



RFP #812
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, SEPTEMBER 29, 2021

DUE DATE: WEDNESDAY, NOVEMBER 3, 2021 by 1:30 pm

Request for Proposal for:

CLARK COUNTY FAIRGROUNDS SITE MASTER PLAN

SUBMIT:

One (1) Original

Four (4) Complete Copies

of the Proposal by shipping method of your choice or hand deliver to:

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington 98660
564-397-2323

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

Proposals shall not be submitted via electronic submission.

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

****DO NOT PUT IN ANY DROP BOX LOCATED IN THE BUILDING****

*****Hand Delivery Requires Entrance to the building using the North Door on the First Floor.***

*****Anyone entering the building must wear a face mask*****

Refer Questions to Project Manager:

James Waldeck
Contracts Administrator / Internal Services
James.Waldeck@clark.wa.gov
360-784-3540

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 proposer's 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.

CONFIDENTIALITY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES - Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product

criteria have been established on the Green Purchasing List <https://clark.wa.gov/sites/default/files/dept/files/general-services/Purchasing/ERP%20Policy.pdf>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' 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.

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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Clark County Fairgrounds Site Master Plan

Part I Proposal Requirements

Section IA General Information

1. Introduction

The Clark County Event Center and Fairgrounds continues to provide exceptional service, safe and welcoming meeting facilities, and an excellent recreational environment for the families of Clark County and the surrounding counties. The staff of the Event Center are committed to actively promoting the Event Center as the model facility in the Pacific Northwest that supports government, community, club, and private organizations and agencies that utilize the Event Center grounds and buildings. The staff is further committed to continually enhance and protect the assets of the Clark County Event Center and Fairgrounds.

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. 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 bid will issue a purchase order (or contract) binding only their agency. Each contract is between the bidder and the individual agency with no liability to Clark County.

2. Background

The Clark County Event Center and Fairgrounds are in unincorporated Clark County, Washington along Interstate 5, approximately 9 miles north of Vancouver, Washington. The site consists of approximately 164 acres. It is owned by Clark County and leased to the Fairgrounds Site Management Group (FSMG) for year-round operation. Current facilities on the grounds consist of a large exhibition hall, constructed in 2004-2005, a 7,500 seat Grandstands, an Equestrian Arena with stall barn and several smaller buildings used for the annual Clark County Fair and other smaller events throughout the year. Many of the facilities are older wooden structures and in need of enhancement or replacement.

Events held on the grounds include the 10-day annual Clark County Fair, a larger Home and Garden Idea Fair, the Washington State Horse Expo, trade shows, and other horse and dog events. Due to the restrictions on events during the Amphitheater concert season (May 1 – Oct 1), most events, other than the annual Fair, are held in the Fall through Spring months.

The Fair began operating from this site in 1955 and has grown every year. It is a highly rated Fair and has twice been named as one of the best Fairs in the nation. The addition of the 100,000 square foot Exhibition Hall has increased the number of non-Fair events as well.

Although the grounds are approximately 164 acres, the concentration of the buildings and activities are confined to approximately 34 acres where the buildings, improvements, and access roads are. The remaining acreage is primarily parking lots (approximately 7,200 spaces).

3. Scope of Project

The Clark County Event Center and Fairgrounds is seeking to work with skilled and qualified team to conduct a market study and develop a master plan linked to economic development. The master plan shall be based on maximizing the property use and value to Clark County residents and visitors, taking into consideration economic viability and livability of the region, including historic, cultural, recreational, and economic value.

The purpose of this RFP is to retain the services of a team of professional consultants with expertise in fairgrounds survey design and analysis, conceptual design, and facility assessment that is committed to providing a high level of knowledge, dedication and experience to conduct a market study and facility master plan for the Clark County Event Center and Fairgrounds.

