



**REQUEST for PROPOSAL #905**  
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

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Clark County Washington

RELEASE DATE: WEDNESDAY, SEPTEMBER 11, 2024  
DUE DATE: WEDNESDAY, OCTOBER 2, 2024 by 1:30 pm

Request for Proposal for:

**SELECT CONSULTING and ENGINEERING SERVICES IN SUPPORT OF  
THE CAPITAL FACILITIES PLAN and TRANSPORTATION  
IMPROVEMENT PROGRAM**

**SUBMIT:**

One (1) Original  
Four (4) Complete Copies  
One (1) digital copy on USB Flash Drive

of the Proposal to:

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

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

**No electronic submissions.**

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

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

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

**Refer Questions to Project Manager:**

Harrison Husting  
Planner II / Community Planning  
[harrison.husting@clark.wa.gov](mailto:harrison.husting@clark.wa.gov)  
564-397-4343

## 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](mailto:ADA@clark.wa.gov)

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# Request for Proposal #905

## Select Consulting & Engineering Services in Support of the Capital Facilities Plan & Transportation Improvement Program

### 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 consulting and engineering services in support of the capital facilities plan and transportation improvement program, as part of the 2025 comprehensive plan update. This RFP seeks proposals that address the required services generally described below in Section 1B.</p> <p>Selected candidates based on the proposal review may be asked to interview to determine the final consultant selection.</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 <a href="https://mrscrosters.org/businesses/business-membership/">https://mrscrosters.org/businesses/business-membership/</a></p> <p>If your company contact details <i>are not</i> on the Plan Holder List at <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a> Attachment B, Letter of Interest must be submitted to participate in this RFP.</p> <p>Proposers shall respond to all sections to be considered.</p> <p>Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34 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>Clark County Community Planning is seeking proposals from qualified firms with demonstrated experience in the tasks listed Section 1B.</p>
3. Scope of Project	<p>Clark County is requesting Consulting and Engineering services in support of the Clark County, WA Comprehensive Plan update of the Transportation Element and Capital Facilities Plan. The Study area is assumed to include unincorporated Clark County only and will not include deficiencies or needs in incorporated cities in Clark County, WA</p> <p>The successful firm will be required to enter into a Washington State Department of Transportation (WSDOT) Local Agency Standard Consultant Agreement with Clark County. A copy of the agreement is included as Attachment C and should be read carefully before submitting a proposal. Changes cannot be made to the contract.</p>
4. Project Funding	<p>The anticipated cost for the services described herein is not to exceed \$200,000. This is a qualifications-based selection, do not submit cost.</p>

