URBAN STREETS	25 MPH OR LESS	100' ± (2)

ALL SIGNS ARE BLACK ON ORANGE UNLESS DESIGNATED OTHERWISE

(1) ALL SIGN SPACING MAY BE ADJUSTED TO ACCOMMODATE INTERCHANGE RAMP, AT-GRADE INTERSECTIONS, AND DRIVEWAYS.

(2) THIS SIGN SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.

**FOR LOCAL AGENCY USE ONLY
NOT FOR USE ON STATE ROUTES**



EXPIRES AUGUST 9, 2007

**LANE CLOSURE
WITH FLAGGER CONTROL
STANDARD PLAN K-20.40-00**

SHEET 1 OF 1 SHEET

APPROVED FOR PUBLICATION

Ken L. Smith

02-15-07



STATE DESIGN ENGINEER
Washington State Department of Transportation

THIS SEAL IS NOT VALID UNLESS IT IS USED IN CONJUNCTION WITH A LICENSE. THE LICENSEE SHALL BE RESPONSIBLE FOR THE PROPER USE OF THE SEAL. A COPY MAY BE OBTAINED UPON REQUEST.

LONGITUDINAL BUFFER SPACE = B					
POSTED SPEED (MPH)	25	30	35	40	45
LENGTH B (FEET)	55	85	120	170	270

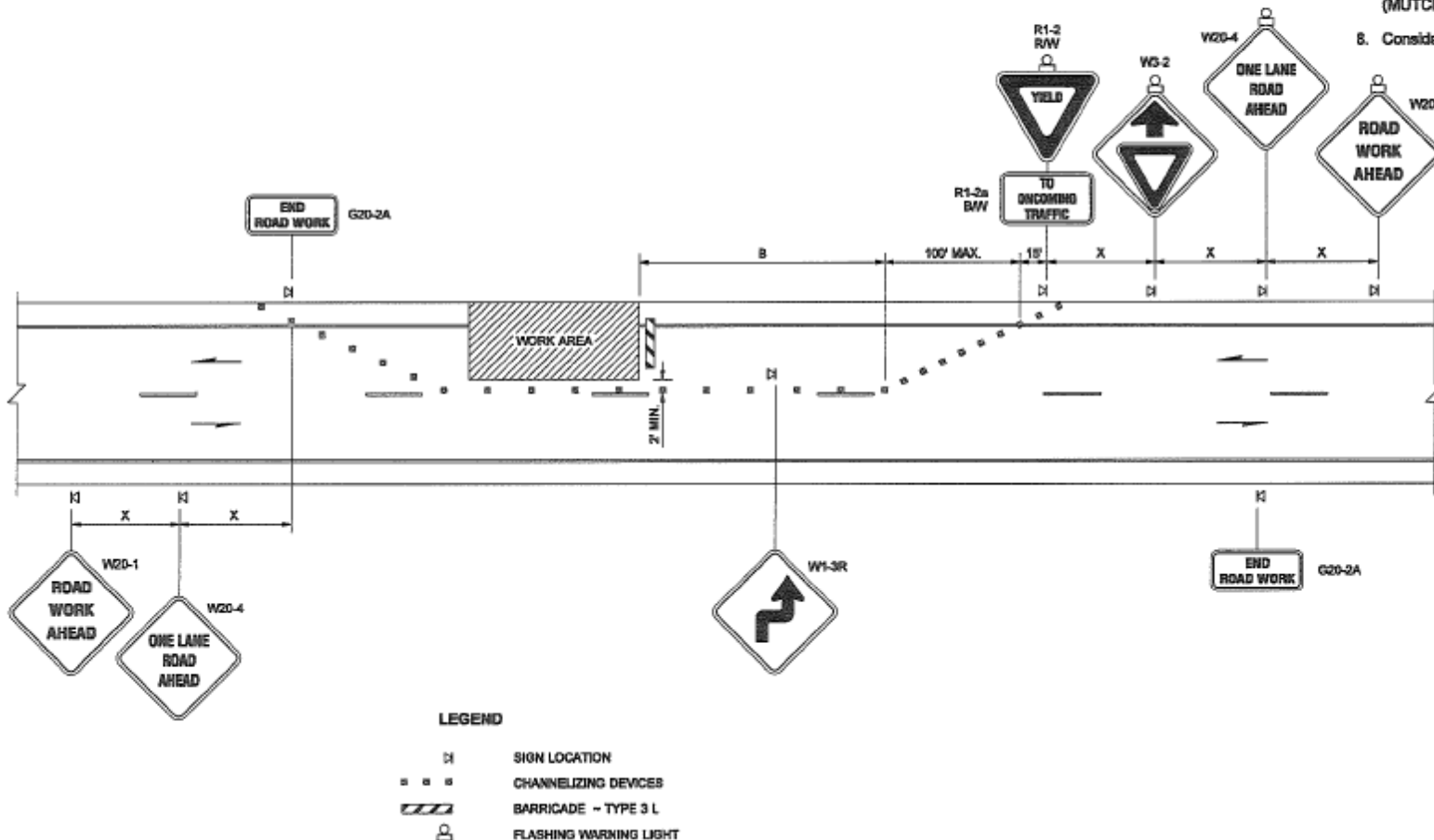
CHANNELIZING DEVICE SPACING		
POSTED SPEED (MPH)	IN TAPER (FEET)	IN TANGENT (FEET)
35 / 45	30	80
25 / 30	20	40

