



REQUEST for PROPOSAL #895
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, MAY 29, 2024
DUE DATE: WEDNESDAY, JUNE 26, 2024 by 1:30 pm

Request for Proposal for:

5 YEAR PERIODIC REVIEW of CAMP BONNEVILLE

SUBMIT:

Two (2) Original
Four (4) Complete Copies

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:

Evelyn Ives
Public Works | Capital Project Manager II
Evelyn.Ives@Clark.Wa.gov
564-397-5885

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.

MUNICIPAL RESEARCH and SERVICE CENTER - Clark County (WA) contracts with the Municipal Research and Service Center (MRSC) to maintain our Consultant, Small Works and Vendor rosters. To be eligible to participate in this Clark County public solicitation and the resulting contract, your business must be registered with the MRSC Rosters. Failure to register may result in your proposal being marked nonresponsive. Be sure to select Clark County in your application. If you have questions about the registration process, contact the MRSC Rosters at 206-436-3798 or <https://mrscrosters.org/businesses/business-membership/>

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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5 Year Periodic Review of Camp Bonneville

Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>The purpose of this Request for Proposals (RFP) is to obtain, in full and open competition, proposals for environmental services. This RFP seeks professionals to perform work to meet requirements of the Washington State Model Toxics Control Act (MTCA) for the Camp Bonneville Cleanup Site.</p> <p>Clark County intends to award one contract for professional services covering the scope of this RFP.</p> <p>Clark County (WA) contracts with the Municipal Research and Service Center (MRSC) to maintain our Consultant, Small Works and Vendor Rosters. To be eligible to participate in this Clark County public solicitation and the resulting contract your business must be registered with the MRSC Rosters. Failure to register may result in your proposal being marked nonresponsive. Be sure to select Clark County in your application. If you have questions about the registration process, contact the MRSC Rosters at 206-436-3798 or https://mrscrosters.org/businesses/business-membership/</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 Interlocal Cooperation Act. The proposer may opt to extend identical services and prices to qualified public agencies. Each contract is between the proposer and individual agency binding only their agency, with no liability to Clark County.</p>
2. Background	<p>Camp Bonneville is located five miles northeast of the City of Vancouver, in Clark County, WA. Camp Bonneville was established in 1909 as a drill field and rifle range for Vancouver Barracks. Historically, Camp Bonneville has been used as a training camp for active U.S. Army, U.S. Army Reserve, Washington National Guard, and other Department of Defense (DOD) reserve personnel. Its history as a military facility resulted in contamination that includes, in part, explosives and unexploded ordnance that are collectively referred to as “munitions of explosive concern” (MEC), munitions fragments, and soils with lead contamination. Investigations and cleanup have been ongoing to assess and remove contamination from munitions and other hazardous substances. For cleanup purposes, Camp Bonneville has been divided into remedial action units (RAUs). RAU 1: Hazard Waste Contamination, RAU 2A Lead Contamination 2B, Demo Areas 2 and 3 2C, Sitewide Groundwater. RAU 3 Sitewide Munitions and explosive of Concern. These units are primarily grouped by the nature of the contamination, not by physical boundaries. Extensive investigations and cleanup efforts have been conducted since 2001 to assess and remove contamination from munitions and other hazardous substances. In four (4) of the RAUs, cleanup activities are complete, and No Further Action (NFA) determinations have been granted by the Washington State Department of Ecology. Several of the approved cleanup plans utilize restrictive covenants and/or institutional controls to prevent exposure to low-level contamination remaining on site. In accordance with MTCA Cleanup Regulation WAC 173-340-420, periodic reviews are required for cleanup actions where institutional controls are required as part of the cleanup. The Department of Ecology is requiring Clark County to prepare periodic review information for all applicable RAUs to be submitted to the agency for completion of their periodic review determination.</p>

