



## REQUEST FOR PROPOSAL (RFP)

### Stormwater Pipe Rehabilitation 18 inch and Above Investigation - Phase 2 Project

Public notice is hereby given that the City of Mill Creek has issued a Request for Proposal (RFP) for the cleaning and inspection of the **Stormwater Pipe Rehabilitation 18 inch and Above Investigation - Phase 2** Project. The work to be performed for this project consists of furnishing all labor, tools, materials, and equipment necessary for related services for the successful delivery of this project. The engineer's estimated cost range for this work is \$180,000 to \$260,000.

This project is expected to occur between May and October 2026.

#### Project Scope

- **Light Cleaning:** Perform up to three (3) jetting attempts per pipe, and clean up to 36,000 LF of stormwater pipes (18 inches and larger, including zero-diameter pipes as required by the City) prior to CCTV inspection.
- **Sediment Disposal:** Dispose of all sediment from cleaning activities offsite using the City's account at the Snohomish County Vector Waste Decant Facility.
- **CCTV Inspection:** Conduct CCTV inspection of up to 36,000 LF of City-owned stormwater pipes, 18 inches in diameter and greater.
- **Water Supply:** Contractor to provide water required for cleaning operations.
- **Traffic Control:** Contractor to provide traffic control for Washington State Department of Transportation (WSDOT) roads and residential work zones.
- **Permits:** Contractor to acquire all applicable permits for work in the City right-of-way (ROW). Review and approval of traffic control plans within State Routes 96 (132<sup>nd</sup> St SE) and 527 (Bothell-Everett Highway) will need to be obtained from WSDOT.
- **Documentation and Reporting:** Provide inspection videos and reports, complete City-provided forms/surveys, and update GIS tracking app daily with field-verified geometry and attributes.
- **Data Submission:** Deliver NASSCO PACP Version 7 compliant pipe inspection data in CSV and Microsoft Access formats weekly.

Please refer to the City GIS system at the link below for the pipe locations. A portion of the highlighted pipes show a diameter of zero, and these unidentified-diameter pipes are included in this project.

<https://millcreekwagis.maps.arcgis.com/apps/mapviewer/index.html?webmap=9b2051fd39094f51a4ca03b7a534a032>

Additional information on contracting with the City and responding to RFPs 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 April 09, 2026**.

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, addressed to the City Clerk. SOQ documents can be delivered to the City using one of the following options:

- Email electronic documents to:

The City Clerk's office at [cityclerk@millcreekwa.gov](mailto:cityclerk@millcreekwa.gov). Electronic SOQ document submittal is preferred by the City.

- Postal mail to:

City of Mill Creek City Clerk's Office  
Attn: Leah Holmes  
15728 Main Street  
Mill Creek, WA 98012

- Hand-delivery to City Hall South building:

City of Mill Creek City Clerk's Office  
Attn: Leah Holmes  
15728 Main Street  
Mill Creek, WA 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 RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP 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 RFP 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.

### **Format for Statement of Qualifications**

SOQ documents shall be formatted to facilitate the reviewer's assessment of your firm's qualifications and suitability for this project. Content that is either excessive or unrelated to the services advertised in this RFP is discouraged.

SOQ documents should include the following:

- A description of your proposed project team members, including any subconsultants. Provide summary resumes for key team members.
- Clearly identify 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 identical to those described in this Request for Proposal.
- 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.
- Proposed scope and fee

### **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:

- Summarize your team's experience with similar projects, outline your work methodology, and provide the estimated project duration with key milestones.
- Contract Cost
- Availability and responsiveness to the anticipated project schedule
- Familiarity with the site, surroundings, and the City of Mill Creek.

Contract authorization may require City Council approval, with consultant notice to proceed issued thereafter.

### **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.