



**RFP #856**  
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

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Clark County Washington

RELEASE DATE: WEDNESDAY, MAY 10, 2023  
DUE DATE: WEDNESDAY, MAY 31, 2023 by 1:30 pm

Request for Proposal for:

**RAIL ENGINEERING SERVICES for RAILROAD ROADBED  
REHABILITATION (MP 14.12 to MP 33.1)**

**SUBMIT:**

One (1) Original  
Four (4) Complete Copies

of the Proposal to:

<b><u>Shipping Method of your Choice or Hand Delivery</u></b>	<b><u>United States Postal Service</u></b>
Clark County ATTN: Office of Purchasing 1300 Franklin Street, 6 <sup>th</sup> Floor, Suite 650 Vancouver WA 98660 564-397-2323	Clark County ATTN: Office of Purchasing PO Box 5000 Vancouver WA 98666-5000 564-397-2323

**Office Hours:** 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

**No electronic submissions.**

**\*\*Proposals must be delivered to the Purchasing office – No Exceptions**

**\*\*Proposals must be date and time stamped by Purchasing staff by 1:30 pm on due date.**

**\*\*Proposal shall be sealed and clearly marked on the package cover with RFP #, Title & Company Name**

**Refer Questions to Project Manager:**

Scott Fakler  
Capital Project Manager / Public Works  
[Scott.Fakler@clark.wa.gov](mailto:Scott.Fakler@clark.wa.gov)  
564-397-4648

## General Terms and Conditions

**ADMINISTRATIVE REQUIREMENTS** - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

**AUTHORSHIP** - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

**CANCELLATION OF AWARD** - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

**CONFIDENTIALLY** - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

**CONFLICT OF INTEREST** - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

**CONSORTIUM OF AGENCIES** - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

**COST OF PROPOSAL & AWARD** - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

**DISPUTES** - Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

**DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS** - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

**ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM** - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <https://clark.wa.gov/sites/default/files/dept/files/general-services/Purchasing/ERP%20Policy.pdf>

**INDEPENDENT PRICE DETERMINATION** - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

**INTERLOCAL AGREEMENT** - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

**LIMITATION** - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

**LATE PROPOSALS** - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

**ORAL PRESENTATIONS** - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

**OTHER AUDIT/MONITORING REQUIREMENTS** - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

**PRICE WARRANT** - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

**PROTESTS** - Must be submitted to the Purchasing Department.

**PUBLIC SAFETY** - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

**ACCEPTANCE or REJECTION OF PROPOSALS** - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

**SUBCONTRACTING** - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

**VERBAL PROPOSALS** - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

**WORKERS COMPENSATION INSURANCE** – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS  
**Clark County ADA Office: V: 564-397-2322**  
[ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

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# Request for Proposal #856

## Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)

### Part I

### Proposal Requirements

Section IA	General Information
1. Introduction	<p>The purpose of this RFP is to permit the consultant community to submit qualifications for Rail Engineering Services. Firms selected based on their qualifications will be asked to interview for final consultant selection.</p> <p>Clark County owns a 33 mile long short-line railroad used for both freight and for excursion. It also includes a rail with trail segment. The county does not have internal staff with railroad engineering expertise and this selection process would provide those services as a resource to Clark County Public Works.</p> <p>If your company contact details <i>are not</i> on the Plan Holder List at <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a> Attachment B, Letter of Interest must be submitted to participate in this RFP.</p> <p>Proposers shall respond to all sections to be considered.</p> <p>Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this proposal will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.</p>
2. Background	<p>The railroad is currently being operated under lease agreements for both the freight use and for the excursion use. You can find more background information at the following website: <a href="https://www.clark.wa.gov/public-works/chelatchie-prairie-railroad">https://www.clark.wa.gov/public-works/chelatchie-prairie-railroad</a>. The rail line includes some segments that have been upgraded to 115lb rail, and there are 13 bridges on the line as well as a tunnel.</p> <p>Clark County has received two grants from the WSDOT Rail Division for work along the northern half of the corridor. The first grant includes railroad roadbed rehabilitation as a part of its scope, and the second grant is exclusively for railroad roadbed rehabilitation (see below for limits). This work includes replacing deteriorating crossties, ballast, and undercutting along the county rail line north from MP 14.12 in Battle Ground. The length of the rehabilitation work depends on its costs and the costs to the grant from other work. The undercutting removes sub-standard ballast and soils to be replaced with new ballast.</p> <p>All costs for each grant must be tracked separately for billing, either as separate projects or separate tasks, although bundling work to improve efficiency will be considered. The limits for each grant are below.</p>
3. Scope of Project	<p>The project seeks to perform railroad roadbed rehabilitation repairs including maintenance, ditching, ballast, cross ties, switch ties, surfacing and undercutting on the northern part of the Chelatchie Prairie Railroad, from MP 14.12 to MP 33.1 (in two sections, see below). The undercutting removes sub-standard ballast and soils to be replaced with new ballast. This project has not yet started and must be completed by June 2025.</p>