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Clark County Fairgrounds Site Master Plan

This proposal shall include two parts:

1. A Market Study
2. A Facility Master Plan

Market Study

- Conduct an analysis to identify market potentials for economic development in Clark County that can be supported by the Clark County Event Center and Fairgrounds.
- Quantify future demand for the market segments over a defined time horizon (five, ten, and twenty years).
- Prepare recommendations based on the market potential. The recommended action plan shall include an implementation schedule with anticipated benchmarks.

Master Plan

- Development of a facility master plan with architectural renderings that supports the market study with a timeline and estimated budget.
- The master plan will be established based on the market study, current facility use, public engagement process, and staff recommendations. The master plan shall identify the future needs of the property to support local quality of life and make sure the property remains relevant to Clark County residents and visitors. The solution may include infrastructure enhancement, renovation, change of use, new construction, and/or new land acquisition.

The following should be carried throughout the master plan process:

- Accessibility
- Safety/Security
- Sustainability (green building, energy efficiency, etc.)
- Animal Health
- Dual use of buildings, facilities, or any other space onsite.

Public Engagement

Develop, implement, and facilitate stakeholder input and public involvement in the market study and master planning process. We anticipate key partnerships in the public engagement effort will include, but not limited to, Clark County Council Members, County Manager, Facilities Manager, Fair Board, Clark County Event Center and Fairgrounds management staff, and other active facility users.

- Gather public feedback through community meeting(s), surveys and other mechanisms designed to reach current and potential users of the property.
- Coordinate and conduct stakeholder interviews and/or group discussions.
- Summarize the public engagement process for inclusion in the master plan.

Scope of Services

The consultant shall provide the following services, at a minimum:

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1. Analyze current program and facility offerings (details provided by Clark County and FSMG).
2. Assess and address issues related to current and future users (details provided by Clark County).
3. Evaluate current conditions pertaining to the property, including buildings and land use.
4. Assess the existing and projected user capacity and deficiencies.
5. Review and analyze the fairgrounds facility and identify future uses.
6. Conduct cost analysis of proposed renovations or new facilities.
7. Identify future upgrades in utilities to support the completed plan.
8. Review recommendations and proposed plan with Clark County key stakeholders for consensus.
9. Prepare preliminary conceptual master plan recommendations to include visual character of the grounds and buildings; improvement to existing grounds, buildings, restrooms, parking lots and drives, and any other relevant location or facility that may be identified.
10. Prepare conceptual plan and renderings, development phasing, and estimation of facility costs.
11. Prepare final document and executive summary. The plan should consist of an outline of facilities, activities, and projected costs, which should be divided into phases by priority with a timetable.

4. Project Funding

The professional services described in this RFP are funded by Fairgrounds Site Management Group, Clark County, and Clark County Public Facilities District.

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.

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5. Timeline for Selection

The following dates are the **intended** timeline:

Fair Site Visit:	October 11, 2021 - *see IIA1 for details
Questions & Clarifications Due:	October 22, 2021 - *see IIA2 for details
Proposals Due:	November 3, 2021
Proposal Review/Evaluation Period	November 8, 2021
Selection Committee Recommendation	November 26, 2021
Contract Negotiation/Execution	December 3, 2021
Contract Intended to Begin	January 3, 2022

6. Employment Verification

Effective November 1, 2010, to be considered **responsive** to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within **48 hours** after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov

Note : Sole Proprietors shall submit a letter stating exempt.

Section IB

Work Requirements

1. Required Services

The Consulting organization shall provide the following:

1. Other Agency Involvement Plan

- a. Develop an outreach program to gather information and prioritize plan options. Identify and recruit strategic partners and interested parties to participate in the development of the Plan. We anticipate key participants in the public involvement effort will include, but not be limited to, the FSMG Board of Directors, Clark County Fair Board of Directors, Clark County Fair Association 'Friends of the Fair', Clark County Facilities Management, Clark County Public Facilities District, Clark County Junior Livestock Association, Clark County Executive Horse Council, FSMG staff. The outreach program will include, but not be limited to:
 - i. Gather feedback through community meetings, surveys, and other mechanisms designed to reach a representative cross-section of the community.
 - ii. Coordinate and conduct stakeholder interviews and/or group

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discussions (6 to 10).