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<p>5. Title VI Statement</p>	<p><b>Title VI Statement</b></p> <p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.</p> <p>La 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 <a href="mailto:CCPW-TitleVI@clark.wa.gov">CCPW-TitleVI@clark.wa.gov</a> o por teléfono a 564-397-4944. Las personas con problemas de audición / habla pueden llamar a Washington Relay Center al 711.</p> <p>For questions regarding Clark County Public Works' Title VI Program, or for interpretation or translation services for non-English speakers, or otherwise making materials available in an alternate format, contact Clark County Public Works' Title VI Coordinator via email at <a href="mailto:CCPW-TitleVI@clark.wa.gov">CCPW-TitleVI@clark.wa.gov</a> or phone at 564-397-4944. Hearing/speech impaired may call the Washington Relay Center at 711.</p>																		
<p>6. Timeline for Selection</p>	<p>The following dates are the <b>intended</b> timeline:</p> <table border="1" data-bbox="423 1325 1511 1885"> <tr> <td>Pre-submittal Meeting</td> <td>September 19, 2024</td> </tr> <tr> <td>Deadline for Questions and Answers</td> <td>September 25, 2024</td> </tr> <tr> <td>Final date for Addendum, if needed</td> <td>September 26, 2024</td> </tr> <tr> <td>Proposals Due</td> <td>October 2, 2024</td> </tr> <tr> <td>Proposal Review/Evaluation Period</td> <td>October 7 – 11, 2024</td> </tr> <tr> <td>Interviews/Demonstration (optional)</td> <td>October 15 – 18, 2024</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>October 23, 2024</td> </tr> <tr> <td>Contract Negotiation/Execution</td> <td>October 28 – November 8, 2024</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>January 1, 2025</td> </tr> </table>	Pre-submittal Meeting	September 19, 2024	Deadline for Questions and Answers	September 25, 2024	Final date for Addendum, if needed	September 26, 2024	Proposals Due	October 2, 2024	Proposal Review/Evaluation Period	October 7 – 11, 2024	Interviews/Demonstration (optional)	October 15 – 18, 2024	Selection Committee Recommendation	October 23, 2024	Contract Negotiation/Execution	October 28 – November 8, 2024	Contract Intended to Begin	January 1, 2025
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7. Employment Verification	<p>The Proposer, 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.</p> <p>(Sole Proprietors must submit a letter stating such.)</p>
<b>Section IB</b>	<b>Work Requirements</b>
1. Required Services	<p>Clark County is requesting consulting and engineering professional services to support the County's in-house transportation planning team. The consultants will work closely with designated County personnel.</p> <p>The selected consultant will negotiate a contract with Clark County Department of Community Planning.</p> <p><b>The areas of service are described below:</b></p> <p><b><u>Task 1 - Project Management and Meetings</u></b></p> <ul style="list-style-type: none"><li>• Prepare detailed project schedule. Review with agency project manager and revise as needed.</li><li>• Maintain a project management website (Basecamp) that will include an up-to-date project calendar and provide access to files for team members.</li><li>• Participate in a minimum of three meetings/conference calls per task with staff and project team.</li></ul> <p><b><u>Task 2 - Developing Multimodal Level of Service Standards</u></b></p> <ul style="list-style-type: none"><li>• Assist in developing multimodal level of service (LOS) standards for locally and regional public transit and active transportation to gauge and judge performance of the transportation system.</li><li>• Assist in drafting language and provide recommendations to incorporate new standards in Title 40.</li><li>• Provide Technical Memorandum 1, describing methodology and procedure for developing multimodal level of service standards, as well as its implementation.</li></ul> <p><b><u>Task 3 - Review and recommend a revised scoring criteria for the 20-year Capital Facilities Plan (CFP) and 6-year Transportation Improvement Program (TIP) projects to ensure alignment with new GMA requirements and goals.</u></b></p> <ul style="list-style-type: none"><li>• Review current scoring criteria and provide recommendations on how to incorporate vehicle miles travel (VMT) and greenhouse gas (GHG) reduction goals and environmental justice in the prioritization process of CFP and TIP projects.</li><li>• Provide Technical Memorandum 2, describing the methodology and procedure for implementing equity into the scoring criteria.</li></ul>

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### **Task 4 - Transportation Needs Analysis to support the Capital Facilities Plan**

#### **Development**

*Step 1 – Coordinate with RTC to include a forecast of multimodal demand as part of the travel demand modeling.*

- Ensure that additional modes of transportation are included when forecasting travel demand.

*Step 2 – Safety Conditions*

- Review crash and safety data from RTC's Safety Action Plan and incorporate findings into overall analysis. Provide high-level recommendations of safety improvements at identified priority locations.
- Prepare Technical Memorandum 3 identifying existing safety related deficiencies and needs. Revise once based on County comments.

*Step 3 – Multimodal Level of Service Conditions*

- Incorporate adopted Clark County 6-year Transportation Improvement Program (TIP) projects into list of existing needs.

- Assess 2045 traffic volumes using Southwest Washington Regional Transportation Council (RTC) future year travel demand model. RTC will update land use in models' transportation analysis zones to be consistent with Clark County adopted land use alternative for comprehensive plan update. RTC to provide both build (financially constrained) and no-build networks. Review volume-difference plots comparing updated model to model with previous land use to help identify areas where trip generation has changed significantly.

- Identify future operational deficiencies and County system needs based on state and County multimodal level of service standards, including Clark County's concurrency standards under Title 40 and newly developed level of service standards for public transit and active transportation travel modes. Link-based projects will be identified using model volume-to-capacity ratios. Node (intersection)-based projects will be identified based on volumes and capacities at intersection approaches that feature at least three legs that are classified as collector or higher.

- Prior to finalizing project locations, consultant will coordinate closely with county Traffic Engineering staff.

- Prepare Technical Memorandum 4, describing methodology and identifying future deficiencies and needs. Revise once based on County comments.

*Step 4 – Draft and Final Project List*

- Prepare an updated Capital Facilities Plan project list. Provide narrative to justify the removal of projects from the existing list and, if appropriate, highlight need for future analysis in future plan update. County will prepare project maps as needed.

- Update current project cost estimates, provided by County, using price index. Provide planning-level cost estimates for new or revised projects.

- Meet with Clark County staff to review draft list. Finalize project list based on Clark County staff comments.

