



RFP #872

PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, OCTOBER 4, 2023

DUE DATE: WEDNESDAY, NOVEMBER 1, 2023 by 1:30 pm

Request for Proposal for:

PRJ0000287/CRP391112 MASON CREEK BARRIER IMPROVEMENTS

SUBMIT:

One (1) Original

One (1) Complete Hard Copy

One (1) Complete Electronic copy (USB flash drive)

of the Proposal to:

<u>Shipping Method of your Choice or Hand Delivery</u>	<u>United States Postal Service</u>
Clark County ATTN: Office of Purchasing 1300 Franklin Street, 6 th 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:

Naomi Patibandla

Capital Project Manager III, Public Works Department

Naomi.Patibandla@clark.wa.gov

Phone: 564.397.4572

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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**Request for Proposal #872
PRJ0000287/CRP391112 Mason Creek Barrier Improvements**

Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>The purpose of this Request for Proposal (RFP) is to obtain, in a full and open competition, proposals for required surveying, easement/right of way documentation, engineering design for culvert barrier improvements and environmental documentation and permitting services for this project. The required services are described in Section 1B.</p> <p>Selected candidates based on the proposal review will be asked to interview with County staff to determine the final consultant selection.</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>In 2018, Clark County Public Works obtained a planning and permitting grant from the Washington Department of Fish and Wildlife (WDFW) Fish Barrier Removal Board (FBRB) to remove a nearly complete non-passable barrier due to the high gradient at the crossing of Mason Creek and NE 102nd Avenue (Site ID 1350003 in WDFW's fish passage inventory database) in unincorporated Clark County, east of La Center, Washington.</p> <p>The planning phase of project included wetland delineation and critical/sensitive area assessments conducted in October 2019 and will need to be updated through a field verification. It was determined that the existing culvert at this location provides adequate conveyance capacity, but flow velocities and depths limit fish passage during multiple salmonoid life stages.</p> <p>The County has obtained a restoration grant based on the planning and permitting documentation and intends to utilize the products of the planning grant to create bid-ready plans, specification, and engineering (PS&E) package for construction of this project.</p> <p>The NE 102nd Avenue culvert is over 50 years old, and the replacement would involve excavation in native soil, so it was evaluated for compliance with the National Historic Preservation Act (NHPA). Because the project affected a Water of the US, the preparation of a Joint Aquatic Resources Permit Application (JARPA) has been done, based on the existing design. The application will be used to apply for federal aquatic resource permits and state permits, but it will need to be updated if design changes are made. Under RCW 77.55.181, this project meets specific requirements for fish habitat enhancement. As such, it is assumed to be entitled to a streamlined Hydraulic Project Approval (HPA) process exemption from the State Environmental Policy Act (SEPA), and exemption from all local government permits and fees.</p>
3. Scope of Project	<p>The project design team, consisting of both County staff (project management, traffic, real property, construction management, etc.) and consultants (engineering design, hydraulics, geotechnical, environmental, etc.) will work as a joint team to prepare a biddable and constructible set of plans and specifications in accordance with all applicable Federal, State and County standards.</p>

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	<p>The proposed project would remove an existing culvert and barrier to fish passage on Mason Creek to improve access for salmonids and resident fish to upstream, high quality fish rearing, migration, and spawning habitat. A new larger culvert or a bridge with enhanced upstream and downstream riparian habitat enhancements including plantings and large woody debris will be designed and built using WDFW's Stream Simulation guidelines. This project will also construct associated grading, walls, and safety requirements at the road.</p> <p>Upon construction of this project, fish will have improved access under a variety of flow conditions between NE 102nd Ave and Site ID 1350014 (the shamrock slope drive culvert) for a total of approximately 2.2 miles. This does not include tributaries that may offer additional, fish accessible stream habitat.</p>
4. Project Funding	<p>This project is funded by County Road funds (CRF) and Washington State Recreation and Conservation Office (RCO). This project does not have federal funds.</p> <p><u>Title VI Statements</u></p> <p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.</p> <p>La poliza del condado de Clark es garantizar que ninguna persona por motivos de raza, color, origen nacional o sexo según lo dispuesto en el Title VI of the Civil Rights Act de 1964, según enmendada, sea excluida por participar en, ser negado los beneficios de, o ser discriminado por cualquier programa o actividad patrocinada por el condado. Para preguntas relacionadas con el programa de Title VI de Obras Públicas del condado de Clark, o para servicios de interpretación o traducción para personas que no hablan inglés. O para que los materiales estén disponibles en un formato alternativo, comuníquese con el coordinador del Title VI de Obras Públicas del condado de Clark por correo electrónico a CCPW-TitleVI@clark.wa.gov o por teléfono a 564-397-4944. Las personas con problemas de audición / habla pueden llamar a Washington Relay Center al 711.</p> <p>For questions regarding Clark County Public Works' Title VI Program, or for interpretation or translation services for non-English speakers, or otherwise making materials available in an alternate format, contact Clark County Public Works' Title VI Coordinator via email at CCPW-TitleVI@clark.wa.gov or phone at 564-397-4944. Hearing/speech impaired may call the Washington Relay Center at 711.</p> <p>This project does not have a mandatory consultant DBE goal, but documentation of voluntary ten (10) percent SBE efforts will be required.</p>

