

REQUEST for PROPOSAL #915

PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, FEBRUARY 26, 2025 DUE DATE: WEDNESDAY, MARCH 19, 2025 by 1:30 pm

Request for Proposal for:

PARKS & NATURE ADA TRANSITION PLAN DEVELOPMENT

SUBMIT:

One (1) Original Four (4) Complete Copies One (1) Digital Copy

of the Proposal to:

Shipping Method of your Choice or Hand Delivery

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

United States Postal Service

Clark County ATTN: Office of Purchasing PO Box 5000 Vancouver WA 98666-5000 564-397-2323

Office Hours: 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays. **No electronic submissions**.

- **Proposals must be delivered to the Purchasing office No Exceptions
- **Proposals must be date and time stamped by Purchasing staff by 1:30 pm on due date.
- **Proposal shall be sealed and clearly marked on the package cover with RFP #, Title & Company Name

Refer Questions to Project Manager:

Lynde Wallick
Public Works | Park and Trails Planner III
Lynde.Wallick@clark.wa.gov

564-397-5882

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 Plan Opportunity 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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Part I Proposal Requirements

Section IA	General Information
1. Introduction	The purpose of this RFP is to permit the consultant community to provide qualifications and suggested approaches to assist Clark County Parks and Nature with the development of a Transition Plan that will meet the requirements of the Americans with Disabilities Act (ADA).
	Clark County Parks and Nature provides an interconnected system of parks, trails, recreational facilities, agricultural land and natural areas that serve residents of unincorporated Clark County, Washington. We manage park and open space properties and engage the community through volunteer programming.
	The County is responsible for operating and maintaining 7,166 acres of dedicated park land. Ninety-five developed parks have been developed across the county. The park system is bifurcated into a regional park system and an urban park system.
	Clark County Parks and Nature strives to provide equitable access to park facilities and services and to create a sense of belonging in our parks system. The County is committed to an aging in place concept which allows a person to live in their community safely and independently regardless of age, income or ability level. Parks and recreation facilities are a vital part of creating an aging friendly community and development of this Transition Plan is essential in these efforts.
	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/
	If your company contact details <u>are not</u> 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.
	Proposers shall respond to all sections to be considered.
	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.
2. Background	In 2004 Clark County General Services Department developed the first ADA Transition Plan – Policy for Clark County. At the time, county parks were part of the Vancouver Clark Parks District and managed by the City of Vancouver. For this reason, county parks were not included in the County's 2004 ADA transition plan. The Vancouver - Clark Parks District dissolved in 2013. County parks are now managed by the Parks and Nature division of Clark County Public Works.

3. Scope of Project	In the development of the Transition Plan, Parks and Nature anticipates the following services to be provided:
	ADA Guidance for project staff: Consultant -led, County staff-informed ADA guidance for project staff for ADA transition plan development regulations, barrier removal prioritization and plan development. Does not include guidance for how to conduct barrier assessments.
	Code examination and recommendation: Consultant-led, County staff-supported review of County codes impacting Parks and Nature Division programs, facilities, services and activities. Consultant to identify barriers to be included in self-evaluation. Updates to code and policies are not needed. The consultant is only required to identify the barriers. County codes to be examined are found in Exhibit A.
	Barrier assessment and self-evaluation: Consultant-led, County staff-supported assessment of all park facilities listed on Exhibit B of this RFP. Barriers must be provided with geolocation data and in a format usable by for Clark County GIS systems input. Information must also be presented in database form for prioritization and reporting purposes. Should the consultant elect to provide data in a web-based or other type of software system, continuous access not requiring an ongoing paid subscription must be provided and the data must be capable of being exported to a Microsoft Excel workbook. Prioritization and cost estimation services are not needed.
	Plan Framework Development: Consultant and County staff collaboration on the development of a framework for County development of a self-evaluation and transition plan, including recommendations for public engagement. Engagement work will be conducted by County staff based on recommendations of the Consultant.
	Plan Review: Consultant-lead, County staff supported review of the self-evaluation and transition plan drafted by County staff. Two review cycles anticipated, DRAFT and FINAL.
4. Project Funding	The project is funded through Park Improvement Fees.
5. Title VI	Title VI Statement
Statement	Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
	El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.
	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