- iii. Report to interested public and stakeholders on the status of the plan update and how their feedback has been incorporated into the updated plan, County website, email, newsletters, and public meetings.
- iv. Summarize the public involvement process for inclusion in the Master Plan.

2. Inventory

- a. The master plan must contain an inventory list, including the current supply and condition of event planning and meeting planner opportunities that exist, in developed and undeveloped condition, or under construction within the region. The inventory shall include publicly owned and any privately operated facilities. The inventory must also include the physical setting and conditions, relevant demographic information, program and resource information, as well as an evaluation of how well the current inventory meets the needs and established standards in the current Clark County Events and Fairgrounds plan.

3. Program and Business Development

- a. Working with the current Clark County Events and Fairgrounds staff, the public, and stakeholders, analyze current program and facility offerings. Assess and address issues related to current and future uses, site suitability, and community views. Clark County is particularly interested in the following:
 - i. Evaluating current conditions pertaining to site, facilities, and land use.
 - ii. Financing sources for the development and maintenance of new and existing facilities.
 - iii. Parking and transportation plans for major holiday and weekend events.
 - iv. Marketing and branding opportunities for the Fairgrounds.
 - v. Identifying revenue generating opportunities that provide for a high degree of diversity in programming and multi-use facility offerings.
 - vi. Cost analysis of any proposed renovations, acquisitions, or new facilities. Indicate specific revenue opportunities for these proposals.
 - vii. ADA compliance at all arenas, buildings, and support buildings.
 - viii. Future upgrades in utilities needed including but not limited to, water, sewer, and electrical services.

4. Demand and Needs Analysis

- a. Review and assess the Fairgrounds inventory for existing and projected capacity and deficiencies, using data provided by Clark County. Include standards and procedures to be used for acquiring, developing, preserving, enhancing, restoring, and managing facilities and programs. Evaluate the current policy and procedures using the feedback received from workshops, public meetings, advisory committees and surveys as well as population

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standards, regional trends, or other methods suitable to local conditions and the service area.

5. Implementation Strategies

- a. The Plan must include potential implementation strategies for implementing the recommendations set forth in the Plan. This shall include:
 - i. Funding mechanisms including federal, state, and local opportunities and potential partnerships.
 - ii. Specific acquisition and development strategies that would encourage successful implementation of the Plan's recommendations, including potential policy and procedure changes.
 - iii. Strategies and standards for the development of key amenities and facilities identified in the Plan that are not currently offered by Clark County or offered on a limited basis.

6. Capital Improvement Program

- a. The Plan must include a Capital Facility Plan (CFP) which will show how Clark County will be able to acquire and/or develop the facility as illustrated in the Needs Analysis. The CFP shall identify potential funding availability for facility acquisitions and improvements. The CFP timeframe is **5 years**. In addition, the Plan must include a Capital Improvement Plan (CIP) of at least **20 years** that lists land acquisition, development, and renovation projects. Information on each project must include its programming function, the building or structure title, the year of anticipated implementation, the anticipated funding source, and the estimated maintenance costs per project.

7. Plan Adoption

- a. Prepare presentation materials for the market study and master plan including, but not limited to, the Clark County Council Members and any other stakeholders as identified in the Public Involvement Plan.
- b. The County may decide to have the consultant perform additional tasks under this contract if it is determined to be in the best interest of the County.

2. County Performed Work The County will perform all purchases relating to Capital Improvements, competitive bidding, and project management of all phases in the final Master Plan.

3. Deliverables & Schedule The following items shall be provided by the consulting organization:

1. Ten (10) bound color copies and one (1) unbound original of the complete comprehensive plan, which shall include maps and graphics.
2. One (1) digital copy of the complete text of the plan in Microsoft Word format.
3. One (1) full sized color set of master plan map(s) and suitable for public display.
4. Two (2) digital copies of the master plan map(s): one (1) in DWG format and one (1) in PDF format.

