



RFP #824
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, APRIL 6, 2022
DUE DATE: WEDNESDAY, MAY 4, 2022 by 1:30 pm

Request for Proposal for:

AGING READINESS PLAN UPDATE

SUBMIT:

One (1) Original
Nine (9) Complete Copies
One (1) Electronic Copy on CD or flash drive

of the Proposal to:

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

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

No electronic submissions.

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

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

Refer Questions to Project Manager:

Susan Ellinger
Planner III, Community Planning
Susan.Ellinger@clark.wa.gov
564-397-4516

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

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

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

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

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

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

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

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

<https://clark.wa.gov/sites/default/files/dept/files/general-services/Purchasing/ERP%20Policy.pdf>

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

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

PROTESTS - Must be submitted to the Purchasing Department.

PUBLIC SAFETY - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

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

Request for Proposals Table of Contents

PART I	PROPOSAL REQUIREMENTS
	Section IA: General Information
	1. Introduction
	2. Background
	3. Scope of Project
	4. Project Funding
	5. Timeline for Selection
	6. Employment Verification
	Section IB: Work Requirements
	1. Required Services
	2. County Performed Work
	3. Deliverables and Schedule
	4. Place of Performance
	5. Period of Performance
	6. Prevailing Wage
	7. Debarred / Suspended
	8. Public Disclosure
	9. Insurance/Bond
	10. Plan Holders List
PART II	PROPOSAL PREPARATION AND SUBMITTAL
	Section IIA: Pre-Submittal Meeting/Clarification
	1. Pre-Submittal Meeting
	2. Proposal Clarification
	Section IIB: Proposal Submission
	1. Proposals Due
	2. Proposal
	Section IIC: Proposal Content
	1. Cover Sheet
	2. Project Team
	3. Management Approach
	4. Respondent's Capabilities
	5. Project Approach and Understanding
	6. Proposed Cost
	7. Employment Verification
PART III	PROPOSAL EVALUATION & CONTRACT AWARD
	Section IIIA: Proposal Review and Selection
	1. Evaluation and Selection
	2. Evaluation Criteria Scoring
	Section IIIB: Contract Award
	1. Consultant Selection
	2. Contract Development
	3. Award Review
	4. Orientation/Kick-off Meeting
ATTACHMENTS	A: Proposal Cover Sheet
	B: Letter of Interest
	C: Certification Regarding Debarment, Suspension and Other Responsibility Matters Form

Request for Proposal #824

Aging Readiness Plan Update

Part I Proposal Requirements

Section IA General Information

1. Introduction

The Clark County Commission on Aging (“Commission”), through Clark County’s Community Planning Department (“County”), is soliciting proposals for expert planning consultation and technical assistance required for updating the County’s Aging Readiness Plan (“Plan”), approved by the then-Board of County Commissioners in June 2012 (Clark County’s governing body is now known as the Clark County Council).

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

2. Background

The Aging Readiness Plan assesses the county’s readiness to serve as a home for a growing number of older residents. The plan includes strategies to improve the community’s capacity to support its growing older population and ultimately benefit all ages. The plan is divided into five elements:

- Chapter 1 – Living Healthier and Longer in Our Communities
- Chapter 2 – Housing Opportunities for Our Aging Population
- Chapter 3 – Transportation and Mobility
- Chapter 4 – Supporting Your Health, Well-Being and Independence
- Chapter 5 – More to Give Turning Silver into Gold.

Clark County, as everywhere in the country, is anticipating a huge surge in the number of residents 60 or better. Washington’s Office of Financial Management estimates one in six residents was 65 or older in 2020, and the number is expected to increase to one in five by 2030.

In government’s role of trying to provide an environment that is safe, economically productive and satisfying for its citizens, Clark County sought citizen input about how the county could prepare for this demographic change by initiating the Aging Readiness Task Force. Appointed by the Board of County Commissioners in 2010, the 24-member task force was charged with assessing the county’s capacity to serve a growing number of older residents.

Clark County wanted to anticipate and meet challenges early on, so that the community is well-prepared to help the wave of baby boomers stay in their homes and communities, if they wish, and remain active, healthy and engaged. With this idea in mind, the task force began work on the Aging Readiness Plan.