6. Timeline for	Obras Públicas del condado de Clark por correo electrónico a ccpw-titlevl@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. 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-titlevl@clark.wa.gov or phone at 564-397-4944. Hearing/speech impaired may call the Washington Relay Center at 711.			
Selection	The following dates are the <u>intended</u> time			
	Pre-submittal Meeting	March 5, 2025, 9:00 am		
	Deadline for Questions and Answers	March 12, 2025, 1:30 pm		
	Final date for Addendum, if needed	March 13, 2025		
	Proposals Dues	March 19, 2025, 1:30 pm		
	Proposal Review/Evaluation Period	March 20 - 28, 2025		
	Interviews/Demonstration	April 1, 2025 between 12:30 – 4:00 pm		
	Selection Committee Recommendation	April 3, 2025		
	Contract Negotiation/Execution	April 7 – 18, 2025		
	Contract Intended to Begin	June 1, 2025		
7. Employment Verification	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 subcontractor(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.)			
Section IB Work Requirements				
Required Services	This work will provide geolocated data that will be provided to County GIS staff to input into our Parks inventory system.			
County Performed Work	County Parks and Nature has prepared lists of information the Consultant will need to prepare for this work including: • Clark County code regulations to be examined. See Exhibit A			

Clark County park properties (including addresses and amenities) to be examined: See
 Exhibit B

Clark County Parks and Nature will complete the following work for this project:

- Coordinate and host all project meetings with the consultant, using the County's webbased meeting software (Microsoft Teams)
- Coordinate and host any in person meetings required at County facilities.
- Prioritize and provide estimates for all barriers identified by the Consultant for the transition plan.
- Provide a draft transition plan template for consideration in development for the Consultant to make recommendations.
- Provide a draft public engagement plan for consideration in development of the transition, for the Consultant to make recommendations.
- Coordinate, host and facilitate incorporation of feedback from all public engagement meetings and efforts.
- Update all codes based on recommendations by consultant.
- Write the transition plan for review by the consultant. The county will need two months
 to complete this document once preceding work activities have been completed.

3. Deliverables & Schedule

ADA Training for project staff: Consultant or subconsultant lead training for 3 County staff on up-to-date ADA regulations, transition plan preparation and considerations. A minimum of 8 hours of training, or as recommended by Consultant.

Code examination and recommendation: A list of barriers to be addressed by Parks and Nature division based the Consultants examination of these documents.

Barrier assessment and self-evaluation: A list of barriers identified during the Consultants assessment of all park facilities listed on **Exhibit B** of this RFP.

Barriers must be provided with geolocation data and in a format usable by for Clark County GIS systems input. Information must also be presented in database form for prioritization and reporting purposes. Should the consultant elect to provide data in a web-based or other type of software system, continuous access not requiring an ongoing paid subscription must be provided and the data must be capable of being exported to a Microsoft Excel workbook. Prioritization and cost estimation services are not needed.

Plan Framework Development:

Transition Plan framework – provide a list of recommendations for improvement based on the Consultants review of the example document/template provided by Parks and Nature.

Public Engagement Plan – Provide a list of recommendations for improvement based on the Consultants review of the public engagement plan provided by Parks and Nature.

Plan Review:

Two review cycles of the ADA transition plan developed by Clark County Parks and Nature. Provide a detailed list of recommendations for improvement or needed due to non-conformance to ADA regulations.