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<p>5. Timeline for Selection</p>	<p>The following dates are the intended timeline:</p> <table border="1" data-bbox="423 247 1513 747"> <tr> <td>Deadline for Questions</td> <td>October 25, 2023</td> </tr> <tr> <td>Last Date Addendum Issued, if Needed</td> <td>October 26, 2023</td> </tr> <tr> <td>Proposals Due</td> <td>November 1, 2023</td> </tr> <tr> <td>Proposal Review/Evaluation Period</td> <td>November 15, 2023</td> </tr> <tr> <td>Interviews/Demonstration</td> <td>December 12 - 14, 2023</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>January 10, 2024</td> </tr> <tr> <td>Contract Negotiation/Execution</td> <td>March 19, 2024</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>March 22, 2024</td> </tr> </table>	Deadline for Questions	October 25, 2023	Last Date Addendum Issued, if Needed	October 26, 2023	Proposals Due	November 1, 2023	Proposal Review/Evaluation Period	November 15, 2023	Interviews/Demonstration	December 12 - 14, 2023	Selection Committee Recommendation	January 10, 2024	Contract Negotiation/Execution	March 19, 2024	Contract Intended to Begin	March 22, 2024
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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>																
<p>Section IB</p>	<p>Work Requirements</p>																
<p>1. Required Services</p>	<p>The list of services described in this Request for Proposal is for informational purposes and is subject to change following final selection of a consultant.</p> <p>Clark County is requesting surveying, engineering and environmental documentation and permitting support services to join the in-house project team, which will include County staff. The consultants selected here will work closely with designated County personnel. Subcontracting amongst firms is acceptable; however, a single firm must be identified as the “prime” and proposal be presented as a joint team. All proposed subcontracting as well as the approach for meeting the SBE goal must be identified in the proposal. Firms that do not follow this guideline will be eliminated from consideration. Following selection, the contract and subcontracts must include the necessary clauses required by the Clark County contract (WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement). https://wsdot.wa.gov/sites/default/files/2021-10/LP_AEPS-NegotiatedHourlyRate.pdf</p> <p>The required services (anticipated but not limited to) are described below:</p>																

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Consultant Project Management, Coordination and Meetings

- Plan, manage, and execute tasks in accordance with the developed project schedule, budget, and quality expectations.
- Provide on-going coordination and communication with County staff throughout the project. Includes all coordination and communication necessary to successfully accomplish the project including project kickoff meetings with County and regulatory agencies, public outreach and hearings, construction meetings.

Submittals

- Submit plan set, technical and non-technical documents, specifications, and cost estimates at 50%, 65% (Permit Plans), 90%, 99% and final PS&E.
- Documents shall be biddable and constructible, taken through a QA/QC process by the consultant, and stamped by a professional surveyor, engineer, landscape architect licensed in the State of Washington.
- Support the County right of way/easement acquisition and environmental permitting process by providing necessary information and documentation.

Survey

- Perform topographic and boundary surveys necessary to complete all design work, permitting and easement, right-of-way (RoW) needs for the project.
- Survey the Area of Potential Effect (APE), wherein environmental/cultural documentation will occur.
- Provide RoW plans and coordinate with County staff for WashDoT audit, RoW/easement property descriptions.
- If needed, identify and survey geotechnical test locations for project.
- If needed, identify and survey sensitive area boundaries for project.
- Identify and survey trees that will be impacted by the proposed design.
- Identify any survey monuments of record in the proposed project area and perpetuate their positions according to WAC 332-120.
- All survey work must be supervised and stamped by a professional Land Surveyor licensed in the State of Washington.

Geotechnical Engineering

- Evaluate existing geotechnical documentation.
- If needed, evaluate subsurface conditions, stream bed material, culvert, slope stability hazards, groundwater and provide project design recommendations and report.
- If needed, provide pavement design.

Environmental

- Evaluate existing environmental documentation.
- Identify permits required for project.
- Project is exempt from SEPA and County permitting requirements and fees.