The task force included representatives from the public at large, as well as experts in planning, aging, mental health, recreation, disabilities and public health, concentrated on the topics of healthy communities, housing, transportation and mobility, supportive services and community engagement. To assess the county’s needs in these areas, the task force hosted workshops that provided community members and professionals an opportunity to discuss issues and brainstorm solutions to deficiencies they identified. Ideas and information from the workshops were used to develop the plan.

Request for Proposal #824

Aging Readiness Plan Update

The Clark County Commission on Aging is an appointed nine-member commission charged with implementing the 91 strategies of the Aging Readiness Plan to improve the community's capacity to support its growing older population and ultimately benefit all ages. In the past nine years, the Commission has focused on each of the five areas of the Plan and have provided annual reports summarizing discussions, findings and recommendations on these areas.

The plan is nearing its 10-year anniversary. Although annual focus areas and reports have outlined some changes since the original adoption, there have been many strides forward in technology, policy, and socio-demographics since 2012 that need to be reflected in the Plan. Some of these changes include:

- From 2015 to 2020, Clark County added approximately 47,000 residents, which included approximately 17,000 over the age of 65. As a largely suburban and rural county, many of the county's neighborhoods are underserved or not served by public transportation or sidewalks.
- The world is still experiencing one of the worst pandemics on record (which took a huge toll on our older residents). In the past year Clark County and surrounding areas have also experienced fires, floods, and other natural and man-made disasters. The Aging Readiness Plan does not have a chapter addressing health or natural emergencies or calamities and how these affect one of our most vulnerable populations.
- Transportation and other changes in our community including micro-mobility and electronic or motorized bicycle transportation, C-TRAN's "Current" on-demand rideshare service, North County shuttle operated by Community in Motion, Bus Rapid Transit including C-TRAN's Vine (opened early 2017) and Mill Plain route (under construction), ride-sharing services/mobility as a service (i.e. Uber and Lyft), food delivery service (i.e. Instacart or other grocery delivery services), and increased inclusion of electric charging stations as part of development projects.
- Since 2012, there have been major changes in health care or long-term care programs that have taken place.
- The community reflected in maps, graphs and data summaries based on 2010 Census data in the original Plan is now a much different place. Socio-demographic information from the 2020 Census needs to be reflected in the Plan and is anticipated to show these differences. Case studies and other demographic information from the Aging Readiness Plan is now over ten years old. The Aging Readiness Plan needs to address, incorporate and adapt to these data and information changes.

For additional information, the following documents are available on the Community Planning website at the following links:

- Aging Readiness Plan:
<https://clark.wa.gov/community-planning/aging-readiness-plan>
- Annual Reports 2013 to 2021:
<https://clark.wa.gov/community-planning/commission-aging>
- Previous meeting minutes, agendas, etc.:
<https://clark.wa.gov/community-planning/commission-aging-meetings>

Request for Proposal #824

Aging Readiness Plan Update

3. Scope of Project The consultant will work with Clark County Community Planning and the Commission on Aging to provide information, analysis, and technical writing skills to update the Aging Readiness Plan and technical assistance to usher it through the adoption process. The updated Aging Readiness Plan will be presented to the Commission on Aging for their review and comments as well as endorsement, Clark County Planning Commission for their recommendation(s), and Clark County Council for adoption through resolution in 2023. Although the Aging Readiness Plan Update will be a supporting plan and program for recognition in the Comprehensive Plan, there will be no direct updates to the Comprehensive Plan or Clark County Code expected as part of this project.

4. Project Funding The anticipated cost for the services described herein is \$75,000. The Proposers proposal shall include the Proposers true estimated cost to perform the work irrespective of the budgeted funds for this work. Proposals should include an estimated cost for each task.

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.

5. Timeline for Selection The following dates are the **intended** timeline:

Proposals Due	May 4, 2022
Proposal Review/Evaluation Period	May 4 – 17, 2022
Interviews/Demonstration	May 25 - 26, 2022
Selection Committee Recommendation	May 30, 2022
Contract Negotiation/Execution	Late May to Late June 2022
Clark County Council Consent Agenda Approval	Early to Mid-July 2022
Contract Intended to Begin	Mid-July to Early August 2022

Request for Proposal #824

Aging Readiness Plan Update

6. Employment Verification

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 following outlines the anticipated tasks that the consultant is expected to undertake. Proposers are encouraged to expand on this scope of services summary for their proposals. For the purposes of budgeting and application, it is recommended to use the number of meetings, events, document revisions, etc. provided in the tasks below, as these are expected to be included as part of contract negotiations with the top-ranked proposer. There will be an opportunity to adjust tasks, timing, number of interviews/meetings, and schedule after consultant team selection. All documents outlined as deliverables require production of a draft document, obtaining comments from staff and Commission Members, and completion of a final document with comments addressed.

