



**RFP #857**  
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

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Clark County Washington

RELEASE DATE: WEDNESDAY, MAY 17, 2023  
DUE DATE: WEDNESDAY, JUNE 14, 2023 by 1:30 pm

Request for Proposal for:

**DESIGN SERVICES for OFFICE SPACE REMODELS**

**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:**

Michelle Schuster  
Interim Facilities Manager / Internal Services  
[Michelle.Schuster@clark.wa.gov](mailto:Michelle.Schuster@clark.wa.gov)  
564-397-4118

## 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 #857

## Design Services for Office Space Remodels

### Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>Clark County is soliciting proposals from qualified professional Architectural / Engineering firms, with specific expertise in the design, remodel, and construction management of Courthouses and other government facilities including but not limited to offices, auto licensing, and elections facilities. The selected firm will act in the best interest of the county while administering their services for the design phase as well as throughout the construction and closeout phases of the project.</p> <p>To ensure a successful project, the chosen firm will work with the County Staff, the Construction Manager, various consultants, and construction contractors to safely deliver a quality remodeled facilities that meets County objectives and design specifications. The County's selection process will rely on evaluations of the firm's qualifications and written responses to this RFP and any subsequent supplemental evaluation processes, such as requests for additional information, as may be undertaken by the County at its sole discretion.</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 primary goal of the County is to enter into an agreement with the chosen firm for comprehensive Architectural/Engineering Services for the Clark County Space Remodel Projects. The county has completed a multi-year space plan review and is ready to begin the remodels on county owned and leased buildings.</p> <p>The County desires a professional firm that can understand/review and administer the County's needs and wants for their space planning remodel project.</p> <p>The existing Clark County Children's Justice Center and Superior Court Family Law Annex are in a leased facility and that lease is coming to an end. The current location is undersized, operationally inefficient, and outdated in many ways. Its obsolete design configuration does not allow for implementation of today's best practices in courthouse operations and the county wishes to remodel the new location to today's best practices.</p> <p>Additional services may include remodels of the following:</p> <ul style="list-style-type: none"> <li>• Clark County Elections Office at 1408 Franklin Street</li> <li>• Office areas in the Public Services Center located at 1300 Franklin Street, including but not limited to: <ul style="list-style-type: none"> <li>○ Public Works Parks Division</li> <li>○ Auto License</li> <li>○ Human Resources</li> <li>○ Information Technology</li> <li>○ Indigent Defense</li> <li>○ Parole and Probation</li> <li>○ CRESA 911</li> </ul> </li> </ul>

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## Design Services for Office Space Remodels

<p>3. Scope of Project</p>	<p>The county is looking for a firm to provide architectural, engineering, and design services, to prepare bid documents, and construction management for the remodel of 201 E. 13<sup>th</sup> Street Vancouver WA. This location will house the County's Superior Court Family Law Annex (FLA) and the Arthur D. Curtis Children's Justice Center (CJC). Technology is a large part of this project as the Professional consulting service may require design coordination with the court recording system, cameras, remote courtroom, observation and interview room, and other technology for the project.</p> <p>Additional scope of this RFP may include the services above for remodels of the Elections department at 1408 Franklin Street, and other office areas of the Public Service Center located at 1300 Franklin Street.</p> <ol style="list-style-type: none"><li>1. Assist with building remodel site selection incorporating secured parking, secure entry, and safety fencing.</li><li>2. Architectural programming and design.</li><li>3. Interior Design – Offices, courtrooms, virtual courtroom, judicial chambers, jury rooms, jury assembly room, bathrooms, Administrative Offices, breakrooms, observation rooms, high security areas, etc. Furniture, fixtures, and equipment (FF&amp;E) design and procurement services shall be included.</li><li>4. Security (including staff parking) systems design for employees, visitors, and property.</li><li>5. Landscape and civil design.</li><li>6. Structural and Architectural, Mechanical/Electrical/Plumbing, Engineering Design for the remodeled facilities.</li><li>7. Information Systems and Technology. (Phone, Utilities, Copper, County owned and non-County owned utilities. Fiber, Main Server Room Design, and relocation of Technology).</li><li>8. Washington State Clean Building Initiative Standards and/or Sustainable Building Practices.</li><li>9. Consumers Energy Rebate efficiencies filing and work for the project.</li><li>10. Specialty consultant, design services, and coordination with and for court recording system, security locks, camera systems, video cameras, and door access control/keying.</li><li>11. Design of all technology and recording systems (JAVS) design.</li><li>12. Utilize County Facility and Technology Standards.</li><li>13. All facets of facility designed and constructed for future expansion and technology enhancement.</li><li>14. Facility designed for staff and operational efficiency and control.</li><li>15. The Architectural/Engineering Services must be fully compliant with the Americans with Disabilities Act (ADA) and specifically as it relates to the specified governmental services.</li><li>16. The proposal shall include the procedure to be used for testing and validation of the Architectural/Engineering Services prior to its final endorsement.</li></ol>
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**Design Services for Office Space Remodels**