### **Task 5 - Update and revise Traffic Impact Fees (TIF)**

- Determine the private share costs from the Capital Facilities Plan's final project list and calculate new traffic impact fees rates.

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## Select Consulting & Engineering Services in Support of the Capital Facilities Plan & Transportation Improvement Program

	<ul style="list-style-type: none"> <li>• Provide recommendations on how to use TIF revenues for multimodal transportation projects.</li> <li>• Provide Technical Memorandum 5 describing the methodology used to update TIF rates and any recommended program changes to incorporate new requirements to help fund multimodal deficiencies.</li> </ul> <p style="text-align: center;"><b><u>Documents/Materials to be Furnished by Consultant</u></b></p> <ul style="list-style-type: none"> <li>• Detailed Project Schedule</li> <li>• Project Management Website</li> <li>• Technical Memorandum 1 – Multimodal Level of Service Standards</li> <li>• Technical Memorandum 2 – Revised Scoring Criteria for CFP and TIP</li> <li>• Technical Memorandum 3 – Safety Deficiencies and Needs</li> <li>• Technical Memorandum 4 – Traffic and Multimodal Deficiencies and Needs</li> <li>• Technical Memorandum 5 – Update and Revised Traffic Impact Fees</li> <li>• Draft Project List and Map</li> <li>• Final Project List and Map</li> </ul> <p style="text-align: center;"><b><u>Documents/materials to be Furnished by the County</u></b></p> <ul style="list-style-type: none"> <li>• Clark County Code 40.350.020 -Transportation Concurrency Management System</li> <li>• TIF Program Technical Document</li> <li>• 2024-2029 Transportation Improvement Program</li> <li>• Travel Demand Model Scenarios for EMME/4:</li> <li>• 2025 Regional Transportation Council (RTC) Base Scenario</li> <li>• 2045 RTC Future Year Scenario</li> <li>• 2045 Preferred Alternative Scenario</li> <li>• RTC’s Safety Action Plan</li> </ul>								
<p>2. County Performed Work</p>	<p>For most tasks the consultant will be working closely with county staff on the project. Community Planning and administrative staff will perform all normal functions for administering the consultant contract, setup, processing, and completing the project review work outside of the consultant's task assignment.</p>								
<p>3. Deliverables &amp; Schedule</p>	<p>The following schedule is preliminary and subject to change, but providing rough framework of timelines and expectations:</p> <table border="1" data-bbox="423 1633 1490 1957"> <thead> <tr> <th>Task</th> <th>Completion Date</th> </tr> </thead> <tbody> <tr> <td>Technical Memorandum 1 – Multimodal Level of Service Standards</td> <td>March 2025</td> </tr> <tr> <td>Technical Memorandum 2 – Revised Scoring Criteria for CFP and TIP</td> <td>April 2025</td> </tr> <tr> <td>Technical Memorandum 3 – Safety Deficiencies and Needs</td> <td>May/June 2025</td> </tr> </tbody> </table>	Task	Completion Date	Technical Memorandum 1 – Multimodal Level of Service Standards	March 2025	Technical Memorandum 2 – Revised Scoring Criteria for CFP and TIP	April 2025	Technical Memorandum 3 – Safety Deficiencies and Needs	May/June 2025
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Technical Memorandum 1 – Multimodal Level of Service Standards	March 2025								
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	Draft CFP Project List and Map	September 2025
	Technical Memorandum 4 – Traffic and Multimodal Deficiencies and Needs	September 2025
	Final CFP Project List and Map	September 2025
	Technical Memorandum 5 – Update and Revised Traffic Impact Fees	September/October 2025
4. Place of Performance	Contract performance may take place in the County’s facility, the Proposer’s facility, a third-party location or any combination thereof.	
5. Period of Performance	<p>A contract awarded as a result of this RFP will be for one (1) year and is intended to begin on January 1, 2025 and end December 2025.</p> <p>Clark County reserves the right to extend the contract resulting from this RFP for a period of one (1) additional year with the same terms and conditions, with the exception of cost, by service of a written notice of its intention to do so prior to the contract termination date.</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>	
6. Prevailing Wage Applicable to all public work as defined in RCW 39.04.010(4) Public Works Definition	<p>Pursuant to Washington State RCW 39.12 PREVAILING WAGES ON PUBLIC WORKS all work identified in this project as a public work requires the contractor to pay Washington State prevailing wages and file all affidavits of intent to pay with the WA State Dept of Labor &amp; Industries.</p> <p>Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350 BIDDER RESPONSIBILITY CRITERIA – SWORN STATMENT – SUPPLEMENTAL CRITERIA.</p> <p>For this project select the Clark County rates that apply on the proposal closing date from either of these sites:</p> <p><a href="http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm">http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm</a>  <a href="http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates">http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates</a></p> <p>Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L &amp; I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.</p>	