1. *Project management and coordination (ongoing):* regular project management activities including monthly progress reports and invoicing; calls or meetings with Clark County Community Planning staff and coordination with the Commission on Aging to outline project progression. The consultant shall develop a project management plan which includes these items and a schedule of coordination meetings and attendance at selected Commission on Aging meetings (full Commission or Aging Readiness Plan Update Subcommittee) to provide progress updates. Monthly progress reports must include percentage of task completion and percentage of overall project completion compared to percentage of budget spent.

Deliverables:

- Monthly progress reports and invoicing
 - Project management plan and implementation
2. *Communications and Outreach:* Consultant shall develop and lead the implementation of a Communications and Outreach plan. County staff will include aspects of the communications and outreach plan as part of a Public Participation Plan approved by the County Council. Community Planning and the Commission on Aging will support with organizing meetings and events related to the Aging Readiness Plan update. The consultant shall meet with or interview up to eight agencies or entities who are key stakeholders of the Aging Readiness Plan, such as the Area Agency on Aging and Disabilities of Southwest Washington, Community in Motion (formerly the Human Services Council), Vancouver Housing Authority, first and

Request for Proposal #824

Aging Readiness Plan Update

emergency responders, etc. As part of the Communications and Outreach plan and separate from those meetings outlined in Task 1, the consultant is expected to attend up to three events and up to three work sessions of the Commission to gather questions and input to provide responses and content for the Plan update. For the purposes of budgeting, assume the interviews would take place by phone or video conference and that public workshops and Commission on Aging work sessions would take place in-person.

Deliverables:

- Communications and outreach plan and implementation including at least:
 - Eight Stakeholder interviews and summary documentation
 - Three public workshops and summary documentation
 - Three Commission on Aging work sessions and summary documentation
- 3. *Aging Readiness Plan Analysis and Recommendations:* review the current Aging Readiness Plan and identify information that may be out of date, is no longer relevant, or may be missing from each chapter. The Commission on Aging and county staff will share insights on what they have noticed seems out of date but will rely on the consultant to compile a list of recommended changes and additions. Create a list of items to update in the plan, including but not limited to the following:
 - *Data, maps, and research studies:* The Aging Readiness Plan includes data, maps, and citations from several research studies. Consultant shall review this information to identify needed updates and what is still relevant to keep in the plan.
 - Provide a list of information in need of update, with a focus on studies, data and other information.
 - Consult with the Commission on Aging and Community Planning and GIS staff for input into map requests, for example:
 - 2020 Census data
 - Parks and trails (such as identifying walkability, quality and length of trails, availability of restrooms and resting amenities long the trail, parking and trailhead availability, etc.).
 - Updated local data regarding the transportation system and public transportation service maps, housing data, and neighborhood association maps, etc.
 - The County's Geographic Information Services Department is available for limited mapping and data support and can create revised maps and pull available demographic and other county data for consultant use. Consultants are not expected to do their own GIS work as part of this proposal, but rather work with the project manager and the county GIS team on needed map updates.
 - *Key services and programs:* review community services and related resources noted in the 2012 plan and update and expand on them as needed to reflect current information (such as changes in name), remove services that are no longer available, and add services and programs that may be missing.
 - *Strategies:* review existing documents including the Commission's Annual Reports and identify what component(s) of the current Aging Readiness Plan

Request for Proposal #824 Aging Readiness Plan Update

have been accomplished, which still need to be addressed and which need to be updated. Identify a meaningful way to reflect the Commission and County's progress on strategies and to incorporate additional strategies that have been identified since the 2012 Plan was created.

- *Annual report information:* based on review of the Commission's recent Annual Reports, identify if there is any additional information that would make sense to summarize and incorporate into Chapters 1 through 5, especially any important findings and recommendations the Commission has identified since 2012.

