



Request for Proposal (RFP)

Traffic Control Services for the Stormwater Pipe Rehabilitation Work Plan Inspection Activities

The City of Mill Creek is issuing this Request for Proposals (RFP) from qualified traffic control contractors to prepare traffic control plans and provide traffic control services for approximately 40,000 linear feet of stormwater pipe inspection activities within WSDOT right-of-way (ROW). Services shall comply with applicable WSDOT standards, permit requirements, and local regulations.

Project Scope

The selected contractor shall provide all labor, equipment, materials, and coordination necessary to support stormwater pipe rehabilitation activities within WSDOT ROW, including:

- Prepare WSDOT-compliant traffic control plans for stormwater pipe inspection, light cleaning, and heavy cleaning activities for inclusion in WSDOT ROW permit applications.
- Revise traffic control plans as required to address City and WSDOT review comments.
- Provide all traffic control equipment, devices, signage, personnel, and one (1) Truck Mounted Attenuator (TMA) necessary to safely implement traffic control.
- Provide traffic control services for stormwater pipe inspection, light cleaning, and heavy cleaning activities.
- Coordinate traffic control operations and scheduling with the City, City's Consultant, CCTV contractor, law enforcement, and other agencies as required.
- Maintain compliance with WSDOT permit requirements, the Manual on Uniform Traffic Control Devices (MUTCD), and applicable federal, state, and local regulations.
- Provide monthly progress reports and invoices.

Assumptions

- Stormwater pipe rehabilitation activities include approximately 40,000 linear feet of pipe.
- Traffic control plan development includes up to thirty-five (35) plan sheets.
- One (1) Truck Mounted Attenuator (TMA) is assumed for traffic control operations.
- Traffic control services are anticipated to include up to eight (8) nighttime shifts and fifty-nine (59) daytime shifts.
- The CCTV contractor will obtain any required City right-of-way permits.
- All required permits and approvals will be obtained prior to field operations.
- Heavy cleaning traffic control services will be performed only upon written authorization from the City and as project budget allows.

Deliverables

- Draft traffic control plans.
- Final traffic control plans.
- Traffic control services for scheduled field operations.
- Monthly progress reports and invoices.

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

This project is expected to happen as soon as possible.

Statement of Qualifications (SOQ) Deadline and Instructions

The deadline for Statement of Qualifications (SOQ) document submittals is **3:00 PM October 8, 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 to the attention of Leah Holmes. SOQ documents can be delivered to the City using one of the following options:

- Email electronic document to Leah Holmes at leah.holmes@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-deliver to City Hall South building:

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

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

Proposal 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. Documents should include the following:

- Company qualifications and experience providing WSDOT traffic control services.
- Project approach and coordination plan.
- Qualifications of key personnel.
- Proposed schedule and availability.
- Cost proposal, including separate pricing for traffic control plan development and field traffic control services.

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.