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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>
8. Americans with Disabilities Act (ADA) Information	<p>Clark County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing <a href="mailto:ADA@clark.wa.gov">ADA@clark.wa.gov</a> or by calling 564-397-2322.</p>
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 this contract will be required to have insurance in effect as specified in the contract under Section XII Legal Relations, see: <a href="https://wsdot.wa.gov/sites/default/files/2021-10/LP_LAPS-NegotiatedHourlyRate.pdf">https://wsdot.wa.gov/sites/default/files/2021-10/LP_LAPS-NegotiatedHourlyRate.pdf</a></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"><li>✓ Prior to submission of proposal, confirm your organization is on the Plan Holders List below:</li></ul> <p>To view the Plan Holders List, click on the link below or copy and paste into your browser. Clark County RFP site: <a href="https://clark.wa.gov/internal-services/purchasing-overview">https://clark.wa.gov/internal-services/purchasing-overview</a></p> <ul style="list-style-type: none"><li>• If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.</li><li>• Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.</li></ul>

# Request for Proposal #905

## Select Consulting & Engineering Services in Support of the Capital Facilities Plan & Transportation Improvement Program

### Part II Proposal Preparation and Submittal

Section IIA	Pre-Submittal Meeting / Clarification
1. Pre-Submittal Meeting	A non-mandatory pre-submittal meeting will take place via Webex on September 19, 2024, at 1:00 pm PST. If you wish to attend, email Harrison Husting at <a href="mailto:Harrison.Husting@clark.wa.gov">Harrison.Husting@clark.wa.gov</a> by 5:00 pm PST September 18, 2024, 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 25, 2024 by 5:00 pm.</p> <p>An addendum will be issued no later than September 26, 2024 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions &amp; Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.</p> <p>Clark County RFP site: <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a></p>
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><b>The outside of the envelope/package shall clearly identify:</b></p> <ol style="list-style-type: none"><li><b>1. RFP Number and;</b></li><li><b>2. TITLE and;</b></li><li><b>3. Name and Address of the Proposer.</b></li></ol> <p>Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.</p> <p>Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.</p>
2. Proposal	<p>Proposals must be clear, succinct and not exceed ten (10) 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>

## Request for Proposal #905

### Select Consulting & Engineering Services in Support of the Capital Facilities Plan & Transportation Improvement Program

	<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>
<b>Section IIC</b>	<b>Proposal Content</b>
1. Cover Sheet	This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A
2. Project Team	Provide information on the consultant team for this project. A summary table that includes the name, title, years of experience, office location, and expertise for each individual may be an appropriate format.
3. Management Approach	<p>Describe how the team will be managed internally as well as within the overall County/Consultant project team. Describe how your firm evaluates and presents project information for project teams to make decisions. Include information about your internal QA/QC processes.</p> <p>How does your process ensure deliverables are complete, containing minimal errors?</p> <p>How are County review comments addressed and responses communicated back to the project team?</p>
4. Respondent's Capabilities	Provide information on three projects that demonstrate experience and competence in performing the type of work requested. Each discipline should be represented in the reference projects, either in combination with other disciplines or individually.
5. Project Approach and Understanding	Provide a description of the work to be performed based on the Work Requirements described in Section 1B. Include a description of key issues and challenges anticipated being addressed during the development and execution of this project.
6. Proposed Cost	Cost is not considered for Architect or Engineering services and should not be included in proposal.

# Request for Proposal #905

## Select Consulting & Engineering Services in Support of the Capital Facilities Plan & Transportation Improvement Program