# Request for Proposal #856

## Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)

4. Project Funding	<p>Funding for this work includes county funding as well as Washington State Department of Transportation (WSDOT) railroad funding. The railroad funding has been provided in two grants with the following limits:</p> <table border="1" data-bbox="423 312 1511 441"><tr><td>GCB 3592</td><td>MP 14.12 to MP 26.9</td></tr><tr><td>GCB 1249</td><td>MP 26.9 to MP 33.1</td></tr></table> <p><b><u>Title VI Statements</u></b></p> <p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.</p> <p>La políza del condado de Clark es garantizar que ninguna persona por motivos de raza, color, origen nacional o sexo según lo dispuesto en el Title VI of the Civil Rights Act de 1964, según enmendada, sea excluida por participar en, ser negado los beneficios de, o ser discriminado por cualquier programa o actividad patrocinada por el condado. Para preguntas relacionadas con el programa de Title VI de Obras Públicas del condado de Clark, o para servicios de interpretación o traducción para personas que no hablan inglés. O para que los materiales estén disponibles en un formato alternativo, comuníquese con el coordinador del Title VI de Obras Públicas del condado de Clark por correo electrónico a <a href="mailto:CCPW-TitleVI@clark.wa.gov">CCPW-TitleVI@clark.wa.gov</a> o por teléfono a 564-397-4944. Las personas con problemas de audición / habla pueden llamar a Washington Relay Center al 711.</p> <p>For questions regarding Clark County Public Works' Title VI Program, or for interpretation or translation services for non-English speakers, or otherwise making materials available in an alternate format, contact Clark County Public Works' Title VI Coordinator via email at <a href="mailto:CCPW-TitleVI@clark.wa.gov">CCPW-TitleVI@clark.wa.gov</a> or phone at 564-397-4944. Hearing/speech impaired may call the Washington Relay Center at 711.</p>	GCB 3592	MP 14.12 to MP 26.9	GCB 1249	MP 26.9 to MP 33.1
GCB 3592	MP 14.12 to MP 26.9				
GCB 1249	MP 26.9 to MP 33.1				

# Request for Proposal #856

## Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)

5. Timeline for Selection	<p>The following dates are the <b>intended</b> timeline:</p> <table border="1"><tr><td>Pre-submittal Meeting</td><td>N / A</td></tr><tr><td>Deadline for Questions and Answers</td><td>May 24, 2023</td></tr><tr><td>Final date for Addendum, if needed</td><td>May 25, 2023</td></tr><tr><td>Proposals Dues</td><td>May 31, 2023</td></tr><tr><td>Proposal Review/Evaluation Period</td><td>June 9, 2023</td></tr><tr><td>Interviews</td><td>June 20 – 22, 2023</td></tr><tr><td>Selection Committee Recommendation</td><td>June 30, 2023</td></tr><tr><td>Contract Negotiation / Execution</td><td>July 1 – September 5, 2023</td></tr><tr><td>Contract Intended to Begin</td><td>September 6, 2023</td></tr></table>	Pre-submittal Meeting	N / A	Deadline for Questions and Answers	May 24, 2023	Final date for Addendum, if needed	May 25, 2023	Proposals Dues	May 31, 2023	Proposal Review/Evaluation Period	June 9, 2023	Interviews	June 20 – 22, 2023	Selection Committee Recommendation	June 30, 2023	Contract Negotiation / Execution	July 1 – September 5, 2023	Contract Intended to Begin	September 6, 2023
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Contract Intended to Begin	September 6, 2023																		
6. Employment Verification	<p>To be considered <b>responsive</b> to this formal Clark County RFP, all proposers shall submit before, include with their response or within <b>48 hours</b> after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employees hired after the date of the MOU. The status report shall be directed to the county project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: <a href="http://www.dhs.gov/E-Verify">www.dhs.gov/E-Verify</a></p> <p><b>How to submit the MOU in advance of the submittal date:</b></p> <ol style="list-style-type: none"><li>1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;</li><li>2. E-mail: <a href="mailto:koni.odell@clark.wa.gov">koni.odell@clark.wa.gov</a> or <a href="mailto:priscilla.ricci@clark.wa.gov">priscilla.ricci@clark.wa.gov</a></li></ol> <p><i>Note : Sole Proprietors shall submit a letter stating exempt.</i></p>																		