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5. One (1) set of color, digital, images used in the plan saved in JPEG or PDF format.
6. AutoCAD drawings, if applicable.

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 A contract awarded as a result of this RFP will be for sixteen (16) weeks and is intended to begin on January 3, 2022 and end April 25, 2022.

Clark County reserves the right to extend the contract resulting from this RFP with the same terms and conditions by service of a written notice of its intention to do so prior to the contract termination date should the need to add a task or tasks in accordance with section IB, 1, 7b (Plan Adoption).

6. Prevailing Wage (When Applicable) As of July 1, 2019, it is required that contractors meet the new requirements for Prevailing Wage and public works requirements, per RCW 39.04.350. Bidder shall be either exempt, by having a valid Washington business license for three years or more and completed three or more public works projects or received and completed training on prevailing wage and public works requirements.

Pursuant to State of Washington RCW 39.12, all payment for salaries and wages shall conform to State of Washington Department of Labor and Industries as prevailing wage rates. For this project select the Clark County rates that apply on the bid opening 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 bid 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 Matter" form with their proposal to be eligible to participate.

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8. 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.
9. Insurance/Bond
- A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 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 will 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.
- B. 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 non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.
- C. 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 \$5,000,000 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.
- D. 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.
- E. Waiver of Subrogation
- All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to

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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 recovery prior to a loss. Contractor hereby waives its own right of recovery against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.

F. Pollution and Asbestos Liability

If hazardous material is encountered during any construction, the Project Manager must be notified immediately, and if any work is done to remove it, any Proposer performing work shall obtain and keep in effect during the term of the contract, Pollution Liability Insurance, including Asbestos Liability covering bodily injury, property damage, environmental damage, including any related clean-up costs. Combined single limit should be a minimum of \$1,000,000.00.

G. 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. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

H. Worker's Compensation

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

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

10. Plan Holders List

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

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

To view the Plan Holders List, please click on the link below or copy and paste into your browser. Clark County RFP site: <https://clark.wa.gov/internal-services/purchasing-overview>

- If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.
- Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

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Clark County Fairgrounds Site Master Plan

Part II Proposal Preparation and Submittal

Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting
A Pre-Submittal Meeting and site visit will be held at the Clark County Event Center and Fairgrounds Administration Office located at 17402 NE Delfel Road, Ridgefield WA 98642 on Monday, October 11, 2021 from 9:00 am – 11:00 am PST. Attendees shall meet at the Administration building and sign-in.

A tour of the Fairgrounds will follow the pre-submittal meeting.

Attendees shall bring *and* wear a face mask and keep social distancing of at least 6 feet.

2. 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 October 22, 2021 by 2:00 pm PST.

An addendum will be issued no later than October 27, 2021 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/requests-proposals>

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-five (25)** pages, excluding resumes, E-Verify and coversheet. 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 readily recyclable.

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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 be included with each copy unless otherwise specified.

Section IIC

Proposal Content

1. Cover Sheet
This form is to be used as your proposal Cover Sheet.
See Cover Sheet - Attachment A

2. Project Team
Provide detailed information about the anticipated project team to be used to complete work under this contract. Include information about any anticipated sub-consultants. Describe who will manage and perform the various tasks, the amount of their involvement, responsibilities, and their qualifications and experience. Provide resumes for team members that will be working on this project.

3. Management Approach
Describe the overall management approach to this project. In responding to this factor, identify two (2) key issues, risks, and challenges to this project. For each key issue or challenge identified, describe how to mitigate the potential negative impacts (i.e. risk mitigation strategy) and any unique approaches or strengths that your organization may have to implement such mitigation strategies.

