



REQUEST FOR QUALIFICATIONS (RFQ)
Construction Management, Inspection, and Materials Testing
for
2026 Pavement Preservation 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 2026 Pavement Preservation project. The work to be performed for this project includes providing all labor, tools, materials, and equipment necessary for data collection, construction management, and related services to successfully complete the project.

The selected firm will provide construction management, inspection, and materials testing for the improvement of city street segments, including but not limited to planning existing asphalt surfaces, overlaying with HMA, pavement repair, excavation, erosion control, water pollution prevention, traffic curb and gutter, pedestrian curb, rolled curb and gutter, pavement markings, and traffic control.

The RFQ, additional submission requirements and instructions, and relevant information for interested parties (if any) can be found on the City of Mill Creek Contracting website: https://cityofmillcreek.com/city_government/public_works_and_development_services/contracting_with_the_city.

For questions, please email the city clerk at cityclerk@millcreekwa.gov.

Format for Statement of Qualifications

Electronic submission is acceptable. Alternatively, you may provide three copies of the SOQ documents, formatted to facilitate the reviewer's assessment of your firm's qualifications and suitability for this project. Content that is excessive or unrelated to the services advertised in this RFQ is discouraged.

SOQ documents should include the following:

- A description of your proposed project team members, including any subconsultants, along with a brief overview of the key roles that the subconsultants will hold as part of the project team. List certifications.
- Clearly identify the proposed project manager and describe the roles of other team members. Provide summary resumes for key team members.
- Identify and describe at least three (3) previous projects similar in scope to this project, with an emphasis on those involving working conditions comparable to this RFQ's project. For each reference, provide client contact information suitable for reference

checks, including, but not limited to, the agency/owner, title, phone number, email, and a brief description of the work completed.

- Describe your detailed work plan for successfully completing this project, including your task sequence and methodologies, key deliverables, proposed staffing, preferred software, and a project timeline with productivity metrics that show how your plan will ensure the project's success.

Proposal Deadline and Instructions

The deadline for submitting the Proposal document is 3:00 PM on April 28, 2026.

No proposals will be accepted after the specified date and time. Postmarks will not be accepted as proof of timely submission. It is solely the responsibility of the candidate firm to ensure their proposal is received by the City before the 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 the electronic document 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

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

Evaluation criteria

Each submittal will be evaluated and scored based on the quality of responses the candidate firm provides in the submitted RFQ document. Scoring will be determined by evaluating the following three categories, with equal weight given to each:

- Firms' experience with similar projects.
- Qualifications of the proposed project manager.

- Key Personnel qualifications, certifications, and relevant experience.
- Familiarity with City and WSDOT Standards
- Ability to meet the schedule.
- Past performance references.

The evaluation team will assign a score from 1 to 5 for each criterion and calculate the total points as follows: 0 = Fail to Fit, 1 = Poor Fit, 2 = Fair Fit, 3 = Good Fit, 4 = Very Good Fit, 5 = Excellent Fit. Scores are whole numbers and are not rounded. The total score is based on the number of members on the evaluation team.

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.

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.