# Request for Proposal #856

## Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)

Section IB	Work Requirements
1. Required Services	<p>Clark County is seeking a consultant team to provide railroad professional engineering for survey, design, plans and specifications preparation, construction estimating, bidding support, and design services during construction. In addition, the services sought also include inspection during construction.</p> <p>The consultant team will work closely with designated county personnel on the projects. Subcontracting by consultants is acceptable; however, a single firm must be identified as the “prime” and subcontracts must include the necessary clauses from the Clark County contracts.</p> <p>The design and engineering shall meet all American Railway Engineering and Maintenance-of-Way Association (AREMA), the Federal Railroad Administration (FRA) and US Department of Transportation (USDOT) codes, rules, standards and guidelines.</p> <p>Typical engineering services may include, but not be limited to:</p> <ul style="list-style-type: none"><li>• Visit the project to review site conditions and potential staging areas, and the environmental context in which the project will be completed</li><li>• Provide surveying services as necessary for the design (topographic, boundary)</li><li>• Prepare design drawings (plans), specifications and estimates for 50%, 90%, 99%, and Final submittals as appropriate</li><li>• Participate in a plans-in-hand meetings and project walk-through or field reviews at the 90% design</li><li>• Provide design services during bidding and construction</li><li>• Provide inspection services during construction</li></ul>
2. County Performed Work	<p>The work to be performed by County staff is listed below:</p> <ul style="list-style-type: none"><li>• Manage the overall project, including the internal and consultant project teams</li><li>• Assist with the development and review of specifications and other bid documents</li><li>• Coordinate public involvement</li><li>• Acquire all property rights necessary for the projects</li><li>• Provide traffic control plans as needed</li><li>• Administer grants and project funding</li><li>• Prepare environmental documentation and permitting submittals</li><li>• Coordinate all environmental permitting submittals and correspondence with federal, state and local agencies</li><li>• Coordinate contract document assembly and printing</li><li>• Administer the bid period process</li><li>• Manage construction of the projects and provide inspection (with assistance from the consultant)</li></ul>

# Request for Proposal #856

## Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)

3. Deliverables & Schedule	<p>The following schedule is preliminary and subject to change but provides a rough framework of timelines and expectations.</p> <table border="1" data-bbox="427 285 1511 411"><tr><td data-bbox="427 285 971 348">Design and Permitting Phase</td><td data-bbox="971 285 1511 348">September 2023 – September 2024</td></tr><tr><td data-bbox="427 348 971 411">Construction</td><td data-bbox="971 348 1511 411">September 2024 – March 2025</td></tr></table>	Design and Permitting Phase	September 2023 – September 2024	Construction	September 2024 – March 2025
Design and Permitting Phase	September 2023 – September 2024				
Construction	September 2024 – March 2025				
4. Place of Performance	Contract performance may take place in the County's facility, the Proposer's facility, a third-party location or any combination thereof.				
5. Period of Performance	<p>A contract awarded as a result of this RFP will be for two (2) years and is intended to begin September 2023 and end December 2025.</p> <p>Clark County reserves the right to extend the contract resulting from this RFP for a period of two (2) additional years, in one (1) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.</p>				
6. Prevailing Wage Applicable to all public work as defined in RCW 39.04.010(4) Public Works Definition	<p>Pursuant to Washington State RCW 39.12 PREVAILING WAGES ON PUBLIC WORKS all work identified in this project as a public work requires the contractor to pay Washington State prevailing wages and file all affidavits of intent to pay with the WA State Dept of Labor &amp; Industries.</p> <p>Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350 BIDDER RESPONSIBILITY CRITERIA – SWORN STATMENT – SUPPLEMENTAL CRITERIA.</p> <p>For this project select the Clark County rates that apply on the proposal closing date from either of these sites:</p> <p><a href="http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm">http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm</a> <a href="http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates">http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates</a></p> <p>Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L &amp; I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.</p>				
7. Debarred/Suspended	<p>Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.</p> <p>All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form with their proposal to be eligible to participate.</p>				



