



REQUEST for PROPOSAL #870
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, AUGUST 23, 2023

DUE DATE: WEDNESDAY, SEPTEMBER 20, 2023 by 1:30 pm

Request for Proposal for:

CLIMATE CHANGE PLANNING

SUBMIT:

One (1) Original

of the Proposal to:

Shipping Method of your Choice or Hand Delivery

Clark County
ATTN: Office of Purchasing
1300 Franklin Street, 6th Floor, Suite 650
Vancouver WA 98660
564-397-2323

United States Postal Service

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:

Jenna Kay
Planner III | Community Planning
Jenna.Kay@clark.wa.gov
564-397-4968

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

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Climate Change Planning

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Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>The purpose of this RFP is to invite the consultant community to suggest various approaches to help Clark County and the cities of Battle Ground, Camas, La Center, Ridgefield, Washougal, Woodland, and the Town of Yacolt develop Climate Elements for their Comprehensive Growth Management Plans 2025-2045, due June 30, 2025.</p> <p>Each jurisdiction in Clark County needs to develop a Climate Element consistent with E2SHB 1181 and other applicable sections of the Growth Management Act. Each jurisdiction will write their own Climate Element; however, this multi-jurisdictional joint effort provides an opportunity for the county and cities to collaborate on regional data gathering, stakeholder engagement, and policy-development.</p> <p>Consultant help is requested to:</p> <ol style="list-style-type: none"> 1. Provide equity-centered facilitation, mediation, multi-party negotiation capacity building, collaboration, and meeting coordination services; and, 2. Provide technical assistance in the development of Climate Elements. <p>This project will need to be consistent with E2SHB 1181 and the interim climate guidance to be issued by the Department of Commerce by December 31, 2023. However, the due date for this work is quickly approaching and we are striving to start this project before the interim guidance is available.</p> <p>This RFP may result in a multi-award contract. Consultant teams are invited to submit proposals for all or select project tasks.</p> <p>If your company contact details <i>are not</i> on the Plan Holder List at https://clark.wa.gov/internal-services/request-proposal-1 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>Clark County encompasses 656 square miles in southwest Washington and as of April 1, 2023 has a population of approximately 527,400. The county lies directly across the Columbia River from Portland, Oregon, is located along the I-5 corridor, and includes a wide range of urban and rural features. Vancouver is the largest city in the county. There are also five smaller cities (Battle Ground, Camas, La Center, Ridgefield, Washougal), one town (Yacolt), and a small portion of the City of Woodland. The unincorporated county includes a large urban area adjacent to the City of Vancouver, which houses more than 161,000 people. Clark County jurisdictions fully plan under the Growth Management Act.</p> <p>With the passage of ES2HB 1181 during the 2023 Washington State legislative session, Clark County, its cities and town are now required to add a Climate Change Element to their Comprehensive Plans by June 30, 2025. This work will need to integrate into each jurisdiction's 2025 Comprehensive Plan Periodic Review project.</p>

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The new mandate requires that Clark County’s Climate Element include a greenhouse gas reduction sub-element and a resilience sub-element. Cities with a population of 6,000 or more are required to develop a greenhouse gas reduction sub-element. This population threshold includes all of the local cities except for La Center, Yacolt, and the part of Woodland in Clark County. All cities/towns in the county are required to develop a resiliency sub-element.

The City of Vancouver has a climate action plan. The City of Woodland participated in the resilience sub-element pilot program through the Department of Commerce. These cities are expected to be resources and collaborators during this project but are not requesting consultant climate planning support as part of this RFP. This RFP is only focused on the unincorporated county and the smaller cities in the county listed below. The climate element components required for each jurisdiction involved in this project are summarized in the following table.

	Uninc. Clark County (pop. 237,650)	Battle Ground (pop. 21,910)	Camas (pop. 27,420)	La Center (pop. 3,890)	Ridgefield (pop. 15,180)	Washougal (pop. 17,490)	Yacolt (pop. 1,670)
GHG sub-element	✓	✓	✓		✓	✓	
Resiliency sub-element	✓	✓	✓	✓	✓	✓	✓

The above jurisdictions are currently working on an interlocal agreement. For the purposes of proposal and budget development, in Section 1B.1, Required Services, we identify which jurisdictions to include in your proposal for each task. However, since the interlocal agreement is not yet fully executed, there is a possibility the number of jurisdictions participating in any given task could be less than what is listed in this RFP. If that happens, we plan to use the contract negotiation period to work with the preferred consultant team to adjust the scope of work and budget accordingly.

ES2HB 1181 crosscuts multiple topics in local jurisdictions’ comprehensive plans, including: transportation, land use, parks, capital facilities and utilities, environmental, economic development, and adds requirements related to health disparities and environmental justice.

The end result of this project will include the addition of a new element in the county and each of the participating cities’ Comprehensive Growth Management Plans 2025-2045 and will likely impact most other elements of each jurisdiction’s comprehensive plans. This work may also impact development codes and other county, city, or regional plans.

While this RFP is out, county staff and a short-term, limited scope consultant will begin the process of forming three groups to be involved in this project:

1. Environmental Justice Coalition (EJC). A priority for this project is to advance participation of vulnerable populations and overburdened communities. Members of this group will work with, or be involved with, community groups most impacted from greenhouse gas emissions, pollution, and/or who are most vulnerable to climate impacts. This group will be paid and will design the public engagement work within their communities, with staff and consultant support. Members of this group will also help inform, and participate in, the community advisory group described below and represent the interests of environmental justice and frontline communities.
2. Community Advisory Group (CAG). This group is expected to represent a wide range of interests in the community. We anticipate roughly half of this group will be made up of people in the EJC. The rest of the group will represent many interests from across Clark County. We expect this group to advise staff on priorities, policy development, and policy evaluation. Our hope is that this group can ultimately provide a consensus-based