SIGN SPACING = X		
RURAL ROADS	45 / 55 MPH	500' ±
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	350' ±
RURAL ROADS, URBAN ARTERIALS, RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200' ±
URBAN STREETS	25 MPH OR LESS	100' ±
ALL SIGNS ARE BLACK ON ORANGE UNLESS DESIGNATED OTHERWISE		

ALL SIGN SPACING MAY BE ADJUSTED TO ACCOMMODATE AT-GRADE INTERSECTIONS AND DRIVEWAYS.

NOTES

1. This plan is intended for use on roadways when traffic volumes create sufficient gaps for motor vehicles to yield.
2. Steady Burning Warning Lights (Type C per MUTCD) shall be used to mark Channelizing Devices at night.
3. Adequate sight distance shall be provided for drivers to see opposing traffic, otherwise use flaggers and/or Temporary Signal.
4. Extend Channelizing Device taper across shoulder - recommended.
5. Post mount signs when in place for 3 days or longer.
6. For speed limit 35 mph or higher replace W1-3R with W1-4R.
7. For signs size refer to Manual on Uniform Traffic Control Devices (MUTCD) and WSDOT Sign Fabrication Manual M55-05.
8. Consider using a PCMS for additional advance warning.



FOR LOCAL AGENCY USE ONLY
NOT FOR USE ON STATE ROUTES



**LANE CLOSURE
WITHOUT FLAGGERS
~ LOW VOLUME ROAD
STANDARD PLAN K-20.20-01**

SHEET 1 OF 1 SHEET

APPROVED FOR PUBLICATION

Pasco Bakotich III

STATE DESIGN ENGINEER



Washington State Department of Transportation

NOTE: THIS LANE CLOSURE WITHOUT FLAGGERS DOCUMENT IS A STANDARD PLAN AND IS NOT A CONTRACT. IT IS NOT TO BE USED AS A CONTRACT DOCUMENT. THE USER SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS AND APPROVALS FOR THE PROJECT. THE USER SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS AND APPROVALS FOR THE PROJECT.