Place of Performance	Contract will be performed at the Proposer's office and Clark County Park facilities listed in Exhibit B.
5. Period of Performance	A contract awarded as a result of this RFP will be for one (1) year and is intended to begin on June 1, 2025 and end May 31, 2026.
	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, with the exception of cost, by service of a written notice of its intention to do so prior to the contract termination date. Cost for additional option year(s) shall be reviewed prior to extension of the contract.
	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.
6. Prevailing Wage Applicable to all public work as defined in	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.
RCW 39.04.010(4) Public Works Definition	Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350 BIDDER RESPONSIBILITY CRITERIA – SWORN STATMENT – SUPPLEMENTAL CRITERIA.
	For this project select the Clark County rates that apply on the proposal closing date from either of these sites:
	http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates
	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.
	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.
7. Debarred/Suspended	Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.
	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.
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

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.

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.

10. Insurance/Bond

A. Waiver of Subrogation

All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of subrogation prior to a loss. Contractor hereby waives its own right of subrogation against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.

B. Proof of Insurance

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

C. Worker's Compensation

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

D. Automobile

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

E. Commercial General Liability (CGL) Insurance

Written under ISO Form CG0001 or its latest equivalent with minimum limits of \$2,000,000 per occurrence and in the aggregate for each one-year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$1,000,000. This policy must renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights,

or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.

F. Professional Liability (aka Errors and Omissions)

The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$1,000,000 per occurrence. The deductible will not be more than \$25,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Proposer's liquidity and ability to pay from its own resources. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

G. Umbrella Liability Coverage

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

H. Additional Insured

Clark County, its officers, employees and agents, will be named on all policies of contractor and any subcontractors as an additional insured, with no restrictions or limitations concerning products and completed operations. This coverage shall be primary coverage and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this agreement. Clark County reserves the right to require complete, certified copies of all required insurance policies at any time. All insurance shall be obtained from an insurance company authorized to do business in the State of Washington.

All policies must have a Best's Rating of A-VII or better.

11. Plan Holders List

All proposers are required to be listed on the plan holders list.

✓ Prior to submission of proposal, confirm your organization is on the Plan Holders List below:

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

- 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.

Part II Proposal Preparation and Submittal

Section IIA	Pre-Submittal Meeting / Clarification
Pre-Submittal Meeting	A pre-submittal meeting will be held on Wednesday March 5, 2025 at 9:00 am via Microsoft Teams.
	Interested proposers shall email Lynde Wallick at Lynde.Wallick@clark.wa.gov to request the meeting invite.
Proposal Clarification	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.
	The deadline for submitting such questions/clarifications is March 12, 2025 by 1:30 pm.
	An addendum will be issued no later than March 13, 2025 to all recorded holders of the RFP if a substantive clarification is in order.
	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.
	Clark County RFP site: https://clark.wa.gov/internal-services/request-proposal-1
Section IIB	Proposal Submission
1. Proposals Due	Sealed proposals must be received no later than the date, time and location specified on the cover of this document.
	The outside of the envelope/package shall clearly identify: 1. RFP Number and;
	2. TITLE and;
	3. Name and Address of the Proposer.
	Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.
	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.
2. Proposal	Proposals must be clear, succinct and not exceed twenty (20) 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.
	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> .

	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. 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. 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. Additional support documents, such as sales brochures, should not be included with each copy unless otherwise specified.
Section IIC	Proposal Content
Cover Sheet	This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A
2. Project Team	Overall description of consultant agency, leadership staff. Identify history of public work and work specific to parks and development of transition plans for public agencies including policy and code analysis. Identify project team, relevant experience, training and responsibilities for this project. The project team should have examples of transition plans that they have completed in the past. They should be able to show how long it will take them to complete the assessments based on the information provided.
3. Management Approach	There is no set way to demonstrate how you approach your work. Based on the required deliverables and collaboration points, show us the best approach for Clark County Parks and Nature.
4. Respondent's Capabilities	 The consultant should identify the following: Assess your current organizational capacity for this work. Identify your ability to staff and complete the assessments within the contract period, allowing at least sixty days for County staff to complete a first draft for the transition plan. Describe your understanding and experience of public engagement basics for transition plan
5. Project Approach and Understanding	Provide the County with a Statement of Qualifications (SOQ), your understanding of a transition plan and examples of your success. Also, provide a schedule showing how you will complete the project by May 18, 2026. Do not provide price/cost/estimate of any kind.
6. Proposed Cost	Qualifications based selection.