Deliverables:

- Draft and final list of items to update in the Aging Readiness Plan
 - Draft and final mark-up of Aging Readiness Plan that clearly identifies each of the items to be updated
4. *Assessment and Recommendations on New Chapter 6, "Addressing Major Health and Safety Crises":* in conjunction with a subcommittee of the Commission on Aging, draft a new Chapter 6 of the Aging Readiness Plan dealing with major emergencies, how to respond and strategies to recover from them. Emergencies can include: pandemics and other health emergencies affecting much or all of our community, catastrophic emergencies such as fire, earthquake, flood, a freeze or another heat dome.

Deliverables:

- Draft and final proposed approach to develop a new Chapter 6
 - Draft and final Chapter 6
5. *Aging Readiness Plan update:* the consultant shall develop, for County and Commission review, a draft updated Plan document. The draft should contain comments, findings, updates and new information identified in Tasks 3 and 4 above. Staff, Commission members and community partners will review the draft and compile comments and questions for the consultant's response. A final draft Plan will be presented by the consultant after receiving the compiled questions. The consultant will be responsible for finalizing the Aging Readiness Plan update for presentation to and action by the Commission (an endorsement or recommendation), Planning Commission and County Council (final action), which are expected in 2023. A summary report outlining the updates and modifications made to the Plan and providing recommendations for future work areas, additional resources to pursue, services to be considered and evolving topics is also required.

Deliverables:

- Draft, final draft and final updated Aging Readiness Plan
 - Summary report of updates and modifications to Plan and recommendations for future work areas and other items listed above
6. *Adoption process:* The consultant will lead the presentation for the Commission on Aging, Planning Commission, and County Council meetings where the Aging Readiness Plan update is being considered.

Deliverables:

- Attendance at work sessions and hearings for Planning Commission and County Council (4 meetings total)

Request for Proposal #824

Aging Readiness Plan Update

- Lead presentations for adoption process

2. County Performed Work
The county will provide technical assistance to the consultant throughout the project. The project manager will be the main point of contact for the county. County staff and/or Commission on Aging members will review and provide feedback on all draft and final deliverables. County staff will also be responsible for coordinating the Commission on Aging and Commission's Aging Readiness Plan Update subcommittee. This is anticipated to include an iterative approach that incorporates feedback to reach final versions of materials. The County's Geographic Information Services Department is available for limited mapping and data support and can provide current maps and pull available demographic and other county data.
3. Deliverables & Schedule
See Required Services section above. The overall expected outcome is the development of an updated and expanded Aging Readiness Plan and assistance with the adoption process by Planning Commission and County Council. The legislative process is expected to be complete by mid-year 2023.
4. Place of Performance
Contract performance may take place virtually or 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 12 to 18 months and is intended to begin on or about July 15, 2022 and end no later than December 31, 2023.

Clark County reserves the right to extend the contract resulting from this RFP for a period of one (1) additional year, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.
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. Proposer 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 proposal closing date from either of these sites:

<http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm>

<http://www.ini.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

Request for Proposal #824

Aging Readiness Plan Update

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 Matter" form with their proposal to be eligible to participate.

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. 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 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.

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. 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 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

Request for Proposal #824

Aging Readiness Plan Update

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 \$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.

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.

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.

Request for Proposal #824

Aging Readiness Plan Update

Part II Proposal Preparation and Submittal

Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting
An optional pre-submittal meeting will take place via WebEx on April 14, 2022 at 10:00 am.

If you wish to attend, send your request via email to Susan Ellinger no later than April 12, 2022 by 5:00 pm PST at susan.ellinger@clark.wa.gov to receive an invitation.
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 April 21, 2022 by 1:30 pm.

An addendum will be issued no later than April 27, 2022 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 eight (8) 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.

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

Request for Proposal #824

Aging Readiness Plan Update

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

1. Cover Sheet

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

2. Project Team

The proposal will specify who the project manager is and who is proposed to be on the project team. Biographies of key personnel, to be assigned to this project shall be provided, with a one-page limit per biography. Proposals shall include an organizational chart including identifying the proposed project/contract manager for the consultant. Per, Section IIB, a table on project team member capacity and an estimated percent of the project scope each member of the team expects to perform shall be included. Both the organizational chart and team member capacity table are included in the page limit.

3. Management Approach

The consultant's project manager will correspond with the county's project manager or other assigned county staff on all aspects and phases of the project.