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	<p>recommendation of policies to include in each participating jurisdiction's comprehensive plan.</p> <p>3. County/City/Partner Agency climate policy group. This group will consist of county, city, and partner agency staff (such as the Regional Transportation Council and local utilities) who are technical experts in various areas related to the Climate Element. Members of this group will be expected to help draft, review, and eventually implement Climate Element policies. As needed, members of this group may also be invited as technical experts to meetings of the other two groups.</p>
<p>3. Scope of Project</p>	<p>The scope of this project is to help Clark County and its smaller cities implement the new legislative climate requirements of ES2HB 1181 into their comprehensive growth management plans, due June 30, 2025.</p> <p>The scope of work includes four primary tasks:</p> <ul style="list-style-type: none"> • Task 1: Equity – centered facilitation, mediation, and meeting coordination support • Task 2: Greenhouse gas reduction sub-element technical assistance • Task 3: Climate resiliency sub-element technical assistance • Task 4: Project Management <p>The primary outcomes and objectives of this project are:</p> <ul style="list-style-type: none"> • Comprehensive Plan sub-element goals and policies that meet the requirements of ES2HB 1181 and will justly reduce greenhouse gas emissions, vehicle miles traveled, and improve community resiliency to climate impacts. • Equity-centered approach for the entire project, from project management and process design, to how climate policies are developed, evaluated, and recommended. • Prioritization of community groups and individuals disproportionately left out of planning processes and impacted by governance, including those most vulnerable to the impacts of greenhouse gas emission pollution and most vulnerable to climate impacts. • Consensus-based comprehensive plan goals and policies for each participating jurisdiction, reflecting the full range of interests in the CAG and through public engagement. • Climate policies considered credible and fair by a wide range of interests. • Excellent collaboration, listening, and communication between consultant teams, county and city staff, and the many stakeholders involved. • Scope of work completion in the timeframe available. • Incorporation of feedback. Staff expect to review all deliverables, and we expect the advisory groups' review and feedback will be needed on many of the deliverables. We want feedback to be thoughtfully considered between versions, along with documentation of changes made (or not made) based on the feedback received.
<p>4. Project Funding</p>	<p>Funding for this work is anticipated from a grant from the Washington State Department of Commerce.</p> <p>Allocation of funds for this RFP will be established based on a combination of: the funds requested in the selected proposal, the amount of available funding provided to the county and</p>

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	<p>cities through the Department of Commerce, and the final negotiated scope of work and budget in the selected Proposer(s)' contract(s).</p> <p>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.</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>5. Timeline for Selection</p>	<p>The following dates are the intended timeline:</p> <table border="1" data-bbox="418 856 1507 1486"> <tr> <td>Pre-submittal Meeting</td> <td>September 6, 2023</td> </tr> <tr> <td>Deadline for Questions and Answers</td> <td>September 13, 2023 by 1:30 pm</td> </tr> <tr> <td>Final date for Addendum, if needed</td> <td>September 14, 2023</td> </tr> <tr> <td>Proposals Dues</td> <td>September 20, 2023</td> </tr> <tr> <td>Top Proposers Notified about Interviews</td> <td>By September 27, 2023</td> </tr> <tr> <td>Interviews/Demonstration</td> <td>Afternoon of October 4, 2023</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>October 4 – 5, 2023</td> </tr> <tr> <td>Contract Negotiation</td> <td>October 5 – 25, 2023</td> </tr> <tr> <td>Contract Approval by County Council</td> <td>Striving for November 7, 2023</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>Striving for November 8, 2023</td> </tr> </table>	Pre-submittal Meeting	September 6, 2023	Deadline for Questions and Answers	September 13, 2023 by 1:30 pm	Final date for Addendum, if needed	September 14, 2023	Proposals Dues	September 20, 2023	Top Proposers Notified about Interviews	By September 27, 2023	Interviews/Demonstration	Afternoon of October 4, 2023	Selection Committee Recommendation	October 4 – 5, 2023	Contract Negotiation	October 5 – 25, 2023	Contract Approval by County Council	Striving for November 7, 2023	Contract Intended to Begin	Striving for November 8, 2023
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<p>6. Employment Verification</p>	<p>To be considered responsive to this formal Clark County RFP, all proposers shall submit before, include with their response or within 48 hours 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: www.dhs.gov/E-Verify</p> <p>How to submit the MOU in advance of the submittal date:</p> <ol style="list-style-type: none"> 1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or; 2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov <p><i>Note : Sole Proprietors shall submit a letter stating exempt.</i></p>																				

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Section IB	Work Requirements
<p>1. Required Services</p>	<p>This RFP may result in a multi-award contract. Consultant teams are invited to submit proposals for all or select project tasks.</p> <p>Clark County is seeking a consultant team to help the county and several smaller cities develop Climate Elements for their comprehensive growth management plans. Consultant work is requested for four main tasks. A description, assumptions and deliverables are listed for each task.</p> <p>In proposals, consultants are encouraged to provide details on the approach proposed for each task, including more specific task descriptions, assumptions (such as number of meetings or hours where appropriate), and deliverables (such as number of drafts and key components of deliverables).</p> <p>Task 1: Equity-centered facilitation, mediation, and meeting coordination support. This task is intended to provide facilitation, mediation, multi-party negotiation capacity building, stakeholder collaboration, and meeting coordination support for the EJC and the CAG.</p> <p><u>Assumptions:</u></p> <ul style="list-style-type: none"> • Due to the timeline of this project, staff will develop a public participation plan specifically for the Climate Element prior to the start of this scope of work. However, this plan will focus more on high level goals and strategies, and not a specific process design. We assume the consultant hired for this work will help with process design, that incorporates the work and input by all three stakeholder groups identified in the background section of this document. We assume the consultant performing this task will also consider process recommendations from a stakeholder assessment process that will take place before the start of this scope of work. • Due to timing concerns, while this RFP is out, staff will work with a short-term consultant to form the three groups identified in the background section of this document. Staff are striving for group members and any designated alternates to be confirmed by the end of 2023, but it is possible final confirmation may not take place until early 2024. • County staff will facilitate and coordinate the internal county/city/partner agency team “in-house,” however, would like consultant mediation support should seemingly intractable issues arise involving this group. • County staff are responsible for coordination and implementation of in-community public engagement, in collaboration with the EJC. This includes any culturally-specific outreach based on EJC-identified needs, could take place in conjunction with other county-wide outreach events already taking place, and could include one-on-one meetings as needed with vulnerable populations outside of meetings. The consultant is expected to help facilitate EJC discussions focused on planning for in-community public engagement. The consultant is expected to help with overall project process design and how in-community public engagement integrates into the overall climate planning process. The consultant is not expected to participate in public engagement activities taking place in the community outside of project meetings. • Consultants are also not expected to help with general comprehensive plan public engagement activities that will be covering a broader range of topics, however there may be some overlap with questions asked of the community. • County staff are responsible for coordination of any food and beverages, childcare, translation, interpretation services, and other supportive services for in-person meetings and/or in-community public engagement activities.