Part III Proposal Evaluation & Contract Award

Section IIIA	Proposal Review and Selection			
Evaluation and Selection:	Proposals received in response to this RFP will be evaluated by a Review Committee. After scoring the proposals a short list of 3 to 4 consultants will be selected and invited for a hybrid meeting. The Review Committee will make the final decision, and the park planner will notify each proposer of the selection. The evaluation review committee will consist at a minimum of: Parks Park Planner Parks and Nature Manager County ADA Compliance Manager			
Evaluation Criteria Scoring	Each proposal received in response to the RFP will be objectively evaluated and r to a specified point system.	ated according		
Coorning	A one hundred (100) point system will be used, weighted against the following	ng criteria:		
	Proposal Approach / Quality	25		
	Creativity / Experience	15		
	Work History / Examples	10		
	Product Demonstration	15		
	References	25		
	Criteria Specific to your Project Needs	10		
	Total Points 100			
Section IIIB Contract Award				
1. Consultant Selection	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. 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.			
Contract Development	The proposal and all responses provided by the successful Proposer may become final contract.	e a part of the		

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	After contract negotiations are complete and an executed contract is in place, Clark County will call a kickoff meeting with the Consultant, Park Planner and other stakeholders to review the Consultant's project schedule and process for developing a transition plan.

Attachment A: COVER SHEET

General	Inform	ıation:
Ochicial	IIIIOIII	<u>iauon.</u>

Legal Name of Proposing Firm					
Street Address					
City State Zip Code					
City State Zip Code					
Contact Person Title					
Phone					
Program Location (if different than above)					
Email Address					
Tax Identification Number					
Tax Identification Number					
ADDENDUM:					
Proposer shall acknowledge receipt of Ad	denda by checkin	g the appropriat	e box(es).		
	<u> </u>		<u> </u>		
None ☐ 1 ☐ 2 ☐	з 🔲	4 🔲	5 🔲	6 🔲	
NOTE: Failure to do so, shall render to	ha nranasar nan	rosponsivo an	d thorofore he rei	octod	
NOTE. Failure to do so, shall render to	ne proposer non	-responsive an	u illerefore be rej	ecteu.	
I certify that to the best of my knowledge the in the legal authority to commit this agency to a co					
funding levels, and the approval of the Clark Co	unty Council and r	ent. Trealize the equired approva	ls.	ny service is base	u upon
	•				
A. the sales of Circumstance of Circumstance			Data		
Authorized Signature of Proposing Firm			Date		
Distribution of the state of th					
Printed Name			Title		

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.

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. M	v explanation is attached.	

Exhibit A - Clark County Code

- 1. 40.620.020 Park Impact Fee Component (40.620 Development Impact Fees)
- 2. 40.260.157 Parks (40.260 Special Uses and Standards)
- 3. Chapter 2.61 Park Advisory Board