4. Respondent's Capabilities
Describe a brief history of your organization and its size, location of home and regional offices, and capabilities to perform the requirements of this contract. Summarize any recent, current, and projected workloads for similar projects. Provide a minimum of three (3) references for similar work performed on previous projects.

5. Project Approach and Understanding
Provide a clear description of the approach and methodology your company anticipates using to fulfill the requirements of this RFP. Describe the various tasks that will be engaged and the sequence in which they will be accomplished. Identify the methods of engaging stakeholders, staff, and Clark County Event and Fairgrounds personnel. Identify the tasks that will be conducted on-site and the number of visits and days of on-site engagement anticipated.

6. Proposed Cost
Provide a cost breakdown indicating the fixed, not to exceed (NTE), cost for all work and reimbursable expenses to accomplish the scope described. Itemize labor costs and reimbursables.

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7. Employment Verification

Please refer to section 1A.6. – E-Verify

IMPORTANT NOTE: Include this portion of the response immediately **AFTER** the cover page, if not already on file with Clark County. Current vendors on file can be viewed at:
<https://clark.wa.gov/internal-services/purchasing-overview>

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Part III Proposal Evaluation & Contract Award

Section IIIA Proposal Review and Selection

1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. The Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Council.
2. Evaluation Criteria Scoring: Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

A one hundred (100) point system will be used, weighted against the following criteria:

Proposal Quality	15
Capabilities of Ability to Meet Requirements	20
Work History / Examples / References	20
Criteria Specific to your Project Needs	20
Cost	25
Total Points	100

Section IIIB Contract Award

1. Consultant Selection: The County will award a contract to the highest scoring Proposer. If the County does not reach a favorable agreement with the highest scoring Proposer, the County shall suspend or terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.
2. Contract Development: The proposal and all responses provided by the successful Proposer may become a part of the final contract.
3. Award Review: The public may view proposal documents by public records request at www.clark.wa.gov . After contract execution, proposers may seek additional clarification on the scores, proposals and interviews.
4. Orientation/Kick-off Meeting: Following a Clark County Council authorization of the contract, a kick-off meeting with the entire project team will be scheduled.

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Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

Tax Identification Number _____

ADDENDUM:

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None 1 2 3 4 5 6

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

Authorized Signature of Proposing Firm

Date

Printed Name

Title

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Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the ‘Letter of Interest’ to ensure your inclusion.

Email Letter of Interest to: Koni.Odell@clark.wa.gov and Priscilla.Ricci@clark.wa.gov

Clark County web link: <https://clark.wa.gov/internal-services/requests-proposals>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