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3. Scope of Project	Clark County Public Works, Parks & Lands Division is requesting qualifications for a consultant to prepare a Periodic Review, in accordance with WAC 173-340-420, for the Camp Bonneville Cleanup Site.
4. Project Funding	The project is estimated between \$80,000 and \$150,000.
5. Title VI Statement	<p><u>Title VI Statement</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 políza del condado de Clark es garantizar que ninguna persona por motivos de raza, color, origen nacional o sexo según lo dispuesto en el Title VI of the Civil Rights Act de 1964, según enmendada, sea excluida por participar en, ser negado los beneficios de, o ser discriminado por cualquier programa o actividad patrocinada por el condado. Para preguntas relacionadas con el programa de Title VI de Obras Públicas del condado de Clark, o para servicios de interpretación o traducción para personas que no hablan inglés. O para que los materiales estén disponibles en un formato alternativo, comuníquese con el coordinador del Title VI de Obras Públicas del condado de Clark por correo electrónico a 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>

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<p>6. Timeline for Selection</p>	<p>The following dates are the intended timeline:</p> <table border="1" data-bbox="423 247 1513 810"> <tr> <td>Pre-submittal Meeting</td> <td>June 5, 2024</td> </tr> <tr> <td>Deadline for Questions and Answers</td> <td>June 12, 2024</td> </tr> <tr> <td>Final date for Addendum, if needed</td> <td>June 19, 2024</td> </tr> <tr> <td>Proposals Dues</td> <td>June 26, 2024</td> </tr> <tr> <td>Proposal Review/Evaluation Period</td> <td>June 27 - July 17, 2024</td> </tr> <tr> <td>Interviews/Demonstration</td> <td>July 18 - July 25, 2024</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>July 26, 2024</td> </tr> <tr> <td>Contract Negotiation/Execution</td> <td>July 29 - August 15, 2024</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>September 1, 2024</td> </tr> </table>	Pre-submittal Meeting	June 5, 2024	Deadline for Questions and Answers	June 12, 2024	Final date for Addendum, if needed	June 19, 2024	Proposals Dues	June 26, 2024	Proposal Review/Evaluation Period	June 27 - July 17, 2024	Interviews/Demonstration	July 18 - July 25, 2024	Selection Committee Recommendation	July 26, 2024	Contract Negotiation/Execution	July 29 - August 15, 2024	Contract Intended to Begin	September 1, 2024
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<p>7. Employment Verification</p>	<p>The Contractor, if awarded the Contract, shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program before execution of the Contract. The Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Agreement are eligible to work in the United States. The Contractor shall provide verification of compliance upon County request. Failure by Contractor to comply with this subsection shall be considered a material breach. (Sole Proprietors must submit a letter stating such.)</p>																		
<p>Section IB</p>	<p>Work Requirements</p>																		
<p>1. Required Services</p>	<p>Clark County is requesting engineering and environmental professional services to support Parks and Lands Division staff in complying with WAC 173-430-420. The selected consultant will work closely with designated County personnel. Separate firms may provide the types of services listed below; however, the firms must be presented as a joint team for the proposal.</p> <p>Subcontracting amongst firms is acceptable; however, a single firm must be identified as the “prime” 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).</p> <p>Clark County is requesting engineering and environmental professional services to support Parks and Lands Division staff in complying with WAC 173-430-420. The selected consultant will work closely with designated County personnel. Separate firms may provide the types of services listed below; however, the firms must be presented as a joint team for the proposal.</p> <p>The required services, anticipated but not limited to, as described below:</p> <ul style="list-style-type: none"> • Identify resources and documents needed for review • Compile documents through request to County, public records request to Department of Ecology, or other means • Prepare a report that provides the following: 																		