9.05.300 Trespass in parks.

9.05.310 Penalty.

- 4. Chapter 9.05 Park Rules (from Title 9 Public Peace, Safety & Morals)
 - 9.05.005 Short title. 9.05.010 Definitions. 9.05.015 Police power and park rules. 9.05.020 Hours. 9.05.030 Protection of park property. 9.05.040 Signposting. 9.05.050 Fires and fireworks. 9.05.060 Animals and birds. 9.05.070 Contraband. 9.05.080 Swimming, bathing and wading. 9.05.090 Boating and watercraft. 9.05.100 Camping. 9.05.110 Horses. 9.05.120 Motor-driven vehicles. 9.05.130 Operation of bicycles, skateboards, roller skates, in-line skates and foot scooters. 9.05.140 Peddling and soliciting. 9.05.150 Unlawful obstruction. 9.05.160 Hindering employees. 9.05.170 Alcoholic beverages, drugs. 9.05.180 Personal conduct. 9.05.190 Firearms and other weapons. 9.05.200 Littering and pollution. 9.05.210 Public exhibition. 9.05.220 Permits and agreements. 9.05.230 Special permits. 9.05.235 Fees for parks and programs. 9.05.240 Fees and charges. 9.05.250 Reservation. 9.05.255 Parking fee and exemptions. 9.05.260 Parking. 9.05.265 Presumption in reference to illegal parking. 9.05.270 Amplified sound—Permit required. 9.05.280 Tobacco products. 9.05.290 Exclusion from parks.

- 9.05.320 Prosecution for violation.
- 5. 40.100 General Provisions (park definitions)
- 6. Title 7 Weed Control Code
 - 7.04 Purpose
 - 7.08 Definitions
 - 7.12 Weed Board Activation
 - 7.14 Rules and Regulations of the Clark County Weed Board
 - 7.16 Administration

Exhibit B - Park Property Inventory

Facility Name	Park District	Acres	Buildings/Shelters	Amenities	Address
Vandervort Park	4	5		1 playground, 1 half basketball	398 NE 172nd Ave., Vancouver, WA 98684
Pacific Park		56	2 - Bathrooms - 1,800 ea 1 - Shelter - 1,637	court 1 playground, 2 half basketball courts, skate park, dog park, 2 parking lots - 28, 123 & 42, 265 sq ft	1515 NE 164th Ave., Vancouver, WA 98684
Cherry Park	5	3		2 playgrounds, 1 half basketball court	14406 NE 101st St., Vancouver, WA 98682
Harmony Ridge Park	5	4		1 playground	NE 28th St., Vancouver, WA 98682
Little Prairie Park	5	3		2 playgrounds	14009 NE 78th St., Vancouver, WA 98682
Oak Grove Park	5	4.2		1 playground, skate park, half basketball court	7200 NE 159th Ave., Vancouver, WA 98682
Otto Brown Park	5	8		1 playground,	15809 NE 96th St., Vancouver, WA 98682

				half basketball court	
Sifton Park	5	5		1 playground, half basketball court	7090 NE 131st Ave., Vancouver, WA 98682
Tiger Tree Park	5	6		1 playground	8600 NE 149th Ave., Vancouver, WA 98682
Vydra Park (Undeveloped)	5	5			96th St. & NE 137th Ave., Vancouver, WA 98682
Anderson Park (Undeveloped)	5	9.3			NE 182nd Ave. & NE 83rd St., Vancouver, WA 98682
Hockinson Meadows Community Park	5	70	1 - Shelter - 1,615	1 playground, 5 baseball fields, 2 soccer fields, 2 parking lots - 33, 163 & 145, 606 sq ft	10910 NE 172nd Ave., Brush Prairie, WA 98682
Covington Park	6	4.6		1 playground, half basketball court	9398 NE 70th Circle, Vancouver, WA 98662
Dogwood Park	6	4.9		2 playgrounds	10210 NE 124th Ave., Vancouver, WA 98662
Orchard Highlands Park	6	8.7		1 playground	9310 NE 112th Ave., Vancouver, WA 98662

