



## RFP #828

### PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

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Clark County Washington

RELEASE DATE: WEDNESDAY, MAY 4, 2022

DUE DATE: WEDNESDAY, MAY 25, 2022 by 1:30 pm

Request for Proposal for:

### **DESIGN and ENVIRONMENTAL SERVICES for the HIGHWAY 99 SIDEWALK PROJECT BETWEEN NE 102<sup>nd</sup> ST to NE 104<sup>th</sup> ST**

**SUBMIT:**

One (1) Original

Four (4) Complete Copies

One (1) Electronic Copy (USB 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 <sup>th</sup> Floor, Suite 650 Vancouver WA 98660 564-397-2323	Clark County ATTN: Office of Purchasing PO Box 5000 Vancouver WA 98666-5000 564-397-2323

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

**No electronic submissions.**

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

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

**Refer Questions to Project Manager:**

Scott P. Sawyer, P.E.  
Capital Project Manager  
[Scott.Sawyer@clark.wa.gov](mailto:Scott.Sawyer@clark.wa.gov)  
564-397-4364

**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.

**ACCEPTANCE or REJECTION OF PROPOSALS** - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

**SUBCONTRACTING** - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

**VERBAL PROPOSALS** - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

**WORKERS COMPENSATION INSURANCE** – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS  
**Clark County ADA Office: V: 564-397-2322**  
[ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

# 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 #828

## Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St

### Part I Proposal Requirements

#### Section IA General Information

##### 1. Introduction

The purpose of this Request for Proposal (RFP) is to obtain, in a full and open competition, proposals for design and environmental services to support the project described herein. The required services are generally described below in Section 1B.

If your company contact details *are not* on the Plan Holder List at <https://clark.wa.gov/internal-services/request-proposal-1> Attachment B, Letter of Interest must be submitted to participate in this RFP.

Proposers shall respond to all sections to be considered.

Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34. 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 community has long targeted this area as needing significant improvement. With the adoption of the Highway 99 Sub-Area Plan, the community has identified how the area will evolve into the future and be assured that positive change will occur. The plan includes a framework for design based on the general land use principles established by the Clark County Board of Commissioners. Redevelopment and in some cases new development will occur creating a sense of place. The public and private sector will be able to partner in implementing new developments, rehabilitating homes and buildings, and creating new jobs and economic opportunities.

This project is located along on the east side of NE Highway 99 between NE 102nd St and NE 104th St. The existing sidewalk currently ends on NE Highway 99 just south of the Tenny Creek crossing. The County would like to extend the sidewalk north to NE 104th Street and continue east along the south side of NE 104th Street for approximately 230 feet where it would connect into an existing sidewalk. At the Tenny Creek crossing there is a ravine approximately 25ft deep and 250ft wide on the east side of NE Highway 99. The slope is armored with rock and is covered in ivy and blackberries with some trees growing in the embankment. There is a guardrail installed for driver safety at the edge of the roadway shoulder. A review of the survey indicates overhead lines parallel to the roadway, a force main sewer running along the ravine, and potentially a water line under the roadway shoulder in front of the guardrail. The utility poles at the intersection of NE Highway 99 and NE 104<sup>th</sup> St will need to remain in place and protected during construction.

##### 3. Scope of Project

Consultant services are sought to support the on time and on budget delivery of this safety improvement project. The project involves the design/engineering, environmental documentation and permitting necessary to prepare a biddable and constructable set of plans and specifications in accordance with all applicable Federal, State and County standards.

The project is anticipated to receive federal funding and will be required to follow WSDOT's Environmental Procedures Manual for compliance with the National Environmental Policy Act (NEPA). Permits from local, state and federal agencies will be required.

This project has a mandatory consultant UDBE goal of 16%.

## Request for Proposal #828

### Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St

More information about the UDBE program can be found in Chapter 26 of the WSDOT Local Agency Guidelines.

#### 4. Project Funding

Allocation of funds for this project is limited to the assigned and approved project budget. A portion of this project is anticipated to be funded by a federal grant.