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- It is likely meetings of one or both of the EJC and CAG groups may need to take place outside of standard business hours, but exact details are to be determined.
- It has not been decided yet if meetings will be held in person, remote, or hybrid. This will need to be decided with feedback from the EJC and CAG. For the purposes of budgeting, assume they will take place as hybrid meetings with key consultant team members attending in-person and any remote meeting software set-up and facilitation conducted by the consultant team.
- Staff is looking for an equity-centered approach to all process-related work.
- Staff will be using an equitable project management framework for evaluating decisions and progress throughout each phase of the project prior to moving forward to each iterative phase. Staff expect the project consultant team to participate in equity framework discussions with the staff project team at key project management check-ins.
- Staff assume the EJC and CAG will each meet monthly. The EJC will meet 14 times (approximately November 2023 – December 2024). The CAG will meet 12 times (approximately January - December 2024). Note: the review team is open to alternative suggestions in your proposed approach for meeting frequency, duration, start and end dates. Refer to the deliverables and schedule section for key comprehensive planning due dates.

Deliverables:

- Equity-based process design and public engagement approach/framework.
- Summary level documentation of process design and implementation, such as framework diagrams, bulleted lists of findings/outcomes, and or tables of work accomplished.
- Scheduling, coordination, and email/phone/video communication for EJC and CAG meetings.
- Agendas and meeting notes for all EJC and CAG meetings.
 - Agendas to be sent out at least 1-week prior to meetings along with any accompanying meeting materials.
 - Draft meeting notes are expected to county staff within 2 business days after meetings, with final draft notes sent out to groups within 3 business days.
- Facilitation of all EJC and CAG meetings with an equity-centered approach. Consultant proposal to include suggested frequency and duration of meetings.
- Mediation of any contentious issues, as needed, to assist with the desired consensus-based approach for the community advisory group.
- Multi-party negotiation capacity building. Help participants in both the EJC and CAG build their capacity and understanding of how to negotiate for their interests and seek consensus.
- Contact with advisory group members outside of meetings as needed, such as caucuses or individual conversations.
- Communication and planning with the county project management team and other members of the consultant team.

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Task 2: Greenhouse gas reduction sub-element technical assistance

Task description: This task is intended to provide the technical support in development of the county and cities' greenhouse gas reduction sub-elements consistent with E2SHB 1181 and the December 2023 Department of Commerce Climate Element guidance.

Overall Task 2 Assumptions:

- Staff will be responsible for comprehensive plan integration of greenhouse gas (GHG) reduction policies and actual drafting of the sub-element. Some jurisdictions have separate contracts for comprehensive plan periodic review consultant help, so those consultants may assist staff with the drafting of the sub-element. Staff may utilize deliverables, or excerpts from task 2 deliverables within their comprehensive plans. Local government staff will review their own comprehensive plans to identify the appropriate location of each policy within the comprehensive plan and any needed cross-referencing.

Task 2a: Baseline data collection for unincorporated Clark County, the Cities of Battle Ground, Camas, Ridgefield, and Washougal, and countywide.

Assumptions:

- Note: the county and cities are currently working on an interlocal agreement. For the purposes of your proposal budgets, budget for the county, four cities, and countywide baselines listed in Task 2a. However, also note there is a possibility the number of jurisdictions participating could change. If that happens, we plan to use the contract negotiation period to work with the consultant team to adjust scope of work and budget accordingly.
- Based on the [June 2023-Early Version Climate Element Guidance from Department of Commerce](#) and E2SHB 1181 requirements, staff are interested in considering vehicle miles traveled (VMT) data (if available) and a greenhouse gas (GHG) emissions inventory as part of this project, to support development of vehicle miles traveled (VMT) per capita and GHG emission reduction goals and policies.
- Currently, there is limited VMT per capita data available for Clark County. Staff are unsure about what information will be available at the time it is needed.
- Any VMT related data sources and approaches will need to be made in collaboration with Regional Transportation Council (RTC) staff.
- Based on discussion with Department of Commerce staff, it is review committee understanding that Commerce is planning to hire a single consultant to conduct GHG emissions inventories for all counties in the state. Once staff learn more about what the state will be providing by when, we will need to determine if the county and participating cities need additional greenhouse gas emissions inventories or not. For the purposes of your proposal, assume a GHG emissions inventory is needed.
- The GHG emissions inventory scope may need to be decided prior to the final negotiated contract for this work. For the purpose of your proposal, assume the inventory will include scope 1, 2, and 3 emissions per Environmental Protection Agency GHG emission types.
- The staff project team will oversee the work of the consultant. The CAG will serve in an advisory capacity, as its members are charged with providing recommendations to county/city project team staff, as appropriate, related to each participating jurisdiction's GHG emission reduction targets.
- Any data and analysis deliverables will include comprehensive documentation of the approach used, clear and specific documentation of all assumptions, and include summary level information that can be used with decision makers and members of the

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general public, such as tables, graphs, and infographics.