Orchards Park	6	33		2 playgrounds,	9800 NE 54th St., Vancouver, WA 98662
			1 - Bathroom - 500	2 parking lots –	
			1 - Shelter - 4,291	6,480 & 5,041	
Prairie Sports Complex	6	33		5 baseball fields	14500 NE 137th Ave., Brush Prairie, WA 98606
Bosco Farm Park	7	5		1 playground,	3601 NE 39th St., Vancouver, WA 98661
				half basketball court	
Douglas Carter Fisher Park	7	2.4		1 playground	SE 41st Dr., Vancouver, WA 98661
Roads End Park	7	3		1 playground	4112 NE 54th Ave.,Vancouver, WA 98661
Tower Crest Park	7	2.9		2 playgrounds	6301-6399 NE 54th St., Vancouver, WA 98661
Walnut Grove Park	7	3.7		1 playground, half basketball court	6901-6999 NE 58th Ave., Vancouver, WA 98661
Thomas Wetlands East Natural Area	7	10			54th St. & 53rd Ct., Vancouver, WA 98661
Gaiser Middle School Park	8	5		1 playground	3000 NE 99th St., Vancouver, WA 98665
Greyhawk Park	8	5		1 playground, half basketball court	4599 NE 126th St., Vancouver, WA 98686
Kate & Clarence LaLonde Park	8	7.7		1 playground,	4608 NE 99th St., Vancouver, WA 98665
				half basketball court	
Padden Park	8	20			Located inside Jensen Sports Complex

Tenny Creek Park	8	8.25			8910 NE 32nd Ave., Vancouver, WA
				2 playgrounds	98665
Hazel Dell Park	8	20	1 - Bathroom - 709 2 - Shelters - 1,424 & 900	2 playgrounds, parking lot - 18,706 sq ft	2300 NE 68th St., Vancouver, WA 98665
Heritage Farm	8	79	1 - Admin Building - 12,000		NE 78th St & NE 19th Ct, Hazel Dell, WA 98665
Luke Jensen Sports Park	8	20	1 - Multi-Use Facility - 3,560	1 playground, 3 baseball fields, 1 multi-purpose field, 2 parking lots - 20,754 & 52,085 sq ft	4000 NE 78th St., Vancouver, WA 98665
Pleasant Valley Park	8	40	2 - shelters - 532 & 1,332		117893 NE 126th St, Vancouver, WA 98686
Eisenhower School Park	9	7.8		2 playgrounds	9201 NW Ninth Ave., Vancouver, WA 98665
Jack Z. Fazio Park	9	5.2		2 playgrounds, half basketball court	NW 3rd Ave. & 72nd Circle, Hazel Dell, WA 98665
Jorgensen Woods Park	9	6.32		2 playgrounds	NW 3rd Ave. & 72nd Circle, Hazel Dell, WA 98665
Raspberry Fields Park	9	4.3		1 playground, half basketball court	3700 NW 114th St., Vancouver, WA 98685
Sgt Brad Crawford Park	9	2.5		1 playground	4701 NW 131st St., Vancouver, WA 98685
Sorenson Park	9	4.8		4 playgrounds, half basketball court	10909 NW 26th Ave., Vancouver, WA 98685
Stockford Village Park	9	3		1 playground	10504 NE 9th Ave., Vancouver, WA 98685
Cougar Creek Woods Park	9	10			N of NW 119th St., W of NW 11th Ave, Vancouver, WA
Felida Park	9	15.13		2 playgrounds, 2 soccer fields,	3798 NW 122nd St., Vancouver, WA 98685