DATE

10-12-07

LONGITUDINAL BUFFER SPACE = B

POSTED SPEED (MPH)	25	30	35	40	45	50	55	60
LENGTH B (FEET)	155	200	250	305	360	425	485	570

BUFFER DATA

TYPICAL PROTECTIVE VEHICLE WITH TMA (SEE NOTE 1)

VEHICLE TYPE	LOADED WEIGHT
4 YARD DUMP TRUCK, SERVICE TRUCK, FLAT BED, ETC.	MINIMUM WEIGHT 15,000 LBS. (MAXIMUM WEIGHT SHALL BE IN ACCORDANCE WITH MANU- FACTURER RECOMMENDATION)
◇ ROLL AHEAD STOPPING DISTANCE = 30 FEET MIN. (DRY PAVEMENT ASSUMED)	

MINIMUM TAPER LENGTH = L (FEET)

LANE WIDTH (FEET)	POSTED SPEED (MPH)							
	25	30	35	40	45	50	55	60
10	105	150	205	270	450	500	550	-
11	115	165	225	294	485	550	605	660
12	125	180	245	320	540	600	660	720

CHANNELIZING DEVICE SPACING

POSTED SPEED (MPH)	IN TAPER (FEET)	IN TANGENT (FEET)
50 / 60	40	80
35 / 45	30	60
25 / 30	20	40

SIGN SPACING = X (1)

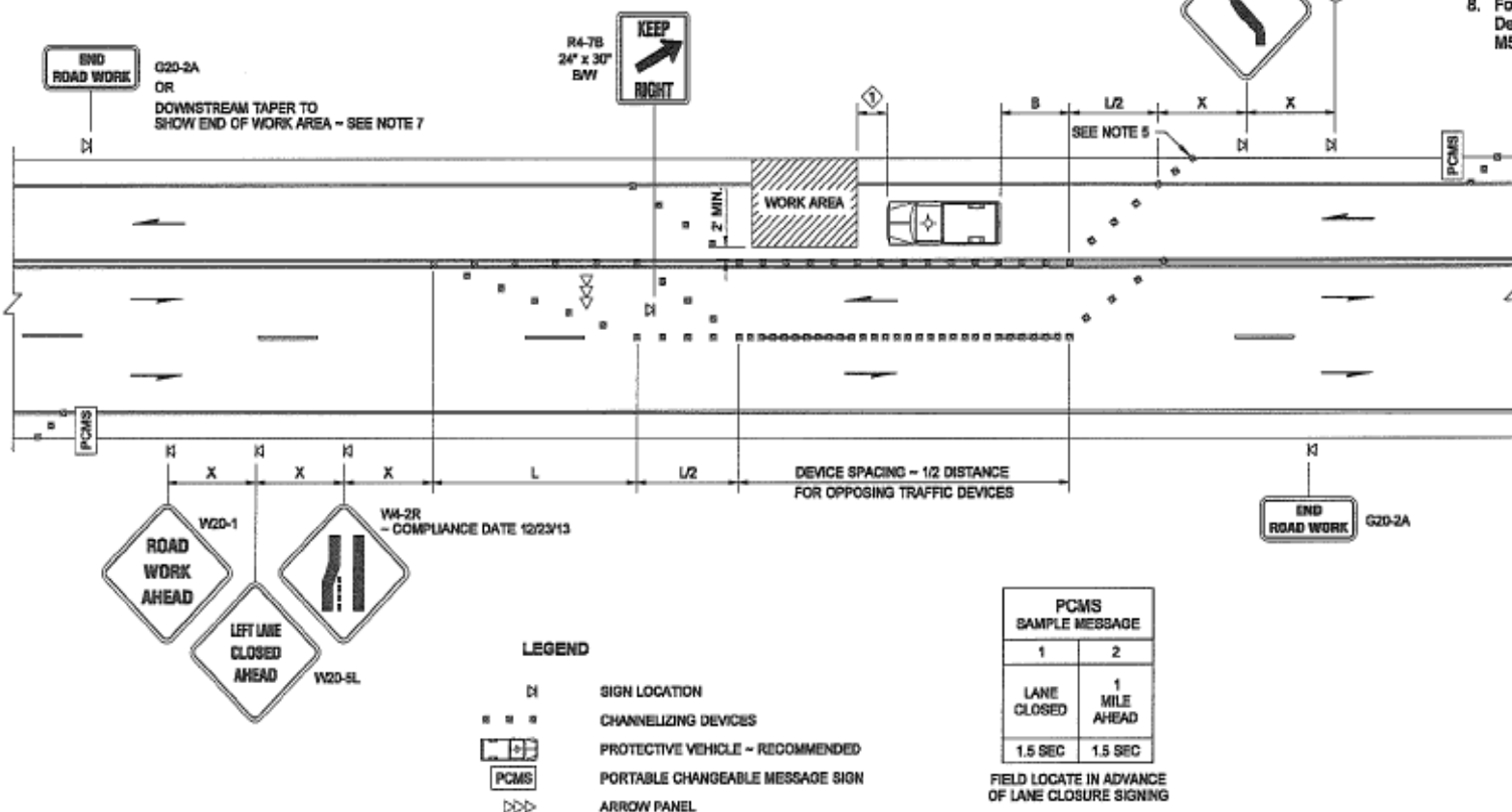
RURAL HIGHWAYS	50 / 65 MPH	607 ±
RURAL ROADS	45 / 55 MPH	507 ±
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	357 ±
RURAL ROADS, URBAN ARTERIALS, RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	207 ± (2)
URBAN STREETS	25 MPH OR LESS	107 ± (2)
ALL SIGNS ARE BLACK ON ORANGE UNLESS DESIGNATED OTHERWISE		