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Attachment C



Clark County, Washington

**Certification Regarding
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

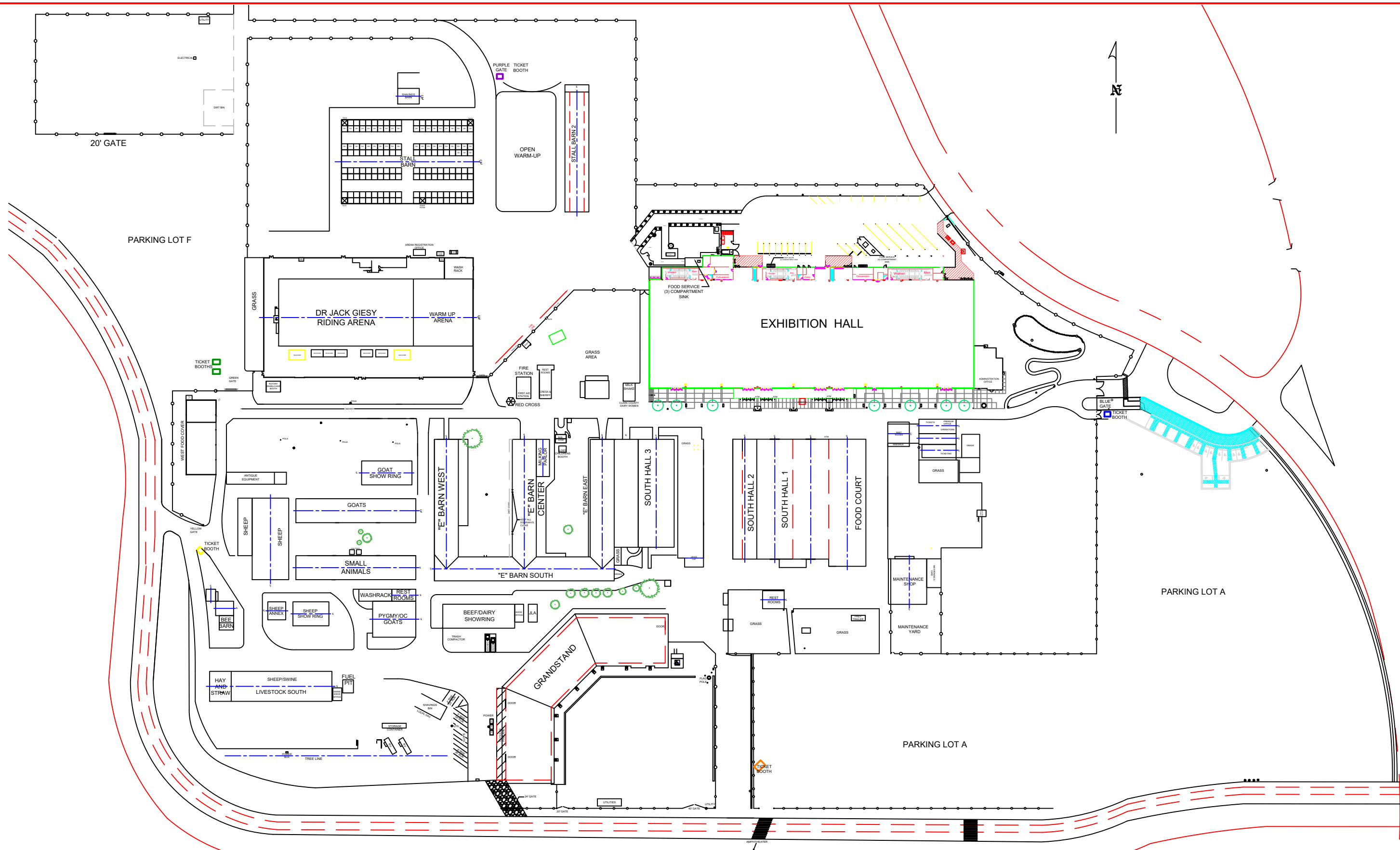
I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