The project is funded with local County Road Funds, anticipated to receive federal funding and will be required to follow WSDOT's Environmental Procedures Manual for compliance with the National Environmental Policy Act (NEPA). Permits from local, state and federal agencies will be required.

This project has a mandatory consultant UDBE goal of 16%.

Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.

La políza del condado de Clark es garantizar que ninguna persona por motivos de raza, color, origen nacional o sexo según lo dispuesto en el Title VI of the Civil Rights Act de 1964, según enmendada, sea excluida por participar en, ser negado los beneficios de, o ser discriminado por cualquier programa o actividad patrocinada por el condado. Para preguntas relacionadas con el programa de Title VI de Obras Públicas del condado de Clark, o para servicios de interpretación o traducción para personas que no hablan inglés. O para que los materiales estén disponibles en un formato alternativo, comuníquese con el coordinador del Title VI de Obras Públicas del condado de Clark por correo electrónico a [CCPW-TitleVI@clark.wa.gov](mailto:CCPW-TitleVI@clark.wa.gov) o por teléfono a 564-397-9444. Las personas con problemas de audición / habla pueden llamar a Washington Relay Center al 711.

For questions regarding Clark County Public Works' Title VI Program, or for interpretation or translation services for non-English speakers, or otherwise making materials available in an alternate format, contact Clark County Public Works' Title VI Coordinator via email [at CCPW-TitleVI@clark.wa.gov](mailto:CCPW-TitleVI@clark.wa.gov) or phone [564.397.4944](tel:564.397.4944). Hearing/speech impaired may call the Washington Relay Center at 711.

# Request for Proposal #828

## Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St

5. Timeline for Selection

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

Proposals Due	May 25, 2022
Proposal Review/Evaluation Period	May 25 – June 10, 2022
Interviews/Demonstration	June 13 – 16, 2022
Selection Committee Recommendation	June 17, 2022
Contract Negotiation/Execution	June 20 – July 19, 2022
Contract Intended to Begin	July 22, 2022

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](http://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](mailto:koni.odell@clark.wa.gov) or [priscilla.ricci@clark.wa.gov](mailto:priscilla.ricci@clark.wa.gov)

*Note : Sole Proprietors shall submit a letter stating exempt.*

### Section IB

#### Work Requirements

1. Required Services

Clark County is requesting engineering and environmental professional services to join the in-house project team. The consultants will work closely with designated County personnel. Separate firms may provide the types of services listed below; however, the firms must be presented as a joint team for the proposal.

Subcontracting is acceptable; however, a single firm must be identified as the “prime” and subcontracts must include the necessary clauses required by the Clark County contract (WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement).

The required services (anticipated but not necessarily limited to) are described below:

#### INITIATION, COORDINATION AND MEETINGS

- Provide on-going consultant project management, coordination, and communication with the project design team and county staff throughout the project. Includes all coordination and communication necessary to successfully accomplish the project work.
  - Initial kick-off meeting with Clark County
  - Preapplication meeting with Regulatory Agencies

## Request for Proposal #828

### Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St

- Up to 24 project team / progress meetings through end of project term
- Up to 10 coordination meetings with county staff for project review.
- Design review meetings at 60%, 90%, and 99% preliminary plan submittals

#### PUBLIC OUTREACH and ACCESS HEARINGS

- Participate in public involvement activities managed by Clark County, throughout the project design phase, including:
  - Attend up to 2 open houses
  - Provide up to 4 display boards, including photo displays and conceptual graphics depicting sidewalk improvements

#### ENGINEERING SERVICES

##### **Civil Engineering:**

- All work necessary to determine geometric parameters for a final layout and produce supporting documentation in accordance with WSDOT guidelines and County Road Standards.
- Design of sidewalk and drainage system modifications and any necessary stormwater treatment and flow control facilities as required to comply with Department of Ecology minimum requirements.
- Determine sidewalk horizontal and vertical alignments that minimize impacts to adjacent properties, while maximizing safety, capacity and mobility, and traffic requirements.
- Subsurface and overhead utility investigation, coordination, and conflict resolution.
- Written preliminary and final stormwater plans and Technical Information Reports as required.
- Compilation of plans, specifications and estimates and preparation of bidding documents. Submit plan sheets, specifications and cost estimates at 60%, 90%, 99% and final PS&E. Documents shall be biddable and constructible, taken through a QA/QC process by the consultant and prepared and stamped by a professional engineer licensed in the State of Washington.
- Support environmental permitting process with necessary documentation.