	<p>17. The proposal shall include a description of any training materials that will be provided to the County for use by end users of the Architectural/Engineering Services.</p> <p>18. The project team would like to take a few trips to other newer build sites (local, regional, and national) to see examples of potential builds.</p> <p>19. Types of documents to be created during this project:</p> <ol style="list-style-type: none"> <li>a. Space Planning, Concept Creations and Design Plans <ul style="list-style-type: none"> <li>• Children’s Justice Center</li> <li>• Family Law Annex</li> <li>• Elections</li> <li>• Public Service Center</li> </ul> </li> <li>b. Reports and Presentations</li> <li>c. Refinement &amp; Deliverables</li> <li>d. Follow-Up Support</li> <li>e. Permitting</li> <li>f. Bid Documents for Construction</li> <li>g. Construction Management</li> <li>h. Present plans to design, bid and build what we currently need but also to provide for future growth.</li> </ol>
<p>4. Project Funding</p>	<p>Clark County will be utilizing ARPA funds for this project.</p> <p><b><u>COMPLIANCE WITH AMERICAN RESCUE PLAN ACT REQUIREMENTS</u></b>  Awarded agencies must comply with all applicable requirements listed in the <a href="#">Department of the Treasury Final Rule</a>, the <a href="#">Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds</a>, and <a href="#">Office of Management &amp; Budget (OMB) Memorandum M-21-20</a>.</p> <p>Subrecipients will be required to provide the County with a valid Unique Entity ID (UEI) number prior to contract award. UEIs can be obtained at <a href="https://sam.gov/content/entity-registration">https://sam.gov/content/entity-registration</a>.</p> <p><b><u>FEDERAL CONTRACT PROVISIONS</u></b>  Recipients of ARPA funds are subject to required federal, state and county contract provisions and applicable portions of the <a href="#">2 CFR PART 200</a>. These supplementary conditions are subject to change. Applicants approved for funding will be required to enter a contractual agreement with the County that outlines general grant obligations and reporting requirements. ARPA includes language that may require grant subrecipients to meet additional financial compliance guidelines including the need for a formal audit if certain thresholds are met. Applicants are expected to be familiar with these requirements and willing to comply with all terms and conditions of federal, state, and local awards.</p> <p><b><u>ADVERSELY IMPACTED POPULATIONS</u></b>  The U.S. Treasury Final Rule outlines how socially and economically underrepresented and/or historically excluded populations are among the hardest hit communities of the COVID-19 pandemic. In accordance with ARPA guidelines, proposers are encouraged to describe how their programs will help eliminate or reduce disparities experienced by adversely impacted populations.</p> <p><b><u>ELIGIBLE USES</u></b>  The ARPA Final Rule provides eligible use categories and has separate and distinct standards for assessing whether a use of funds is eligible within each category. Standards, restrictions, or other provisions in one eligible use category may not apply to others. Specific and detailed information on eligible uses under ARPA can be found in the <a href="#">ARPA Final Rule</a>.</p>

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**Design Services for Office Space Remodels**

**PERFORMANCE AND REPORTING REQUIREMENTS**  
 Transparency and public accountability for the use of ARPA funds are critical to upholding program integrity and public trust. Program and Fiscal Performance will be publicly reported.

**ARPA-SPECIFIC REPORTING**  
 Additional reporting may be required under ARPA including, but not limited to, information regarding project status and project demographic distribution. These reports must be submitted in an electronic format that will be determined by the County. Additional information regarding the ARPA reporting requirements can be found in the ARPA SLFRF Compliance and Reporting Guidance. More information on compliance and reporting requirements can be found in [ARPA SLFRF Compliance and Reporting Guidance](#).