### Part III Proposal Evaluation & Contract Award

<b>Section IIIA</b>	<b>Proposal Review and Selection</b>												
1. Evaluation and Selection:	<p>Proposals received in response to this RFP will be evaluated by a Review Committee. The Committee's 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 scoring of the proposals will determine the number of consultants selected for the interview phase. Final consultant selection will be determined by the interview scoring only.</p>												
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p><b>A one hundred (100) point system will be used, weighted against the following criteria:</b></p> <table border="1" data-bbox="402 842 1421 1402"> <tr> <td data-bbox="402 842 1344 940"><b>Proposal Presentation</b> – The information is presented in a clear, logical manner and is well organized. All required information was provided.</td> <td data-bbox="1344 842 1421 940">10</td> </tr> <tr> <td data-bbox="402 940 1344 1062"><b>Qualifications and Experience</b> – Has the proposal demonstrated a level of expertise in keeping with the requirements of the project? (Include references for projects of a similar nature.)</td> <td data-bbox="1344 940 1421 1062">40</td> </tr> <tr> <td data-bbox="402 1062 1344 1161"><b>Capacity and Availability</b> – The vendor has the size, resources, and commitment to provide timely services.</td> <td data-bbox="1344 1062 1421 1161">15</td> </tr> <tr> <td data-bbox="402 1161 1344 1278"><b>Approach to Work</b> - The vendor's approach to this work including compliance with requirements, innovative offerings, services offered, and other related matters.</td> <td data-bbox="1344 1161 1421 1278">30</td> </tr> <tr> <td data-bbox="402 1278 1344 1346">Appropriateness and flexibility of pricing arrangements.</td> <td data-bbox="1344 1278 1421 1346">5</td> </tr> <tr> <td data-bbox="402 1346 1344 1402" style="text-align: right;">Total Points</td> <td data-bbox="1344 1346 1421 1402">100</td> </tr> </table>	<b>Proposal Presentation</b> – The information is presented in a clear, logical manner and is well organized. All required information was provided.	10	<b>Qualifications and Experience</b> – Has the proposal demonstrated a level of expertise in keeping with the requirements of the project? (Include references for projects of a similar nature.)	40	<b>Capacity and Availability</b> – The vendor has the size, resources, and commitment to provide timely services.	15	<b>Approach to Work</b> - The vendor's approach to this work including compliance with requirements, innovative offerings, services offered, and other related matters.	30	Appropriateness and flexibility of pricing arrangements.	5	Total Points	100
<b>Proposal Presentation</b> – The information is presented in a clear, logical manner and is well organized. All required information was provided.	10												
<b>Qualifications and Experience</b> – Has the proposal demonstrated a level of expertise in keeping with the requirements of the project? (Include references for projects of a similar nature.)	40												
<b>Capacity and Availability</b> – The vendor has the size, resources, and commitment to provide timely services.	15												
<b>Approach to Work</b> - The vendor's approach to this work including compliance with requirements, innovative offerings, services offered, and other related matters.	30												
Appropriateness and flexibility of pricing arrangements.	5												
Total Points	100												
<b>Section IIIB</b>	<b>Contract Award</b>												
1. Consultant Selection	<p>The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights, the attributes of the Proposers and the overall responsiveness of the Proposal. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and begin negotiations with the next qualified Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>Clark County reserves the right to accept or reject any or all proposals received, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP. Clark County reserves the right to award the contract based on the best interests of the County.</p>												

## Request for Proposal #905

### Select Consulting & Engineering Services in Support of the Capital Facilities Plan & Transportation Improvement Program

2. Contract Development	<p>The proposal and all responses provided by the successful Proposer during the interview process may become a part of the final contract. Contract execution is subject to Clark County Council approval.</p> <p>The form of contract shall be the Washington State Department of Transportation's Local Agency A&amp;E Professional Services Negotiated Hourly Rate Consultant Agreement Template. <a href="https://wsdot.wa.gov/sites/default/files/2021-10/LP_LAPS-NegotiatedHourlyRate.pdf">https://wsdot.wa.gov/sites/default/files/2021-10/LP_LAPS-NegotiatedHourlyRate.pdf</a></p>
3. Award Review	<p>The public may view Request for Proposal documents by submitting a public records request at <a href="http://www.clark.wa.gov">www.clark.wa.gov</a>.</p>
4. Orientation/Kick-off Meeting	<p>Following Clark County Council authorization of the contract, a kick-off meeting with the entire project team will be scheduled.</p>

# Request for Proposal #905

## Select Consulting & Engineering Services in Support of the Capital Facilities Plan & Transportation Improvement Program

### 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

## Request for Proposal #905

### Select Consulting & Engineering Services in Support of the Capital Facilities Plan & Transportation Improvement Program

#### 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](mailto:Koni.Odell@clark.wa.gov) and [Priscilla.Mason@clark.wa.gov](mailto: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.**



**Request for Proposal #905  
Select Consulting & Engineering Services in Support of the Capital Facilities Plan & Transportation  
Improvement Program**

**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

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