##### **Traffic Engineering:**

- Design of signing and striping plans.
- Submit plan sheets, specifications, and cost estimates at 60%, 90%, 99% and final PS&E. Documents shall be biddable and constructible, taken through an independent QA/QC process by the consultant and prepared and stamped by a professional engineer licensed in the State of Washington.

##### **Geotechnical Engineering:**

- Conduct geotechnical investigations and analysis to evaluate subsurface conditions, slope stability hazards, walls and structures.
- Provide design parameters and make recommendations for sidewalk and wall design.
- Provide necessary information for environmental documentation.
- Provide support during construction with design clarifications, submittal reviews, change order drawings, etc. during construction, design lead team members must be

## Request for Proposal #828

### Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St

available either in person, by phone, or by email. Design lead team members must be able to attend weekly on-site construction meetings in person.

#### **Structural Engineering:**

- Design of other structures including retaining walls.
- Coordinate with Geotech with soil parameters.
- Submit plan sheets, specifications, and cost estimates at 60%, 90%, 99% and final PS&E. Documents shall be biddable and constructible, taken through an independent QA/QC process by the consultant and prepared and stamped by a professional engineer licensed in the State of Washington.
- Support environmental process with necessary documentation.
- Provide support during the bid period with response to inquiries, preparation of addendums, etc.
- Provide support during construction with design clarifications, submittal reviews, change order drawings, etc. During construction, design lead team members must be available either in person, by phone, or by email. Design lead team members must be able to attend weekly on-site construction meetings in person.

#### **ENVIRONMENTAL SERVICES**

- Provide environmental documentation and permitting support for county project manager and permit coordinator.
- Advise county project manager and permit coordinator of permits required for project.
- Attend team meetings on an as needed basis.
- Develop permit application materials, exhibits and supporting documents that meet the requirements of federal, state, and local regulations. These will be submitted by county.
- Conduct wetland delineations, critical/sensitive area assessments.
- Prepare documents in accordance with Endangered Species Act compliance as required.
- Carry out cultural resource surveys and prepare documentation in accordance with Section 106 of the Historic Preservation Act.
- Develop mitigation plans as necessary including the development of bid items, contract plan sheets, and special provisions or the development of a mitigation bank plan as determined.
- Ensure NEPA and SEPA procedures are followed during all phases of the project in accordance with WSDOT's Environmental Procedures Manual and Environmental Classification Summary Guidebook.
- Coordinate and complete necessary documentation for a NEPA Documented Categorical Exclusion.
- Adhere to the project schedule.



# Request for Proposal #828

## Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St

- All consultants should be prepared to attend public meetings and hearings to present project information as representatives of Clark County Public Works.
- Note that the list of services described in this Request for Proposal is for informational purposes and is subject to change following final selection of a consultant.

### 2. County Performed Work

The work to be performed and/or provided by County staff is listed below.

- Management of the overall project, including the internal and consultant project teams.
- Needed surveys – Topographic and boundary.
- 30% preliminary design layout.
- Assist with the development and review of specifications and other bid documents.
- Coordinate public involvement.
- Acquire all property rights necessary for the project.
- Administer grants and project funding.
- Coordinate all environmental permitting submittals and correspondence with federal, state, and local agencies.
- Manage bidding and construction of the project and provide inspection.

### 3. Deliverables & Schedule

The following schedule is preliminary and subject to change but provides a rough framework of the timelines and expectations.

Permit Plans (60%) Submittal	November 25, 2022
Environmental Documentation – WSDOT LP Approval	February 10, 2023
90% Design Submittal	February 16, 2023
Permitting Process (Complete)	March 12, 2024
Right-of-Way Acquisition	March 2, 2023 – July 21, 2023
PS&E Complete	June 27, 2024
Bid Opening	July 23, 2024
Construction	August 28, 2024

### 4. Place of Performance

Contract performance may take place in the Proposer's facility, a third-party location or any combination thereof.