**Title VI Statements**  
 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.

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.

5. Timeline for Selection

The following dates are the **intended** timeline:

Pre-Submittal Meeting	May 24, 2023
Deadline for Questions and Answers	June 5, 2023
Final date for Addendum, if needed	June 8, 2023
Proposals Dues	June 14, 2023
Proposal Review/Evaluation Period	June 15 – 21, 2023
Interviews/Demonstration (second review stage)	June 26 – 29, 2023
Selection Committee Recommendation	June 30 – July 3, 2023
Contract Negotiation/Execution	July 10 – 14, 2023
On Consent Agenda	August 1, 2023
Contract Intended to Begin	August 15, 2023

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## Design Services for Office Space Remodels

<p>6. Employment Verification</p>	<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>
<p><b>Section IB</b></p>	<p><b>Work Requirements</b></p>
<p>1. Required Services</p>	<p>All employees with the selected company who will be on-site may be required to complete and pass a criminal background clearance.</p> <p>This project may require the installation of network access/data storage/software/cloud-based system, an I.T. representative will be on the RFP Review Committee and an I.T. Security Questionnaire will be required once systems are identified.</p>
<p>2. County Performed Work</p>	<p>The county has identified locations that can be used for the remodeling process. The County will identify a project team with both internal and external stakeholders who will be actively involved in the project.</p>
<p>3. Deliverables &amp; Schedule</p>	<p>The successful firm will be responsible for providing County Administration with reports, whether written or otherwise, of Architectural/Engineering Services progress at completion intervals of at least twenty-five (25), fifty (50) and seventy-five (75) percent and one hundred (100) percent. In addition to construction management services once the remodel begins.</p>
<p>4. Place of Performance</p>	<p>Contract performance may take place in the County's facility, the Proposer's facility, a third-party location or any combination thereof.</p>
<p>5. Period of Performance</p>	<p>A contract awarded as a result of this RFP will be for the life of the remodel project and is intended to begin on August 15, 2023 and end once the construction of the facilities has ended.</p>
<p>6. Prevailing Wage Applicable to all public work as defined in RCW 39.04.010(4) Public Works Definition</p>	<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 STATEMENT – SUPPLEMENTAL CRITERIA.</p>



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	<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>
<p>7. Debarred/Suspended</p>	<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>
<p>8. Americans with Disabilities Act (ADA) Information</p>	<p>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.</p>
<p>9. Public Disclosure</p>	<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>
<p>10. Insurance/Bond</p>	<p><b>A. Waiver of Subrogation</b>  All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of subrogation prior to a loss. Contractor hereby waives its own right of subrogation against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.</p>

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### **B. Proof of Insurance**

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail to the County. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

### **C. Worker's Compensation**

As required by the industrial insurance laws of the State of Washington.

### **D. Automobile**

If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

### **E. Commercial General Liability (CGL) Insurance**

Written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one-year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$1,000,000. This policy must renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.

### **F. Professional Liability (aka Errors and Omissions)**

The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$2,000,000 per occurrence. The deductible will not be more than \$25,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Proposer's liquidity and ability to pay from its own resources. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

### **G. Umbrella Liability Coverage**

Umbrella Coverage in the amount of \$1,000,000 shall be provided and will apply over all liability policies without exception, including Commercial General Liability and Automobile Liability.

### **I. Additional Insured**

Clark County, its officers, employees and agents, will be named on all policies of contractor and any subcontractors as an additional insured, with no restrictions or limitations concerning products and completed operations. This coverage shall be primary coverage and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this agreement. Clark

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	<p>County reserves the right to require complete, certified copies of all required insurance policies at any time. All insurance shall be obtained from an insurance company authorized to do business in the State of Washington.</p> <p>All policies must have a Best's Rating of A-VII or better.</p>
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>

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**Part II Proposal Preparation and Submittal**

<p><b>Section IIA</b></p>	<p><b>Pre-Submittal Meeting / Clarification</b></p>
<p>1. Pre-Submittal Meeting</p>	<p>A <b>Mandatory</b> on-site meeting and tour will be held on Wednesday, May 24, 2023 from 1:00 pm – 5:00 pm and is limited to two (2) representatives from each company.</p> <p>The meeting will commence at the Public Service Center located at 1300 Franklin Street, 1<sup>st</sup> Floor Dragon Fly Café, Vancouver WA 98660</p> <p><b>Proposal will only be accepted by the agencies that attend this mandatory meeting.</b></p> <p>The meeting will allow for discussions with our selected staff to see the issues we face and to discuss general wants and needs.</p>
<p>2. Proposal Clarification</p>	<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 June 5, 2023 by 3:00 pm.</p> <p>An addendum will be issued no later than June 8, 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>
<p><b>Section IIB</b></p>	<p><b>Proposal Submission</b></p>
<p>1. Proposals Due</p>	<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>