- Staff will be using an equitable project management framework for evaluating decisions and progress throughout each phase of the project prior to moving forward to each iterative phase. Staff expect the project consultant team to participate in equity framework discussions with the staff project team at key project management check-ins.

Deliverables:

- Baseline greenhouse gas emissions inventory for each of the following communities: Cities of Battle Ground, Camas, Ridgefield, Washougal, unincorporated Clark County, and countywide. The inventory for the unincorporated county needs to differentiate between urban and rural areas.
 - Consultant teams should define their recommended GHG inventory protocol. Staff seek a GHG inventory approach that is transparent, replicable year-over-year, and allows for future benchmarking to regional and other inventories. Staff seek an inventory protocol that is commonly accepted and used by other local governments and communities.
 - Components of a GHG inventory that will need to be defined include, but are not limited to: selection of the base year; confirmation of data sources, calculation methods, emission factors, context data, and analytical tools; confirmation of categories for GHG tracking and reporting, including emission sources and activities that will be included and excluded. GHG emissions should be reported for major sectors and align well with E2SHB 1181 and Department of Commerce Climate Element Guidance.
 - In consultant proposals, recommend a process for selecting which GHG emissions sources and activities to include in the inventory. Propose options in your proposal (i.e. possible methods and data sources) for including these components in the inventory, along with estimated time and cost associated with such options.
 - The consultant will collect data necessary for developing the GHG inventory. The staff project team will review the consultant's data. The consultant will lead collection of data from utilities and most entities. The staff project team can assist in locating data managed by local government entities. The consultant will identify and review any energy and/or GHG analysis conducted by entities that have a footprint in the project area. The staff project team is open to considering the consultant's use of innovative data collection approaches for community sectors, if helpful.
 - Based on the agreed-upon methodology, the consultant will calculate baseline energy usage and emissions for each participating jurisdiction. Analysis must be done using non-proprietary methods and all assumptions, calculations, data sources, and key contacts must be made available to the participating jurisdictions. At a minimum, the analysis will calculate emissions in each municipal operations and community category as well as combined emissions.
 - In consultation with the project team, the consultant will recommend frameworks for presenting and reporting GHG emissions data in accordance with the protocol used.
 - The consultant will prepare a report that textually and graphically presents the GHG inventory and identifies emissions over which each participating jurisdiction may have significant influence (as well as additional communitywide emissions). When possible, the staff project team will provide content, such as photographs and quotations. The report will identify top-priority sources of GHG

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emissions for which reduction strategies could be developed in later phases of the climate change planning process. The report will include documentation of approach used to develop baselines, to serve as documentation for use of best available science/scientific credibility, incorporation of environmental justice, and other legislatively mandated requirements applicable to this task.

- Train county staff to update the greenhouse gas emissions inventory moving forward.
 - In addition to providing base year GHG emissions, this effort is intended to supply Clark County with the means to update the GHG inventory on an ongoing basis for all participating jurisdictions. The consultant will provide designated county staff with the information and materials necessary to replicate the GHG emissions calculations used for the base year GHG inventory, track progress, and generate reports. The consultant will provide Clark County with an electronic version of the base year analysis. The consultant will hold training sessions (no less than 3) for county staff to learn how to update the inventory.
- When available, baseline VMT per capita study or evaluation for the Cities of Battle Ground, Camas, Ridgefield, Washougal, unincorporated Clark County, and countywide. Data for the unincorporated county needs to differentiate between urban and rural areas.
- Provide support to the CAG, staff, and local decision makers in setting GHG emission and VMT reduction targets for the planning period 2025-2045.
- Availability to answer questions or present information to the three stakeholder groups and local decision makers.
- Communication and planning with the county project management team.

Task 2b: Support the three stakeholder groups and staff in creation of a greenhouse gas reduction sub-element goal and policy list for each participating jurisdiction.

Assumptions:

- Note: the county and cities are currently working on an interlocal agreement, and we are unsure at this time if task 2b will just be for the unincorporated county, or if it will also include the Cities of Battle Ground, Camas, Ridgefield, and Washougal. For the purposes of your proposal budgets, budget for the county and four cities just listed. However, also note there is a possibility the number of participating jurisdictions could change. If that happens, we plan to use the contract negotiation period to work with the consultant team to adjust scope of work and budget accordingly.
- E2SHB 1181 amended the Growth Management Act land use, parks, transportation, utilities, and public participation goals/elements. Staff are assigned to review and update each existing comprehensive plan element, including those just listed. Staff assume that the consultants hired for this project will help address climate change related legislative requirements in these other comprehensive plan elements to an appropriate degree in the Climate Element, and coordinate with staff on how to best integrate relevant climate element policies and information into other elements of the comprehensive plan. However, ultimately, staff/comprehensive plan project teams will do the work to integrate the climate element policies into other comprehensive plan elements, as we will be in the process of updating those elements at the same time the Climate Element is being developed.
- Staff will be leading public engagement activities in the community that are not specified in task deliverables. Consultant involvement is expected to be limited to providing information that will be used at those events.

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- County public health staff have technical expertise in health disparity and environmental justice assessment. Any health disparity and environmental justice assessment approach design, implementation, and results review will need to be done in collaboration with public health staff.
- Any VMT related data and analysis decisions will need to be made in collaboration with Regional Transportation Council (RTC) staff.
- Staff will be using an equitable project management framework for evaluating decisions and progress throughout each phase of the project prior to moving forward to each iterative phase. Staff expect the project consultant team to participate in equity framework discussions with the staff project team at key project management check-ins.

