



**REQUEST FOR QUALIFICATIONS (RFQ)
Construction Management, Inspection and Materials Testing
for
Catch Basin Repair and Replacement Project**

Public notice is hereby given that the City of Mill Creek has issued a Request for Qualifications (RFQ) for construction management (CM) administrative services, inspection and materials testing for the Catch Basin Repair and Replacement Project. The work to be performed for this project consists of furnishing all labor, tools, materials, and equipment necessary for collecting data, completion of construction management, and related services for the successful delivery of this project.

The selected firm will provide construction management, inspection, and materials testing for the repair and replacement of more than 1,000 failed catch basins in the right-of-way throughout Mill Creek, WA. Work to be performed includes but is not limited to: the demolition and removal of existing failing stormwater catch basins, installation of new stormwater catch basins, other repairs (riser replacement, grouting, pipe repair, etc.), and pavement restoration throughout Mill Creek, WA.

This project is expected to be constructed by the end of the dry season of 2028.

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

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.

Proposal Deadline and Instructions

The deadline for Proposal document submittal is 3:00 PM April 9, 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. 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 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.

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 categories, with equal weight applied to each:

- Team experience with similar projects and approach to construction administration/inspection
- Schedule /cost control methodology
- Permitting/compliance support during construction including erosion control inspection
- Availability and responsiveness to anticipated project schedule
- Familiarity with the site, surroundings, and the City of Mill Creek
- Communication and stakeholder coordination including residents and HOAs

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.