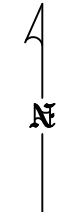
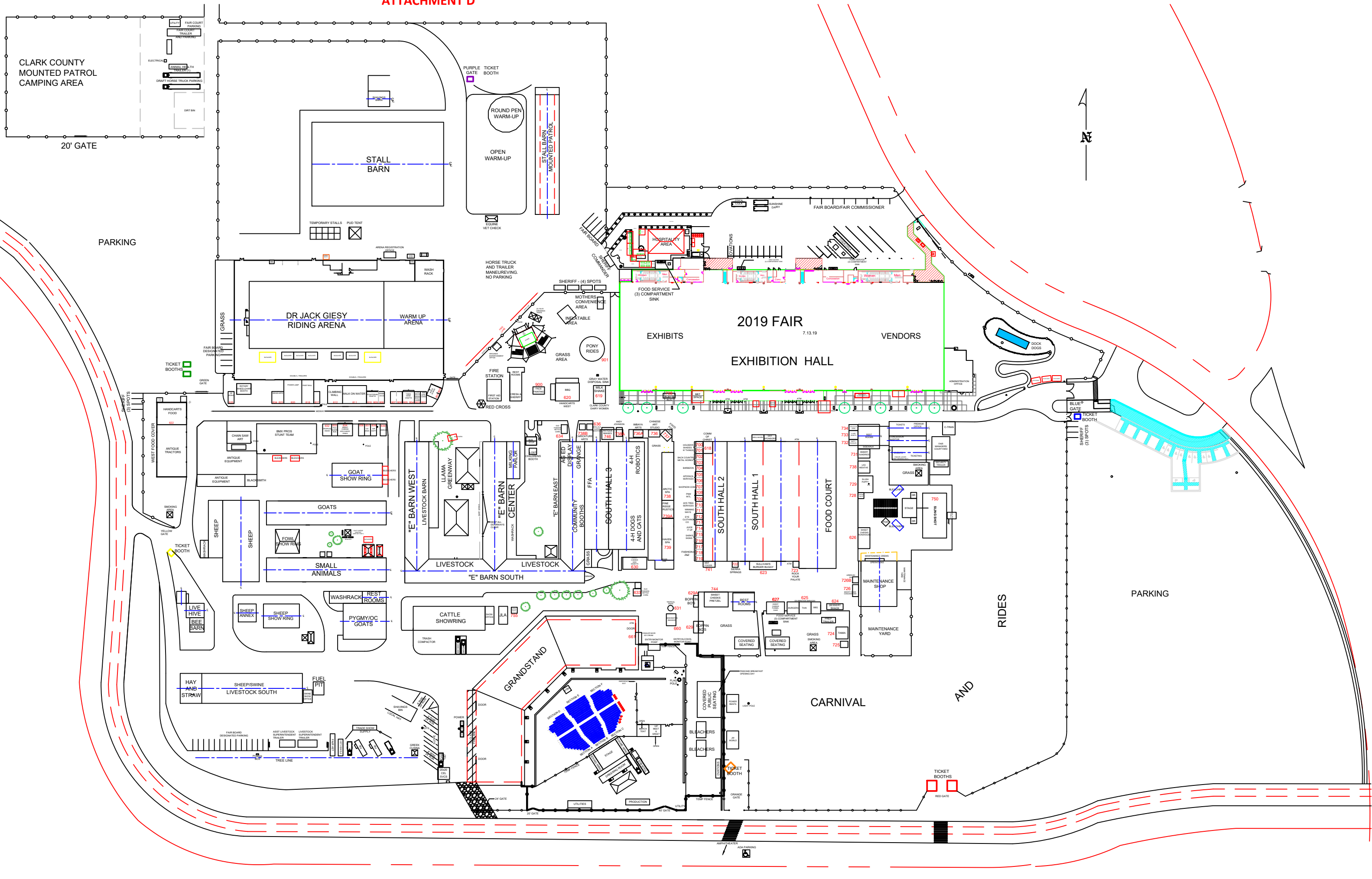
Signature of Authorized Representative

Date

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



ATTACHMENT D



CLARK COUNTY MOUNTED PATROL CAMPING AREA

20' GATE

PARKING

STALL BARN

ROUND PEN WARM-UP

OPEN WARM-UP

STALL BARN MOUNTED PATROL

FAIR BOARD/FAIR COMMISSIONER

HOSPITALITY AREA

DR JACK GIESY RIDING ARENA

WARM UP ARENA

EXHIBITS

2019 FAIR

7.13.19

VENDORS

EXHIBITION HALL

TICKET BOOTHS

SHERIFF - (4) SPOTS

FOOD SERVICE (3) COMPARTMENT SINK

DOCK DOGS

BLUE GATE

TICKET BOOTH

SHERIFF (5) SPOTS

GOAT SHOW RING

GOATS

SMALL ANIMALS

LIVESTOCK

LIVESTOCK

LIVESTOCK

LIVESTOCK

LIVESTOCK

LIVESTOCK

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LIVESTOCK

LIVESTOCK

LIVESTOCK

LIVESTOCK

GRANDSTAND

CARNIVAL

AND

RIDES

PARKING

TICKET BOOTHS

RED GATE

AMPHITHEATRE

ICE SKATING