Deliverables:

- Documentation of approach used to develop goal and policy list, to serve as county's documentation for use of best available science/scientific credibility, incorporation of environmental justice, and other legislatively mandated requirements.
- A table and/or supporting documentation will also include a list of co-benefits for each policy; results from a multicriteria analysis prioritization; impact on overburdened communities; GHG emissions, VMT; and other key information for addressing E2SHB 1181 requirements.
 - Support the three stakeholder groups and staff in creation of greenhouse gas reduction goal and policy list, as a technical expert. This may include drafting policies, utilizing decision-support tools, answering questions, and/or providing information to inform staff and stakeholder groups.
 - Identify the co-benefits of each proposed policy. An equity and justice benefit assessment needs to be included in this.
 - Support the CAG in a multicriteria prioritization analysis of the greenhouse gas reduction policies. Equity and justice criteria must be included. Criteria to be discussed and decided by the CAG. Consultants are expected to conduct the analysis.
 - Assess greenhouse gas reduction impact of proposed policies.
 - Assess, as appropriate/possible, the proposed policies' impact on VMT per capita.
- Availability to field questions from three stakeholder groups, staff, and speak with decision makers, if needed.
- Communication and planning with the county project management team.

Task 2c: Support staff in writing climate greenhouse gas reduction sub-element and any necessary code changes.

Assumptions:

- Note: the county and cities are currently working on an interlocal agreement and we are unsure at this time if task 2c will just be for the unincorporated county, or if it will also include the Cities of Battle Ground, Camas, Ridgefield, and Washougal. For the purposes of your proposal budgets, budget for the county and four cities just listed. However, also note there is a possibility the number of participating jurisdictions could change. If that happens, we plan to use the contract negotiation period to work with the preferred consultant team to adjust scope of work and budget accordingly.

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- Staff are unsure at this time if or how county and city codes may need to be updated as part of their greenhouse gas reduction work.
- Staff will be responsible for comprehensive plan integration of greenhouse gas (GHG) reduction policies and actual drafting of the sub-element. Some jurisdictions have separate contracts for comprehensive plan periodic review consultant help, so those consultants may assist staff with the drafting of the sub-element. Consultant support is requested to support staff's work, such as with review and feedback.
- Staff will be using an equitable project management framework for evaluating decisions and progress throughout each phase of the project prior to moving forward to each iterative phase. Staff expect the project consultant team to participate in equity framework discussions with the staff project team at key project management check-ins.

Deliverables:

- Greenhouse gas reduction sub-element writing support to staff and participating jurisdictions' comprehensive plan periodic review consultants.
- Draft development code amendments for participating jurisdictions, in collaboration with staff and stakeholder groups.
- Availability to field questions from three stakeholder groups, staff, and speak with decision makers, if needed.
- Communication and planning with the project management team.

Task 3: Climate resiliency sub-element technical assistance

Task description: This task is intended to provide the technical support in development of county and city resilience sub-elements consistent with E2SHB 1181 and the December 2023 Department of Commerce Climate Element guidance.

Overall task 3 assumptions:

- Per step 2 of the resilience sub-element guidance in the June 2023-Early Version Climate Element Guidance, there is a [Clark Regional Natural Hazard Mitigation Plan](#) that covers the county and cities that may have some elements that may be helpful with the resilience sub-element, but likely won't meet the full scope of legislative requirements. The Natural Hazard Mitigation Plan is next due to be updated in 2028, and the legislative provision to request an extension on this sub-element may not be available to Clark County jurisdictions.
- Per step 5 of the resilience sub-element guidance in the June 2023-Early Version Climate Element Guidance, county and city staff will be responsible for integration of resilience goals and policies into comprehensive plans and the actual drafting of the sub-element. Some jurisdictions have hired comprehensive plan periodic review consultant help, so those consultants may assist staff with the drafting of the sub-element. County and city staff may utilize task 3 deliverables, or excerpts from these deliverables within their comprehensive plans. County and city staff will review their own comprehensive plans to identify the appropriate location of each policy within the comprehensive plan and any needed cross-referencing.

Task 3a: Foundational data and research for the resiliency sub-elements for unincorporated Clark County and the Cities of Battle Ground, Camas, La Center, Ridgefield, Washougal, and the Town of Yacolt. Based on the June 2023-Early Version Climate Element Guidance, task 3a includes step 1: explore climate impacts; step 2: audit plans and policies; and step 3, if needed: assess vulnerability and risk.

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Assumptions:

- Note: the county, cities, and town are currently working on an interlocal agreement. For the purposes of your proposal budgets, budget for the county and 6 cities/towns listed in Task 3a. However, also note there is a possibility the number of jurisdictions participating could change. If that happens, we plan to use the contract negotiation period to work with the consultant team to adjust scope of work and budget accordingly.
- Based on step 1 of the resilience sub-element guidance in the Department of Commerce June 2023-Early Version Climate Element Guidance, staff would like climate impacts to be explored with the three advisory groups involved in this project. Staff assumes the CAG will recommend priority climate impacts for project focus. Staff assumes a focus on impacts to vulnerable communities will be central to this work. Staff assumes priority climate impacts will be summarized for general public understanding.
- Based on step 2 of the resilience sub-element guidance in the June 2023-Early Version Climate Element Guidance, staff would like to prioritize auditing the [Clark Regional Natural Hazard Mitigation Plan](#) and existing county and city comprehensive plans in the plan and policy audit, however, there are likely other plans and policies that could be considered in this step, time and budget permitting.
- County public health staff have technical expertise on frontline community health impact assessments. Any health assessment approach design, implementation, and review will need to be done in collaboration with public health staff.
- Staff will be using an equitable project management framework for evaluating decisions and progress throughout each phase of the project prior to moving forward to each iterative phase. Staff expect the project consultant team to participate in equity framework discussions with the staff project team at key project management check-ins.