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- Hydraulic Project Approval (HPA) and a Section 401/404 permits will be necessary.
- If needed, conduct wetland delineations, critical/sensitive area assessments based on review of existing documentation.
- Conduct additional archaeological survey if project limits are expanded beyond current APE evaluated.
- ESA Section 7 coordination will be handled through the Fish Passage and Restoration Programmatic consultation from National Marine Fisheries Service (NMFS) or through a Contingency Task (Biological Assessment) if needed.
- Not within the Shoreline Management Area (SMA), so no shoreline permitting will be necessary.
- Not within a designated floodway or flood fringe area; no floodplain permitting will be necessary.
- Update existing permit application materials, exhibits and supporting documents as necessary that meet the requirements of federal, state, and local regulations. County will submit permit to the regulatory agencies.
- Provide Stormwater Technical Information Reports/Memo.
- Develop SWPPP for NPDES permit coverage if disturbance exceeds one acre.
- Provide restoration planting plan for wetland and riparian habitat areas.

Structural Engineering

- Provide project design for culvert/bridge and any structural retaining walls.
- Determine requirements for work area access and in water work.

Hydraulic and Geomorphic Analysis

- Provide project fish passage compliant culvert/bridge design using WDFW's Stream Simulation guidelines.
- Provide modeling for no-rise analysis and bank protection design.
- Determine requirements for work area access and in water work.
- Develop temporary water management approaches.
- Prepare hydraulic design report.

Other

- Trees located in the clear zone, and within the right of way, will need to be assessed and removed with the possibility to be used on site or for agency projects.
- Provide design of any safety elements like guardrail.
- Provide plans for identifying subsurface and overhead utility conflicts. Plans will be submitted to utility providers by County.

Construction

- Provide assistance to County for bid preparation and documents, submittals, if needed bridge load rating documentation, any project certifications, meetings, limited site

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	inspection, and site visit.																
2. County Performed Work	<ul style="list-style-type: none"> • Coordination of the overall project team, as well as consultant design activities and consultant contracts, including scope of work, budget, and schedule. • Develop traffic construction, staging, closure, reduced speed and detour plans. • Provide signing and striping plan. • Assist with the development and review of plans, specifications, estimate, reports, and other bid documents. • Lead public involvement. • Acquire all property rights necessary for the projects. • Administer grants and project funding. • Lead environmental permitting submittals and correspondence with federal, state, and local agencies. • Lead coordination with utility providers. • Lead construction of the project and provide inspection. 																
3. Deliverables & Schedule	<p>The following schedule is preliminary and subject to change but provides a rough framework of timelines and expectations. Whenever possible, the project team will be looking to shorten these timelines and move up the construction schedule. It is understood that any information requested from the County, will be returned in a timely manner to not delay the work of this contract. Should the request for information not be returned in a timely manner, the consultant shall document these delays accordingly.</p> <ul style="list-style-type: none"> • The Permit Set (65%) shall provide the entirety of information needed for the County to pursue necessary permitting. • The 90% set shall provide the entirety of information needed for the County to pursue any necessary right-of-way acquisition for this project. <table border="1" data-bbox="427 1472 1511 1967"> <tr> <td>Contract Execution</td> <td>March 2024</td> </tr> <tr> <td>Survey and Data Collection</td> <td>May 2024</td> </tr> <tr> <td>Alternate Analysis</td> <td>June 2024</td> </tr> <tr> <td>50% Design Submittal</td> <td>August 2024</td> </tr> <tr> <td>Permit (65%) Submittal</td> <td>November 2024</td> </tr> <tr> <td>Permitting Process</td> <td>December 2024 – December 2025</td> </tr> <tr> <td>90% PS&E Submittal</td> <td>March 2025</td> </tr> <tr> <td>Right-of-Way Acquisition</td> <td>April 2025 – April 2026</td> </tr> </table>	Contract Execution	March 2024	Survey and Data Collection	May 2024	Alternate Analysis	June 2024	50% Design Submittal	August 2024	Permit (65%) Submittal	November 2024	Permitting Process	December 2024 – December 2025	90% PS&E Submittal	March 2025	Right-of-Way Acquisition	April 2025 – April 2026
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	99% PS&E Submittal	May 2026
	Final PS&E	June 2026
	Bid Opening	August 2026
	Construction	October 2026
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 three (3) years and is intended to begin March 2024 and end March 2027.</p> <p>Clark County reserves the right to extend the contract resulting from this RFP for a period of two (2) additional years, in one (1) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.</p>	
6. Prevailing Wage Applicable to all public work as defined in RCW 39.04.010(4) Public Works Definition	<p>Pursuant to Washington State RCW 39.12 PREVAILING WAGES ON PUBLIC WORKS all work identified in this project as a public work requires the contractor to pay Washington State prevailing wages and file all affidavits of intent to pay with the WA State Dept of Labor & 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>	
7. Debarred/Suspended	<p>Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.</p> <p>All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form with their proposal to be eligible to participate.</p>	