(1) ALL SIGN SPACING MAY BE ADJUSTED TO ACCOMMODATE INTERCHANGE RAMP, AT-GRADE INTERSECTIONS, DRIVEWAYS.

(2) THIS SIGN SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.

NOTES

1. A Protective Vehicle is recommended regardless if a Truck Mounted Attenuator (TMA) is available; a work vehicle may be used. When no TMA is used, the Protective Vehicle shall be strategically located to shield workers, with no specific Roll-Ahead distance.
2. Existing conflicting pavement markings that are no longer applicable shall be removed or obliterated. Temporary markings shall be used as necessary, and signs shall be post mounted for long term projects.
3. Steady-Burn Warning Lights (Type C, MUTCD) shall be used to mark Channelizing Devices at night.
4. For speed limits of 30 mph or less, sign W1-3 shall be used in lieu of sign W1-4.
5. Extend device taper (L/3) across shoulder ~ recommended.
6. Portable Changeable Message Sign (PCMS) ~ recommended.
7. Channelizing Device spacing for the downstream taper option shall be 20' O.C.
8. For signs size refer to Manual on Uniform Traffic Control Devices (MUTCD) and WSDOT Sign Fabrication Manual M55-05.

FOR LOCAL AGENCY USE ONLY
NOT FOR USE ON STATE ROUTES

**LANE SHIFT
ONTO PASSING LANE
STANDARD PLAN K-22.20-01**

SHEET 1 OF 1 SHEET

APPROVED FOR PUBLICATION

Pasco Bakotich III

10-12-07

STATS DESIGN ENGINEER DATE
Washington State Department of Transportation

LONGITUDINAL BUFFER SPACE = B

POSTED SPEED (MPH)	25	30	35	40	45	50	55	60	65	70
LENGTH B (FEET)	155	200	250	305	SEE STD. PLAN K-40.20					

BUFFER DATA

TYPICAL PROTECTIVE VEHICLE WITH TMA (SEE NOTE 1)

VEHICLE TYPE	LOADED WEIGHT
4 YARD DUMP TRUCK, SERVICE TRUCK, FLAT BED, ETC.	MINIMUM WEIGHT 15,000 LBS. (MAXIMUM WEIGHT SHALL BE IN ACCORDANCE WITH MANU- FACTURER RECOMMENDATION)
① ROLL AHEAD STOPPING DISTANCE = 30 FEET MIN. (DRY PAVEMENT ASSUMED)	

MINIMUM TAPER LENGTH = L (FEET)

SHOULDER WIDTH (FEET)	POSTED SPEED (MPH)									
	25	30	35	40	45	50	55	60	65	70
8	63	90	123	160						
8	84	120	164	214	SEE STD. PLAN K-40.20					
10	105	150	204	267						
LESS THAN 8	3 DEVICES MINIMUM, SPACED 10' O.C.									