Deliverables:

- Documentation of approach and sources for foundational data and research to serve as county's documentation for use of best available science/scientific credibility, incorporation of environmental justice, and other legislatively mandated requirements.
- Exploration of climate impacts, to be completed with the three stakeholder groups. A focus on vulnerable communities is expected to be included in this approach. The CAG will be the body seeking a consensus recommendation on priority impacts for the project.
 - Identification of climate impact exploration tool to use with three stakeholder groups and confirmed with staff project team.
 - Climate exploration activity/discussion that helps all three groups better understand/explore impacts and helps CAG identify priority climate impacts for the project. A focus on vulnerable communities is expected to be included in the approach for identifying priority climate impacts. Priorities should strongly consider feedback from EJC-led public engagement.
 - A summary of the CAG recommended priority climate impacts that is created for general public understanding for each participating jurisdiction. The staff project team will likely want to translate this document into multiple languages once provided by the consultant team.
- Summary of the results of an audit of plans and policies, per step 2 in the Department of Commerce early version guidance.
- If needed, based on the outcomes of the plan and policy audit, assessment of vulnerability and risk, per step 3 in the Department of Commerce early version

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guidance.

- Availability to field questions from three stakeholder groups, staff, and speak with decision makers, if needed.
- Communication and planning with the county project management team.

Task 3b: Support the three stakeholder groups and staff in creation of a resiliency sub-element goal and policy list. Based on the June 2023-Early Version Climate Element Guidance, task 3b includes step 4: Pursue Pathways.

Assumptions:

- Note: the county and cities are currently working on an interlocal agreement and we are unsure at this time if task 3b will just be for the unincorporated county, or if it will also include the Cities of Battle Ground, Camas, La Center, Ridgefield, Washougal, and the Town of Yacolt. For the purposes of your proposal budgets, budget for the county, and the 6 cities/towns just listed. However, also note there is a possibility the number of jurisdictions participating could change. If that happens, we plan to use the contract negotiation period to work with the consultant team to adjust scope of work and budget accordingly.
- Per step 4 of the resilience sub-element guidance in the June 2023-Early Version Climate Element Guidance, based on what staff know today, we anticipate policies will be developed through a combination of all three pathways.
- E2SHB 1181 amended the Growth Management Act land use, parks, transportation, utilities, public participation goals/elements. County and city staff are assigned to review and update each existing comprehensive plan element, including those just listed. Staff assume that the consultants hired for this project will help address climate change related legislative requirements in these other comprehensive plan elements to an appropriate degree in the Climate Element, and coordinate with staff on how to best integrate relevant climate element policies and information into other elements of the comprehensive plan. However, ultimately, county and city staff will do the work to integrate the climate element policies into other comprehensive plan elements, as staff will be in the process of updating those elements at the same time the Climate Element is being developed.
- Staff will be using an equitable project management framework for evaluating decisions and progress throughout each phase of the project prior to moving forward to each iterative phase. Staff expect the project consultant team to participate in equity framework discussions with the staff project team at key project management check-ins.

Deliverables:

- Documentation of approach used to develop goal and policy list, to serve as county's documentation for use of best available science/scientific credibility, incorporation of environmental justice, and other legislatively mandated requirements.
- A table with a list of CAG recommended consensus-based goals and policies for each participating jurisdiction and additional support documentation. The table will also include a list of co-benefits for each policy; results from a multicriteria analysis prioritization; impact on overburdened communities, natural areas, community resilience, natural hazards, and other key information for implementing E2SHB 1181.
 - Support three stakeholder groups and staff in creation of resiliency sub-element goal and policy list, as a technical expert. This may include drafting policies, answering questions, and/or providing information to inform staff and stakeholder groups.
 - Identification of co-benefits of each proposed policy. An equity and justice

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benefit assessment needs to be included in this.

- Multicriteria prioritization analysis of the resiliency policies in collaboration with the CAG. Equity and justice criteria must be included. Criteria to be discussed and decided by the CAG. Consultants are expected to conduct the analysis.
- Availability to field questions from three stakeholder groups, staff, and speak with decision makers, if needed.
- Communication and planning with the county project management team.

Task 3c: Support staff in writing climate resilience sub-element and any necessary code changes.

Assumptions:

- Note: the county and cities are currently working on an interlocal agreement and we are unsure at this time if task 3c will just be for the unincorporated county, or if it will also include the Cities of Battle Ground, Camas, La Center, Ridgefield, Washougal, and the Town of Yacolt. For the purposes of your proposal budgets, budget for the county, and the 6 cities/towns just listed. However, also note there is a possibility the number of jurisdictions participating could change. If that happens, we plan to use the contract negotiation period to work with the consultant team to adjust scope of work and budget accordingly.
- Staff are unsure at this time if or how county and city codes may need to be updated as part of their resilience work.
- Staff will be responsible for comprehensive plan integration of climate resilience policies and actual drafting of the sub-element. Some jurisdictions have separate contracts for comprehensive plan periodic review consultant help, so those consultants may assist staff with the drafting of the sub-element. Consultant support is requested to support staff's work, such as with review and feedback.
- Staff will be using an equitable project management framework for evaluating decisions and progress throughout each phase of the project prior to moving forward to each iterative phase. Staff expect the project consultant team to participate in equity framework discussions with the staff project team at key project management check-ins.

Deliverables:

- Resilience sub-element writing support to staff and participating jurisdictions' comprehensive plan periodic review consultants.
- Draft development code amendments for participating jurisdictions, in collaboration with staff and stakeholder groups.
- Availability to field questions from three stakeholder groups, staff, and speak with decision makers, if needed.
- Communication and planning with the project management team.

Task 4: Project Management

Task description: This task is intended to include work focused on project management and coordination. This task includes coordination and communication with the county project management team, and coordination of the consultant team and any sub-contractors, if applicable.