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8. Americans with Disabilities Act (ADA) Information	Clark County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing ADA@clark.wa.gov or by calling 564-397-2322.
9. Public Disclosure	<p>This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.</p> <p>If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.</p>
10. Insurance/Bond	<p>The firm awarded the contract will be required to have insurance in effect as specified in the contract under Section XII Legal Relations.</p> <p>See: WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement at:</p> <p>https://wsdot.wa.gov/sites/default/files/2021-10/LP_AEPS-NegotiatedHourlyRate.pdf</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: 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	There are no plans to hold a pre-submittal meeting or site visit for this project.
2. Proposal Clarification	<p>Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.</p> <p>The deadline for submitting such questions/clarifications is October 25, 2023 by Noon.</p> <p>An addendum will be issued no later than October 26, 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 ten (10) pages, excluding resumes, E-Verify, coversheet and debarment form. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.</p> <p>For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are <u>readily recyclable</u>.</p> <p>The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.</p>

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	<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>
Section IIC	Proposal Content
1. Cover Sheet	<p>This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A</p>
2. Project Team	<p>Provide a team organizational chart, showing the prime consultant and sub-consultants. Identify lead team member, professional titles of pertinent positions and areas of responsibilities (engineering, environmental, survey, etc.). Include list and resume of all team members that will work on the project – including technical expertise, title, years of experience and relevant project work.</p>
3. Management Approach	<ul style="list-style-type: none"> • Describe your team management approach for a successful design, permitting and construction project with the County and appropriate external agencies. • Describe how your team evaluates and presents project information to make decisions. • Describe your team process to ensure deliverables are complete and contain minimal errors. • Describe how your team addresses County review comments.
4. Respondent's Capabilities	<p>Provide a minimum of three recent reference projects that demonstrate experience and competence in performing the type of work requested in Section IB-1. Each discipline should be represented in the reference projects, either in combination with other disciplines or individually. Include name of project owner, address, telephone number, project title and contact person.</p> <p>Projects demonstrating efforts with joint consultant/local agency teams are preferred. Discuss your team technical expertise in design, permitting and construction of similar scope of work projects with county staff and appropriate external agencies. Discuss any project challenges and resolution you experienced. Discuss any project schedule changes you experienced.</p>
5. Project Approach and Understanding	<ul style="list-style-type: none"> • Describe the work to be performed based on the required services described in Section IB. • Discuss your team's approach for meeting this project design and environmental permitting needs, required SBE goal and the project schedule.

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	<ul style="list-style-type: none">• Discuss any anticipated project challenges and how the team may be able to address during development and execution of project.
6. Proposed Cost	Cost will not be used as an evaluation criterion and shall not be submitted with this proposal.
7. Employment Verification	<p>Please refer to section 1A.6. – E-Verify</p> <p>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</p>

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Part III Proposal Evaluation & Contract Award

Section IIIA	Proposal Review and Selection										
1. Evaluation and Selection:	<p>Proposals received in response to this RFP will be evaluated by a Review Committee. The Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Council.</p> <p>The County plans to conduct interviews based on proposal review and recommendations. If sufficient number of proposals are received the county intends to interview a minimum of three (3) consultant teams as part of the final selection process.</p> <p>The interview alone will determine the final consultant selection. Points from the proposal review will not be carried over to the interview.</p>										
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p>A one hundred (100) point system will be used, weighted against the following criteria:</p> <table border="1" data-bbox="399 867 1421 1182"> <tr> <td>Proposal Approach / Quality</td> <td>20</td> </tr> <tr> <td>Project Team & Management Approach</td> <td>25</td> </tr> <tr> <td>Respondent's Capabilities</td> <td>25</td> </tr> <tr> <td>Project Approach and Understanding</td> <td>30</td> </tr> <tr> <td style="text-align: right;">Total Points</td> <td>100</td> </tr> </table>	Proposal Approach / Quality	20	Project Team & Management Approach	25	Respondent's Capabilities	25	Project Approach and Understanding	30	Total Points	100
Proposal Approach / Quality	20										
Project Team & Management Approach	25										
Respondent's Capabilities	25										
Project Approach and Understanding	30										
Total Points	100										
Section IIIB	Contract Award										
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	<p>The proposal and all responses provided by the successful Proposer may become a part of the final contract.</p> <p>See WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement. https://wsdot.wa.gov/sites/default/files/2021-10/LP_AEPS-NegotiatedHourlyRate.pdf</p> <p>Contract execution is subject to Clark County Council approval.</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	Clark County intends to hold a project kick-off meeting shortly after contract execution.

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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.

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Attachment D: ADDITIONAL ATTACHMENTS

Project plans and documents from Washington State Recreation and Conservation Office:
[PRISM Project Snapshot - Washington State Recreation and Conservation Office](#)