CHANNELIZING DEVICE SPACING

POSTED SPEED (MPH)	IN TAPER (FEET)	IN TANGENT (FEET)
35 / 40	30	60
25 / 30	20	40

NOTES

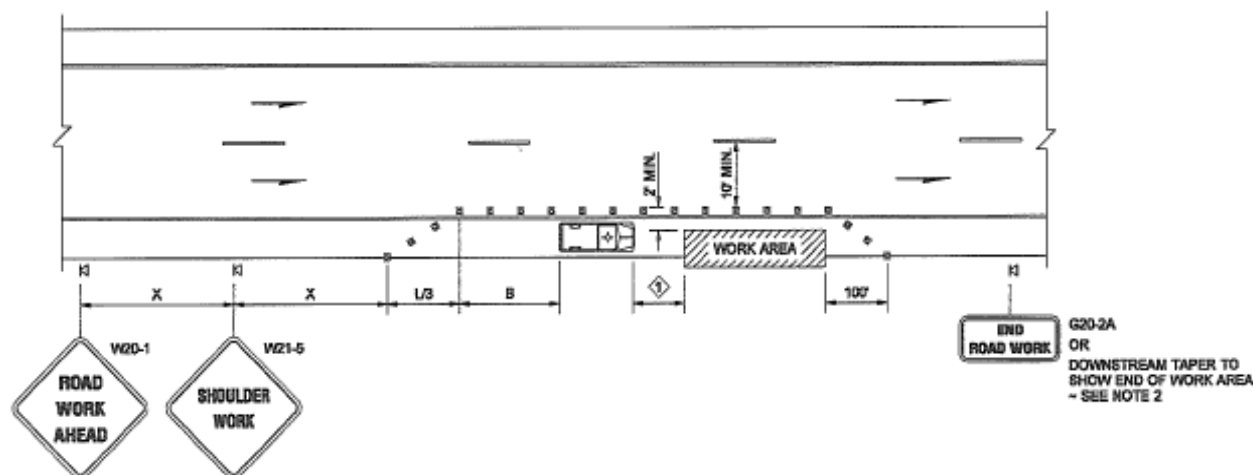
1. A Protective Vehicle is recommended regardless if a Truck Mounted Attenuator (TMA) is available; a work vehicle may be used. When no TMA is used, the Protective Vehicle shall be strategically located to shield workers, with no specific Roll-Ahead distance.
2. Channelizing Device spacing for the downstream taper option shall be 20' O.C.
3. For signs size refer to Manual on Uniform Traffic Control Devices (MUTCD) and WSDOT Sign Fabrication Manual M55-05.

SIGN SPACING = X (1)

RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	350' ±
RURAL ROADS, URBAN ARTERIALS, RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200' ± (2)
URBAN STREETS	25 MPH OR LESS	100' ± (2)

(1) ALL SIGN SPACING MAY BE ADJUSTED TO ACCOMMODATE INTERCHANGE RAMP, AT-GRADE INTERSECTIONS, AND DRIVEWAYS.

(2) THIS SIGN SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.

**LEGEND**

- SIGN LOCATION
 CHANNELIZING DEVICES
 PROTECTIVE VEHICLE - RECOMMENDED

**FOR LOCAL AGENCY USE ONLY
NOT FOR USE ON STATE ROUTES**

EXPIRES AUGUST 9, 2007

**SHOULDER CLOSURE
~ LOW SPEED ROADWAY
(40 MPH OR LESS)
STANDARD PLAN K-40.40-00**

SHEET 1 OF 1 SHEET

APPROVED FOR PUBLICATION

Ken L. Smith

02-15-07



Washington State Department of Transportation