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<p>2. Proposal</p>	<p>Proposals must be clear, succinct and not exceed thirty (30) 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>Proposals <u>should</u> include:</p> <ul style="list-style-type: none"> <li>• Cover Sheet</li> <li>• Project Team Management Approach</li> <li>• Capabilities</li> <li>• Expertise</li> <li>• Project Approach and Understanding</li> <li>• Past and Current Clients</li> <li>• Annual Reports</li> <li>• Management CV's</li> </ul> <p>Proposal <u>should not</u> include:</p> <ul style="list-style-type: none"> <li>• Cost</li> </ul> <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> <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, may be included with each copy unless otherwise specified.</p>
<p><b>Section IIC</b></p>	<p><b>Proposal Content</b></p>
<p>1. Cover Sheet</p>	<p>This form is to be used as your proposal Cover Sheet.  See Cover Sheet - Attachment A</p>
<p>2. Project Team</p>	<ul style="list-style-type: none"> <li>• Overall information about company to include previous courthouse, elections, auto licensing, and office design experience.</li> <li>• Example of each previous designs. Actual project team personnel and project leadership.</li> <li>• Examples of methods used to design and build the above facilities.</li> </ul>

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### Design Services for Office Space Remodels

3. Management Approach	Show Clark County previous experience in similar projects. How they will create a detailed needs and wants list for Clark County. Hear how they would evaluate the existing facility and determine how they would use it. Once determined, present their methods to us using the Design and Build method with estimated overall costs.
4. Respondent's Capabilities	Present qualifications and illustrate through previous project and work history, resume, and references.
5. Project Approach and Understanding	A hybrid approach that blends plan driven and agile approaches. This will allow the most flexibility, involvement from stakeholders, current and forward-thinking design standards for courtrooms, elections and office environments.
6. Proposed Cost	Cost shall not be submitted with proposal as this will be negotiated after the most qualified firm is selected.
7. Employment Verification	<b>Please refer to section 1A.6. – E-Verify</b>  <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>

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**Part III Proposal Evaluation & Contract Award**

<b>Section IIIA</b>	<b>Proposal Review and Selection</b>												
1. Evaluation and Selection:	Proposals received in response to this RFP will be evaluated by a Review Committee. The Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Council.												
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="402 684 1419 1062"> <tr> <td>Proposal Approach / Quality</td> <td>20</td> </tr> <tr> <td>Creativity / Experience</td> <td>20</td> </tr> <tr> <td>Work History / Examples</td> <td>25</td> </tr> <tr> <td>Interview / Demonstration</td> <td>15</td> </tr> <tr> <td>References</td> <td>20</td> </tr> <tr> <td style="text-align: right;">Total Points</td> <td>100</td> </tr> </table> <p><b>Second Review Stage:</b>  An interview or demonstration for those selected to proceed to the final stage.</p>	Proposal Approach / Quality	20	Creativity / Experience	20	Work History / Examples	25	Interview / Demonstration	15	References	20	Total Points	100
Proposal Approach / Quality	20												
Creativity / Experience	20												
Work History / Examples	25												
Interview / Demonstration	15												
References	20												
Total Points	100												
<b>Section IIIB</b>	<b>Contract Award</b>												
1. Consultant Selection	<p>The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights, the attributes of the Proposers and the overall responsiveness of the Proposal. 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	The proposal and all responses provided by the successful Proposer may become a part of the final contract.												

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### Design Services for Office Space Remodels

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	<p>Contract negotiations will be completed following the vendor selection that is made on July 3, 2023.</p> <p>Clark County intends to complete negotiations by July 14, 2023. A kick-off meeting with the Project team will be scheduled at that time. The County will identify a space remodel project team with both internal and external stakeholders. The project team may request to take a few trips to other courthouse build sites (local, regional, and national) to see examples of potential remodels.</p>



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**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

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**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.**

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**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.