Assumptions:

- The consultant is expected to coordinate regular planning meetings and is responsible

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	<p>for consistent, clear communication with the staff project management team.</p> <ul style="list-style-type: none"> Staff will be using an equitable project management framework for evaluating decisions and progress throughout each phase of the project prior to moving forward to each iterative phase. Staff expect the project consultant team to participate in equity framework discussions with the staff project team at key project management check-ins. <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> Coordination of communication and planning with the staff project management team. Contract administration including monthly invoices and progress reports. Coordination and compilation of responses from the consultant team and project staff for the Department of Commerce periodic review checklist climate element items, to record how each item was addressed and meets compliance requirements. Communication and planning with the project team. 																			
<p>2. County Performed Work</p>	<p>The county's project manager is Jenna Kay, who is working as part of a project management team. Jenna will serve as the consultant team's primary point of contact, unless otherwise delegated, and will confirm who else to include in various types of correspondence.</p> <p>See the assumptions listed for each task in Section 1B1 for county performed work related to each task.</p>																			
<p>3. Deliverables & Schedule</p>	<p>The project timeline must integrate with the county and cities' 2025 Comprehensive Plan Periodic Review schedule. Below is a <i>tentative</i> schedule for Climate Element development. Note, some of the items listed are staff's responsibilities but have been included to provide additional context.</p> <p><u>Phase 1: Project Initiation (Nov-Dec 2023)</u></p> <ul style="list-style-type: none"> Project kick-off Consultants begin work EJC begins meeting <p><u>Phase 2: Draft Climate Element (Jan 2024-Mar 2025)</u></p> <table border="1" data-bbox="423 1453 1468 1944"> <thead> <tr> <th>Month</th> <th>Council Decisions</th> <th>Public Engagement</th> <th>GHG Reduction Sub-element</th> <th>Resiliency Sub-element</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td></td> <td rowspan="3">Stakeholder groups regularly meet. Consultant proposals to include approach on how to most inclusively and effectively use groups' experience and time.</td> <td rowspan="3">Consultant proposals to include approach on how to use this time.</td> <td rowspan="3">Consultant proposals to include approach on how to use this time.</td> </tr> <tr> <td>Feb</td> <td></td> </tr> <tr> <td>Mar</td> <td></td> </tr> <tr> <td>Apr</td> <td>GHG/MMT/other planning targets selected and policy direction. (Note: this date is flexible, but needs to be planned well ahead of time.)</td> <td>Staff-coordinated additional public engagement: <ul style="list-style-type: none"> Climate specific </td> <td></td> <td></td> </tr> </tbody> </table>	Month	Council Decisions	Public Engagement	GHG Reduction Sub-element	Resiliency Sub-element	Jan		Stakeholder groups regularly meet. Consultant proposals to include approach on how to most inclusively and effectively use groups' experience and time.	Consultant proposals to include approach on how to use this time.	Consultant proposals to include approach on how to use this time.	Feb		Mar		Apr	GHG/MMT/other planning targets selected and policy direction. (Note: this date is flexible, but needs to be planned well ahead of time.)	Staff-coordinated additional public engagement: <ul style="list-style-type: none"> Climate specific 		
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	May		engagement TBD by EJC. • General comprehensive plan engagement activities, i.e. open houses, public meetings, etc.														
	Jun																
	Jul																
	Aug																
	Sep																
	Oct																
	Nov																
	Dec				Final CAG negotiated goals & policy list due.	Final CAG negotiated goals & policy list due.											
				Draft code changes (if applicable) due.	Draft code changes (if applicable) due.												
	Jan			Staff deliverable: Complete draft Climate Element and code changes for public review	Staff deliverable: Complete draft Climate Element and code changes for public review												
	Feb																
	Mar			Staff deliverable: Revised draft for adoption process	Staff deliverable: Revised draft for adoption process												
	<p>Phase 3: County and Cities' Adoption Process (Mar - Jun 2025) <i>Note: The county and each city will have a separate adoption process, all to be completed by June 30, 2025. Additional dates for each city will be added to the below table as applicable. Consultants are not expected to play a large role during this portion of the project, but staff would like consultants to be available to answer questions and would only ask consultants to join work sessions and hearings with the Planning Commission and County Council if staff feel like they need the additional support.</i></p> <table border="1"> <thead> <tr> <th>Month</th> <th>Decision</th> <th></th> </tr> </thead> <tbody> <tr> <td>Apr</td> <td>County PC recommendation</td> <td>Work session, hearing, recommendation</td> </tr> <tr> <td>May</td> <td></td> <td>Council work session</td> </tr> <tr> <td>Jun</td> <td>County Council decision</td> <td>Hearing, ordinance adoption</td> </tr> </tbody> </table>						Month	Decision		Apr	County PC recommendation	Work session, hearing, recommendation	May		Council work session	Jun	County Council decision
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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 approximately twenty (20) months and is intended to begin in early November 2023 and end June 30, 2025.</p> <p>Clark County reserves the right to extend the contract resulting from this RFP for a period of three (3) 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>																

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<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 & 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> <p>For this project select the Clark County rates that apply on the proposal closing date from either of these sites:</p> <p>http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates</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 & 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 ADA@clark.wa.gov 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>

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<p>10. Insurance/Bond</p>	<p>A. <u>Waiver of Subrogation</u> 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> <p>B. <u>Proof of Insurance</u> 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.</p> <p>C. <u>Worker's Compensation</u> As required by the industrial insurance laws of the State of Washington.</p> <p>D. <u>Automobile</u> 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.</p> <p>E. <u>Commercial General Liability (CGL) Insurance</u> Written under ISO Form CG0001 or its latest equivalent with minimum limits of \$2,000,000 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.</p> <p>F. <u>Professional Liability (aka Errors and Omissions)</u> 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 \$1,000,000 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.</p> <p>G. <u>Umbrella Liability Coverage</u> Umbrella Coverage in the amount of \$1,000,000 shall be provided and will apply over all liability</p>
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	<p>policies without exception, including Commercial General Liability and Automobile Liability.</p> <p>H. <u>Additional Insured</u> 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 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>
<p>11. Plan Holders List</p>	<p>All proposers are required to be listed on the plan holders list.</p> <p>✓ Prior to submission of proposal, confirm your organization is on the Plan Holders List below:</p> <p>To view the Plan Holders List, click on the link below or copy and paste into your browser. Clark County RFP site: https://clark.wa.gov/internal-services/purchasing-overview</p> <ul style="list-style-type: none"> • If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion. • Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