## Request for Proposal #856

### Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)

8. Americans with Disabilities Act (ADA) Information	Clark County 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 <a href="mailto:ADA@clark.wa.gov">ADA@clark.wa.gov</a> or by calling 564-397-2322.
9. Public Disclosure	<p>This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.</p> <p>If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.</p>
10. Insurance/Bond	The firm awarded the contract will be required to for the insurance requirements outlined in the WSDOT Local Agency A&E Professional Services Agreement <a href="https://wsdot.wa.gov/sites/default/files/2021-10/LP_LAPS-NegotiatedHourlyRate.pdf">https://wsdot.wa.gov/sites/default/files/2021-10/LP_LAPS-NegotiatedHourlyRate.pdf</a>
11. Plan Holders List	<p>All proposers are required to be listed on the plan holders list.</p> <p>✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:</p> <p>To view the Plan Holders List, please click on the link below or copy and paste into your browser. Clark County RFP site: <a href="https://clark.wa.gov/internal-services/purchasing-overview">https://clark.wa.gov/internal-services/purchasing-overview</a></p> <ul style="list-style-type: none"><li>• If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.</li><li>• Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.</li></ul>

## Request for Proposal #856

### Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)

## Part II Proposal Preparation and Submittal

<b>Section IIA</b>	<b>Pre-Submittal Meeting / Clarification</b>
1. Pre-Submittal Meeting	There are no plans to hold a pre-submittal meeting or site visit scheduled for this project.
2. Proposal Clarification	<p>Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.</p> <p>The deadline for submitting such questions/clarifications is May 24, 2023 by 3:00 pm.</p> <p>An addendum will be issued no later than May 25, 2023 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions &amp; Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.</p> <p>Clark County RFP site: <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a></p>
<b>Section IIB</b>	<b>Proposal Submission</b>
1. Proposals Due	<p>Sealed proposals must be received no later than the date, time and location specified on the cover of this document.</p> <p><b>The outside of the envelope/package shall clearly identify:</b></p> <ol style="list-style-type: none"><li><b>1. RFP Number and;</b></li><li><b>2. TITLE and;</b></li><li><b>3. Name and Address of the Proposer.</b></li></ol> <p>Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.</p> <p>Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.</p>
2. Proposal	<p>Proposals must be clear, succinct and not exceed five (5) pages, excluding resumes, E-Verify, coversheet and debarment form. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.</p> <p>For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are <u>readily recyclable</u>.</p> <p>The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.</p>

## Request for Proposal #856

### Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)

	<p>Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, should not be included with each copy unless otherwise specified.</p>
<b>Section IIC</b>	<b>Proposal Content</b>
1. Cover Sheet	This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A
2. Project Team	Provide a summary describing the joint team organization, including the prime consultant and any sub-contractors. The summary should contain an organizational chart showing areas of responsibilities, professional titles of pertinent positions and which team member will be the "lead" in each area (survey, railroad design, inspection, etc.). If the team includes members from different firms, please include any past experience working together. Provide a resume for all key team members.
3. Management Approach	Describe how your teams are be managed internally as well as within the overall County/Consultant project team. Describe how your firm evaluates projects and presents information in order for project teams to make decisions. Include information about QA/QC processes. How does your process ensure deliverables are complete, containing minimal errors? How are County review comments addressed and the responses communicated back to the project team?
4. Respondent's Capabilities	Provide up to three (3) reference projects that demonstrate experience and competence in performing the type of work requested. Include name of project owner, address, telephone number, project title and contact person. Projects demonstrating efforts with joint consultant/local agency teams are preferred.
5. Project Approach and Understanding	Provide a description of the work to be performed based on the preliminary required services. described in Section 1B and the project schedule provided. Include a description of key issues and challenges anticipated to be addressed during the execution of these specific projects. Identify project deliverables/milestones that determine the critical path.
6. Proposed Cost	N/A
7. Employment Verification	<p><b>Please refer to section 1A.6. – E-Verify</b></p> <p><b>IMPORTANT NOTE:</b> Include this portion of the response immediately <b>AFTER</b> the cover page, if not already on file with Clark County. Current vendors on file can be viewed at: <a href="https://clark.wa.gov/internal-services/purchasing-overview">https://clark.wa.gov/internal-services/purchasing-overview</a></p>