				half basketball court, parking lot - 29,126 sq ft	
Jason Lee Middle School Park	9	14		1 playground	8500 NW 9th Ave., Vancouver, WA 98664
Coy Open Space (Undeveloped)	9	2			87th St. & Old Orchard/Greenbriar Dr. (On loop of Greenbriar)
Salmon Creek Greenway	9	330			NW 36th Ave. & 138th St., Vancouver, WA 98685
Salmon Creek Regional Park & Klineline Pond	9	35	2 - Bathroom - 2,301 & 350 2 - Shelters - 2,066 & 1,428	1 playground, spray park, 6 baseball fields, 4 parking lots - 8,128, 39,228, 54,058, 88,369 sq ft	1112 NE 117th St., Vancouver, WA 98685
Alki School Park	10	1.7			106 Alki Rd., Vancouver, WA 98663
Chinook Park	10	5.4		1 playground	718 NW 142nd St., Vancouver, WA 98685
Vista Meadows Park	10	5	1 - Shelter - 1,596	1 playground	14518 NE 29th Ave., Vancouver, WA 98686
Fairgrounds Park	10	30	1 - Bathroom - 1,502 2 - Shelters - 1,990 & 1,004	1 playground, I Bocce Ball court, parking lot - 39,013 sq ft	216 NW 164th St., Ridgefield, WA 98642
Whipple Creek Greenway	10	9.5			17202 NW 21st Ave., Ridgefield, WA 98642
Bratton Canyon Park	Other	80	1 - Shelter -		39310 NW 9th Ave. Woodland, WA 98674
Camp Currie	Other	295			618 NE 232nd Ave., Camas, WA 98607
Camp Lewisville Park (Camp Hope)	Other	106			130th Ave., & Dublin Rd., Battle Ground, WA 98604

Captain William Clark Park	Other	93	2 - Bathrooms - 970 & 1,050 2 - Shelters - 865 & 970	5 parking lots - 4,754, 8,985, 11,113, 16,719, 20,618 sq ft	South Index St. at South 32nd St., Washougal, WA 98671
Daybreak Park	Other	77.3	1 - Bathroom - 1,104	2 playgrounds, 1 parking lot - 43,522 sq ft	26401 NE Daybreak Road, Battle Ground, WA 98604
Frenchman's Bar	Other	120	2 - Bathroom - 1,719 & 1,753 2 - Shelters - 1,512 & 3,020	1 playground, 3 parking lots - 19,591, 21,276, 21,422 sq ft	9612 NW Lower River Rd, Vancouver, WA 98660
Frenchman's Bar Trail	Other	58			9612 NW Lower River Rd., Vancouver, WA 98660
Haapa Boat Launch	Other	11.6	1 - Bathroom - 407	1 boat launch, 1 parking lot - 37,114 sq ft	43511 NE Haapa Rd., Woodland, WA 98674
Lacamas Regional Park	Other	312	1 Shelter	1 playground, 2 parking lots - 12,131, 33,035 sq ft	3344 NE Everett St., Camas, WA 98607
Lewis River Greenway	Other	809			NE 259th St. & NE 82nd Ave., Battle Ground, WA 98604
Lewis River Trail Ranch	Other	67			Parcel # - 227019000
Lewisville Park	Other	159	6 - Bathrooms - 916, 943, 957, 1,025, 1,025, 1,764 17 - Shelters - 472,	8 playgrounds, 1 boat launch, 13 parking lots - 2,224, 4,208, 6,677, 7,428, 8,321, 8,522, 10,102, 10,311, 14,757, 16,383 19,282, 23,195, 51,872 sq ft	26411 NE Lewisville highway, Battle Ground, WA 98604

			900, 900, 900, 900, 900, 900, 900, 900,		
Lucia Falls	Other	24	1 - Bathroom - 135	1 parking lot - 20,698 sq ft	21803 NE Lucia Falls Rd., Yacolt, WA 98675
Moulton Falls	Other	387	1 - Bathroom - 1,424	3 parking lots - 6,958, 21,427, 28,235 sq ft	27781 Lucia Falls Rd., Yacolt, WA 98675
Salmon-Morgan Creeks Natural Area	Other	208	,	0	Parcel # - 194385000, 194555000, 194601000
Vancouver Lake	Other	190	2 - Bathrooms - 1,623 & 1,342 2 - Shelters - 4,379 & 3,331	1 playground, 3 parking lots - 42,966, 112,556, 144,727 sq ft	6801 NW Lower River Rd., Vancouver, WA 98660
Whipple Creek	Other	300			17202 NW 21st Ave., Ridgefield, WA 98642