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	<ul style="list-style-type: none"> ○ A summary of all completed cleanup action by RAU ○ Evaluation of the effectiveness of ongoing and completed cleanup actions, including any gaps or deficiencies ○ New scientific information for individual hazardous substances or mixtures present at the site ○ New applicable state and federal laws for hazardous substances present at the site ○ The availability and practicability of more permanent remedies ○ The availability of improved analytical techniques to evaluate compliance with cleanup levels ○ Recommendation on whether the cleanup action plan should or should not be amended
<p>2. County Performed Work</p>	<p>The Camp Bonneville Program Manager and staff will review and provide input on the draft report prior to report finalization and submittal to the Department of Ecology.</p>
<p>3. Deliverables & Schedule</p>	<p>The periodic review and draft report shall be completed by the January 10th of calendar year 2025. The following deliverables are anticipated:</p> <ul style="list-style-type: none"> • Provide one (1) digital County-Review Draft document • Provide one (1) revised Draft Periodic Review for County approval • Provide one (1) hard copy of the Draft Periodic Review to the Washington State Department of Ecology • Provide one (1) PDF copy to the County
<p>4. Place of Performance</p>	<p>Contract performance may take place in the County's facility, the Proposer's facility, a third-party location or any combination thereof.</p>
<p>5. Period of Performance</p>	<p>A contract awarded as a result of this RFP will be for one (1) year and is intended to begin in September 2024 and end September 2025.</p> <p>The anticipated contract value is \$150,000. The final contract value will be determined by approved funding.</p> <p>The county also reserves the right to terminate the contract, with thirty (30) days written notice, at any time if the requirements of the contract are not being met satisfactorily, solely in the county's judgment.</p>
<p>6. Prevailing Wage Applicable to all public work as defined in RCW 39.04.010(4)</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>

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<p>Public Works Definition</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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10. Insurance/Bond	<p>The firm(s) 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: 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> <ul style="list-style-type: none">✓ Prior to submission of proposal, confirm your organization is on the Plan Holders List below: <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	<p>A Pre-Submittal Meeting will be held at the Clark County Operations Center, Building B in Conference Room B-1 on Wednesday, June 5, 2024, at 10:00 am, located at 4700 NE 78th Street., Vancouver, WA 98665.</p> <p>4700 NE 78th St - Google Maps</p>
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 June 12, 2024 by 1:30 pm.</p> <p>An addendum will be issued no later than June 19, 2024 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 eight (8) pages, excluding resumes, 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>

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	<p>The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.</p> <p>Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, 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 comprehensive summary of the team structure, which should include both the prime consultant and any subconsultants involved. This summary must feature an organizational chart that clearly delineates the areas of responsibility, expertise, and professional titles of key personnel within the team. It is not necessary to name individual team members, with the exception of the lead roles; however, ensure that the chart accurately reflects the hierarchy and functional roles of all team members.</p> <p>If the team comprises members from different consulting firms, the summary should also highlight any previous collaborations or joint projects undertaken by these firms. This part of the summary is essential to demonstrate the team's ability to work cohesively, leveraging their combined experiences for the benefit of the project. Please ensure that the chart and accompanying descriptions are clear and detailed, providing a thorough understanding of the team's organizational structure and collective capabilities.</p>
3. Management Approach	<p>Please submit a comprehensive resume for each member of the management team, detailing their roles, years of experience, and relevant project work. Additionally, provide a list of all other team members who will be engaged in the project. This list should include their technical expertise, professional titles, years of experience, and contributions to relevant past projects.</p> <p>Further, elaborate on the internal management structure of the team, detailing how coordination and oversight will be handled both within the team and in interactions with county officials, the Department of Ecology staff, and other consultants involved in the project. Describe the communication protocols that will be employed to ensure effective collaboration and information flow among all parties.</p> <p>Include a detailed account of the team's experience in managing and delivering project outcomes that involve coordination with multiple government agencies. Highlight specific strategies used in past projects to balance competing demands and ensure timely and successful delivery of project objectives. This information will help us assess the team's capability to manage complex, multi-agency environments effectively.</p>