## Request for Proposal #828

### Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St

5. Period of Performance A contract awarded as a result of this RFP will be for approximately two (2) years and is intended to begin on July 22, 2022 and end July 31, 2024.

Clark County reserves the right to extend the contract resulting from this RFP for a period of two (2) additional years, in one (1) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

6. Prevailing Wage (When Applicable)

Contractors shall meet the 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.lni.wa.gov/TradesLicensing/PrevWage/WageRates>

Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.

A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.

7. Debarred/Suspended Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.

All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility 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.

## Request for Proposal #828

### Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St

9. Insurance/Bond      The firm awarded the contract will be required to have insurance in effect as specified in the contract under Section XII Legal Relations (See [WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement](#)).

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 #828

### Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St

## Part II Proposal Preparation and Submittal

### Section IIA

#### Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting

There are no plans to hold a pre-submittal meeting or site visit scheduled for this RFP.

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 May 18, 2022 by Noon.

An addendum will be issued no later than May 20, 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 fifteen (15) 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 reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

## Request for Proposal #828

### Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St

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 a summary describing the joint team organization, including the prime consultant and any sub-consultants. The summary should contain an organizational chart showing areas of responsibilities, professional titles of pertinent positions and which team member will be the "lead" in each area (archaeological, endangered species act, wetlands, structural, geotechnical, environmental, etc.). If the team includes members from different firms, please include any past experience working together.
  
3. Management Approach  
Provide a resume for all key team members that details professional standards and areas of expertise. Also include a list of all other team members that will work on the project - including technical expertise, title, years of experience and relevant project work. Describe how the team will be managed internally as well as within the overall county consultant project team. Include information about QA / QC processes.
  
4. Respondent's Capabilities  
Provide three (3) reference projects that demonstrate experience and competence in performing the type of work requested as identified in section IB-1. Each discipline should be represented in three (3) reference projects, either in combination with other disciplines or individually. Include name of project owner, address, telephone number, project title and contact person. Projects demonstrating efforts with joint consultants/local agency teams are preferred.
  
5. Project Approach and Understanding  
Provide a description of the work to be performed based on the required services described in section IB and project schedule provided.  
  
**Include a description of key issues and challenges anticipated to be addressed during the development and execution of the specific project.**
  
6. Proposed Cost  
N/A

## Request for Proposal #828

### Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St

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 #828

## Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St

### 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 Approach / Quality	10
Project Team / Management Approach	30
Work History / Examples	30
Product Approach and Understanding Including Schedule	30
Total Points	100

The scoring of the proposal will determine the number of consultants selected for the interview phase. Final consultant selection will be determined by the interview process.

#### Section IIIB

#### Contract Award

1. Consultant Selection: 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.

The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights and the overall responsiveness of the Proposal. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and 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: Each successful firm will be required to enter into a Washington State Department of Transportation (WSDOT) Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement with Clark County as written. A copy of the agreement can be found at <https://www.wsdot.wa.gov/LocalPrograms/LAG/CAI.htm> and should be read carefully before submitting a proposal.
3. Award Review: The public may view Request for Proposal documents by submitting a public records request at [www.clark.wa.gov](http://www.clark.wa.gov)
4. Orientation/Kick-off Meeting: Following Clark County Council authorization and signature of the contract, a kick-off meeting with the entire project team will be scheduled.

**Request for Proposal #828**

**Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St**

**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 do so, shall render the proposer non-responsive and therefore be rejected.***

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

\_\_\_\_\_  
Authorized Signature of Proposing Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



**Request for Proposal #828**

**Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St**

**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](mailto:Koni.Odell@clark.wa.gov) and [Priscilla.Ricci@clark.wa.gov](mailto: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 #828  
Design and Enviro Svcs for the Highway 99 Sidewalk Project between NE 102<sup>nd</sup> St to NE 104<sup>th</sup> St**

**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

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