4. Respondent's Capabilities

The proposal will include information as to how the organization(s) and the team are qualified to undertake the contract in terms of related work experience and demonstrated knowledge of the subject matter. We are looking for a consultant team that brings the following strengths:

- Technical background and expertise in planning document development and writing
- Experience and background with plans related to livability and/or age-friendly communities, senior services and programs and topic areas of the five chapters of the Aging Readiness Plan
- Thoughtful and inclusive approach for updating the Aging Readiness Plan, including how feedback from the public, Commission on Aging, and staff will be encouraged and incorporated
- Effective experience interacting with a wide range of audiences: from community stakeholder interviews to community workshops and meetings with commissions and elected officials

Request for Proposal #824 Aging Readiness Plan Update

5. Project Approach and Understanding Please see Respondent's Capabilities above and summarize experience in work similar to Work Requirements in Section IB.

6. Proposed Cost The proposal must include a cost proposal that details costs broken out by task and must include team hourly rates, expenses, and overhead. Costs will not be a basis for scoring proposals.

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>

**Request for Proposal #824
Aging Readiness Plan Update**

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 consisting of a mix of county staff, Commission on Aging members, and community organization partners including the Area Agency on Aging and Disabilities of Southwest Washington and Community in Motion (formerly the Human Services Council) followed by an interview process. The Committee review results and recommendations will be subject to the consent approval process by the 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 and fifty (150) point system will be used, weighted against the following criteria:

Proposals will be reviewed on the basis of the following criteria and point values. The criteria will be objectively scored by the evaluation committee. Criteria in each phase will be individually scored by the evaluation committee with scores averaged for a composite score and ranking. Only the top ranked proposers in Phase 1 will be requested to participate in the Phase 2 interviews.

Phase 1:

<p>Understanding of the Project and Quality of Proposal Clarity and conciseness of the proposal, approach, ideas and suggestions, and consistency with the requested services. Proposers should provide a concise narrative statement that illustrates their understanding of the requirements and expectations of the project, challenges and innovations to the scope of work for this project, and the project schedule. The consultant shall also provide a table showing their project team member availability/capacity to perform for this project, other project assignments that they are also working on during this time frame and an estimated percent of each person's time committed to the project.</p>	20
<p>Approach and Methodology Proposers should provide a concise narrative statement that sets out their approach and methodology they intend to employ if awarded the contract. The approach should illustrate how this methodology will serve to accomplish the work, provide comprehensive updates to the Aging Readiness Plan and meet the project schedule. Proposers should provide a concise narrative statement that sets out the management and quality control plan they intend to follow.</p>	40
<p>Experience and Qualifications Proposals should demonstrate the applicable experience and performance success of the personnel designated to work on the project and relevant projects completed by the team or individual team members in the past five years' experience. Evaluators will strongly consider experience with: topic areas of the five chapters in the Aging Readiness Plan; sociodemographic plans which include a focus on older adults (generally 60 years of age and older); systems of senior services and programs such as the Older Americans Act, AARP (Livable Communities), AARP Network of Age-Friendly States and Communities and other focus areas; community planning and related services.</p>	40
<p>Total Points</p>	100

Request for Proposal #824

Aging Readiness Plan Update

Phase 2

<p>Interview Those selected to proceed to the final phase of evaluation will be invited to an interview to demonstrate their experience and capability to successfully complete the project including team cohesion, responses to questions, understanding of the issues and proposed approach as demonstrated in the interview.</p>	40
<p>References At least two and no more than three references shall be provided. County staff will contact these references and provide summaries to the evaluation committee, who shall score this criterion as a group.</p>	10
Total Points	50

Section IIIB

Contract Award

1. Consultant Selection The Review Committee will determine the most qualified proposer based on the evaluation criteria listed in Section IIIA. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and commence negotiations with the next qualified top Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.
2. Contract Development The proposal and all responses provided by the successful Proposer may become a part of the final contract.

The form of contract shall be the County's Contract for Professional Services.
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 the County Manager's authorization of the contract, a kick-off meeting with the project team will be scheduled.

**Request for Proposal #824
Aging Readiness Plan Update**

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

**Request for Proposal #824
Aging Readiness Plan Update**

Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

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

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

Clark County web link: <https://clark.wa.gov/internal-services/request-proposal-1>

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

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

**Request for Proposal #824
Aging Readiness Plan Update**

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.