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Part II Proposal Preparation and Submittal

Section IIA	Pre-Submittal Meeting / Clarification
1. Pre-Submittal Meeting	An optional pre-submittal meeting will take place via Webex on September 6, 2023 at 2:00 pm PST. If you wish to attend, email Jenna Kay at jenna.kay@clark.wa.gov by 5:00 pm PST September 5, 2023 to receive an invitation.
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 September 13, 2023 by 1:30 pm.</p> <p>An addendum will be issued no later than September 14, 2023 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions & 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: https://clark.wa.gov/internal-services/request-proposal-1</p>
Section IIB	Proposal Submission
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>The outside of the envelope/package shall clearly identify:</p> <ol style="list-style-type: none"> 1. RFP Number and; 2. TITLE and; 3. Name and Address of the Proposer. <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 fifteen (15) pages, <u>excluding</u> 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</p>

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	<p>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, should not be included with each copy unless otherwise specified.</p>
<p>Section IIC</p>	<p>Proposal Content</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>	<p>Introduce proposal reviewers to the project team, including any proposed sub-consultants. Tell us who will be involved, what roles and responsibilities you will each take on. Details on specific team member qualifications and experience can be included in attached resumes.</p>
<p>3. Management Approach</p>	<p>Explain your proposed approach for communication, coordination, quality assurance, and management of the project scope and objectives as outlined in Sections IA and 1B within the project timeline.</p> <p>Note: the county project manager is expected to be the primary point of contact for the consultant project manager.</p>
<p>4. Respondent's Capabilities</p>	<p>Explain to the reviewers why you are the best team to hire for this project. Tell us about your team's relevant experience and qualifications that will set you up for success in accomplishing the project scope of work in Section 1A.3, required services in Section 1B.1, and deliverables in Section 1B.3. Include links to relevant project examples reviewers can look at.</p>
<p>5. Project Approach and Understanding</p>	<p>Explain to reviewers your proposed approach for achieving the project scope of work and objectives in Section 1A.3, the required services in Section 1B.1, and deliverables in Section 1B.3 within the project timeline. Proposals should include a general statement of the Consultant's understanding of the scope of services and include a proposed task list, level of effort for each task, and a schedule for completing the whole project and each task.</p> <p>Reviewers expect this section to take up the most space in consultant proposals. Tell the review team what you propose to do, how you propose to do it, and why you think this is the best approach for this project. Consider the deliverables listed for each task in this RFP as a starting point. Reviewers are looking for specifics for each task beyond what has been provided in this RFP. Reviewers expect to see consultant suggested assumptions and specific deliverables, to provide</p>

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	a clear picture of what is and is not included in the proposal. If your proposal includes changing assumptions or deliverables for a task compared to what is included in the RFP, make sure it is clear what you are changing and why.
6. Proposed Cost	The proposal must include a cost proposal that details costs broken out for each task based on hourly rates, expenses, and overhead.
7. Employment Verification	Refer to section 1A.6. – E-Verify IMPORTANT NOTE: Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County. Current vendors on file can be viewed at: https://clark.wa.gov/internal-services/purchasing-overview

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Part III Proposal Evaluation & Contract Award

Section IIIA	Proposal Review and Selection													
1. Evaluation and Selection:	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 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>Phase 1: A one hundred (100) point system will be used to evaluate written proposals, weighted against the following criteria:</p> <table border="1" data-bbox="402 655 1515 1898"> <tbody> <tr> <td data-bbox="409 663 1352 806">Proposal Approach: Proposal demonstrates an understanding of each task and describes an equitable approach for how project objectives and tasks will be achieved within the project timeline.</td> <td data-bbox="1359 663 1508 806" style="text-align: center;">30</td> </tr> <tr> <td data-bbox="409 814 1352 1024">Experience: Qualifications of consultant team working on the project demonstrate that they are qualified to do this work. Experience can be demonstrated in a wide range of ways, such as: education, positions held, years and types of experience, DEI training and experience working with diverse communities, examples of work products, and professional references.</td> <td data-bbox="1359 814 1508 1024" style="text-align: center;">15</td> </tr> <tr> <td data-bbox="409 1033 1352 1419">Work Product Examples: Examples of work projects and products demonstrate relevant experience and examples of thoughtful and credible work. For task 1, reviewers are looking for examples of facilitation and mediation experience with a diverse range of people on relevant complex and contentious planning issues. Reviewers are also looking for examples that demonstrate integration of equitable process design and facilitation with vulnerable community groups. For task 2, reviewers are looking for examples of greenhouse gas emissions inventories and plans that address greenhouse gas reduction policies. For task 3, reviewers are looking for examples of adaptation or resilience plans and vulnerability assessments. For task 4, reviewers are looking for examples of project management of complex planning projects involving tight timelines and a lot of people.</td> <td data-bbox="1359 1033 1508 1419" style="text-align: center;">15</td> </tr> <tr> <td data-bbox="409 1428 1352 1663">Diversity, Equity, & Inclusion/Cultural Competency: The proposal explains how the consultant team's firm(s) and team members will incorporate diversity, equity, and inclusion and cultural competency into this project and demonstrates that the team and organization(s) behind the team are trained and continuously working to improve their cultural competency and approach to diversity, equity, and inclusion. 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Section IIIB	Contract Award																		
1. Consultant Selection	<p>The County will determine the most qualified proposer(s) 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(s), 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(s), 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 proposal and all responses provided by the successful Proposer(s) may become a part of the final contract.</p> <p>The form of contract shall be on the County's Contract for Professional Services.</p>																		

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3. Award Review	The public may view Request for Proposal documents by submitting a public records request at www.clark.wa.gov .
4. Orientation/Kick-off Meeting	A kick-off meeting with the project team(s) will be scheduled to take place following County Council authorization of the contract.

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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 and 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.