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<p>4. Respondent's Capabilities</p>	<p>Please provide details for up to four (4) reference projects completed within the last seven (7) years that showcase your experience and competence in executing the type of work specified in this request. For each project, include the following information:</p> <table border="1" data-bbox="402 338 1518 680"> <tr> <td data-bbox="402 338 667 401">Project Owner</td> <td data-bbox="672 338 1518 401">Name of the organization or individual who owned the project</td> </tr> <tr> <td data-bbox="402 407 667 470">Address</td> <td data-bbox="672 407 1518 470">Physical location of the project or main office of the project owner</td> </tr> <tr> <td data-bbox="402 476 667 539">Contact Information</td> <td data-bbox="672 476 1518 539">Telephone number and email address for direct communication</td> </tr> <tr> <td data-bbox="402 546 667 609">Project Title</td> <td data-bbox="672 546 1518 609">Official title or name of the project</td> </tr> <tr> <td data-bbox="402 615 667 680">Contact Person</td> <td data-bbox="672 615 1518 680">Name and title of the primary contact person who can provide insights and verify the project details</td> </tr> </table>	Project Owner	Name of the organization or individual who owned the project	Address	Physical location of the project or main office of the project owner	Contact Information	Telephone number and email address for direct communication	Project Title	Official title or name of the project	Contact Person	Name and title of the primary contact person who can provide insights and verify the project details
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Contact Person	Name and title of the primary contact person who can provide insights and verify the project details										
<p>5. Project Approach and Understanding</p>	<p>Please provide a detailed description of the work to be performed, aligning with the preliminary required services outlined in Section 1B and adhering to the project schedule provided. This description should specifically include:</p> <ul style="list-style-type: none"> • A breakdown of the tasks and activities to be undertaken as part of the project. • The methodologies and approaches planned for each phase of the project. • Key issues and challenges that are anticipated during the project execution. • Additionally, address the potential challenges, including any technical, regulatory, or logistical issues, that might impact the project timeline or outcomes. • Describe the strategies or solutions your team plans to employ to overcome these challenges effectively. <p>This comprehensive overview will help us evaluate your firm's understanding of the project scope and your capability to manage and mitigate risks associated with the project deliverables.</p>										
<p>6. Proposed Cost</p>	<p>This is a qualifications based selection process.</p>										

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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. The Committee review results and recommendations may require presentation 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>A one hundred (100) point system will be used, weighted against the following criteria:</p> <table border="1" data-bbox="399 716 1421 1213"> <tr> <td>Proposal/approach</td> <td>25</td> </tr> <tr> <td>Experience working on former military or munition sites</td> <td>25</td> </tr> <tr> <td>Demonstration of Quality Control and Assurance</td> <td>15</td> </tr> <tr> <td>Overall Quality of Work Product Examples</td> <td>15</td> </tr> <tr> <td>Availability of Team to Complete Project Schedule</td> <td>10</td> </tr> <tr> <td>References</td> <td>5</td> </tr> <tr> <td>Creative approach for efficient use of budget, schedule and/or methods</td> <td>5</td> </tr> <tr> <td style="text-align: right;">Total Points</td> <td>100</td> </tr> </table>	Proposal/approach	25	Experience working on former military or munition sites	25	Demonstration of Quality Control and Assurance	15	Overall Quality of Work Product Examples	15	Availability of Team to Complete Project Schedule	10	References	5	Creative approach for efficient use of budget, schedule and/or methods	5	Total Points	100
Proposal/approach	25																
Experience working on former military or munition sites	25																
Demonstration of Quality Control and Assurance	15																
Overall Quality of Work Product Examples	15																
Availability of Team to Complete Project Schedule	10																
References	5																
Creative approach for efficient use of budget, schedule and/or methods	5																
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. Contract will use the WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement. A copy of the agreement can be found at the link below and should be read carefully before submitting a proposal.</p> <p>https://wsdot.wa.gov/sites/default/files/2021-10/LP_AEPS-NegotiatedHourlyRate.pdf</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	<p>Contract negotiations are expected to be concluded shortly after the selection process on June 26, 2024. Following the authorization of the contract by Clark County Council, Public Works Clark will organize a kick-off meeting. This meeting will include all key stakeholders to ensure alignment and clarity on the project objectives and timelines.</p> <p>The kick-off meeting with the project team and relevant stakeholders is tentatively scheduled for During this meeting, we will outline the project scope, introduce team members, discuss roles and responsibilities, and review the project timeline in detail. This will also be an opportunity to address any initial questions and set the stage for a successful partnership and project execution. Additionally, on site orientation meeting will be scheduled.</p>

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Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm	
Street Address	
City State Zip Code	
Contact Person Title	
Phone	
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 Proposing Firm	
Street Address	
City State Zip Code	
Contact Person Title	
Phone	
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.Mason@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, State or local 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.