# Request for Proposal #856

## Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)

### Part III Proposal Evaluation & Contract Award

Section IIIA	Proposal Review and Selection										
1. Evaluation and Selection:	<p>Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to the next step in the selection process.</p> <p>The county plans to conduct interviews as a result of this proposal review and recommendation. If a sufficient number of proposals are received the county intends to interview a minimum of 3 consultant teams as part of the final selection process. The interview alone will determine the final consultant selection. Points from this proposal review are not carried over to the interview.</p>										
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p><b>A one hundred (100) point system will be used, weighted against the following criteria:</b></p> <table border="1" data-bbox="402 835 1421 1150"> <tbody> <tr> <td>Proposal Approach / Quality</td> <td>10</td> </tr> <tr> <td>Project Team</td> <td>25</td> </tr> <tr> <td>Management Approach</td> <td>25</td> </tr> <tr> <td>Respondent Capabilities</td> <td>40</td> </tr> <tr> <td style="text-align: right;">Total Points</td> <td>100</td> </tr> </tbody> </table>	Proposal Approach / Quality	10	Project Team	25	Management Approach	25	Respondent Capabilities	40	Total Points	100
Proposal Approach / Quality	10										
Project Team	25										
Management Approach	25										
Respondent Capabilities	40										
Total Points	100										
Section IIIB	Contract Award										
1. Consultant Selection	<p>The County will determine the most qualified proposer based on the subsequent interviews. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and begin negotiations with the next qualified Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>Clark County reserves the right to accept or reject any or all proposals received, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP. Clark County reserves the right to award the contract based on the best interests of the County.</p>										
2. Contract Development	<p>The county intends to award a contract (or contracts) to the highest scoring consultant team based on the interviews. The contract(s) will follow generally the Washington Department of Transportation Local Agency Guidelines contract with some minor edits by County Council.</p> <p>Since this RFP contains two grants, more than one contract may be awarded to the highest scoring firm.</p>										

## Request for Proposal #856

### Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)

	The proposal and all responses provided by the successful Proposer may become a part of the final contract.
3. Award Review	The public may view Request for Proposal documents by submitting a public records request at <a href="http://www.clark.wa.gov">www.clark.wa.gov</a> .
4. Orientation/Kick-off Meeting	The County intends to hold a project kick-off meeting shortly after contract execution.

**Request for Proposal #856  
Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)**

**Attachment A: COVER SHEET**

General Information:

Legal Name of Proposing Firm \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Program Location (if different than above) \_\_\_\_\_

Email Address \_\_\_\_\_

Tax Identification Number \_\_\_\_\_

**ADDENDUM:**

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None     1     2     3     4     5     6

***NOTE: Failure to do so, shall render the proposer non-responsive and therefore be rejected.***

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

\_\_\_\_\_  
Authorized Signature of Proposing Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Request for Proposal #856**

**Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)**

**Attachment B: LETTER OF INTEREST**

Legal Name of Applicant Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Program Location (if different than above) \_\_\_\_\_

Email Address \_\_\_\_\_

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the ‘Letter of Interest’ to ensure your inclusion.

Email Letter of Interest to: [Koni.Odell@clark.wa.gov](mailto:Koni.Odell@clark.wa.gov) and [Priscilla.Ricci@clark.wa.gov](mailto:Priscilla.Ricci@clark.wa.gov)

Clark County web link: <https://clark.wa.gov/internal-services/request-proposal-1>

**This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.**

**Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.**

**Request for Proposal #856  
Rail Engineering Services for Railroad Roadbed Rehabilitation (MP 14.12 to MP 33.1)**

**Attachment C**



Clark County, Washington

**Certification Regarding  
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Typed Name & Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

I am unable to certify to the above statements. My explanation is attached.