



RFP #838
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, SEPTEMBER 21, 2022
DUE DATE: WEDNESDAY, OCTOBER 12, 2022 by 1:30 pm

Request for Proposal for:

**DESIGN SERVICES for DAYBREAK, MATNEY, WHIPPLE CREEK,
KNAPPS STATION and CARSON BRIDGES**

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 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:

Naomi Patibandla
Project Manager / Public Works Department
Naomi.Patibandla@clark.wa.gov
564-397-4572

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

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Part I

Proposal Requirements

Section IA	General Information
1. Introduction	<p>The purpose of this Request for Proposal (RFP) is to obtain, in a full and open competition, proposals for required surveying, engineering and environmental services for the bridge improvement projects described herein. The required services are generally described below in Section 1B.</p> <p>Selected candidates based on the proposal review will be asked to interview with County staff to determine the final consultant selection.</p> <p>If your company contact details <i>are not</i> 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.</p> <p>Proposers shall respond to all sections to be considered.</p> <p>Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34. 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.</p>
2. Background	<p>PRJ 0001780 - BHS-F067(006) - Day Break Bridge is a double-span bridge crossing the East Fork Lewis River. This project will rehabilitate bridge pier/abutment and reduce streambed and bank scour. The bridge received federal funding for scour countermeasures/mitigation.</p> <p>PRJ 0001781 - BHOS 2006(079) - Matney South Bridge is a load restricted bridge for special hauling vehicles (SHVs) and emergency vehicles (EVs). This project will rehabilitate bridge pier/abutment and reduce streambed and bank scour; and structurally upgrade the loading capacity of the bridge to eliminate load restrictions. The bridge received federal funding for scour countermeasures/mitigation and strengthening measures.</p> <p>PRJ 0001799 - BHS-Z906(004) - Bundled Rehab project will strengthen/rehabilitate 3 county bridges (Whipple Creek Bridge No. 11, Knapps Station Bridge No. 12, and Carson Bridge No. 63) and will improve the loading capacity of the structures to allow the removal of the current posted vehicle type load restrictions. The project received federal funding for strengthening measures</p>
3. Scope of Project	<p>These projects involve surveying, bridge and hydraulic design, environmental documentation and permitting, right-of-way documentation, public involvement, and construction necessary to install scour countermeasures and strengthening for the existing bridges.</p> <p>The project design team, consisting of both county staff (project management, real property, construction management, etc.) and consultants (hydraulics, geotechnical, environmental, etc.) will work as a joint team to complete the project. The project involves surveying, design/engineering, real property acquisition, and environmental documentation and permitting as necessary to prepare a biddable and constructible set of plans and specifications in accordance with all applicable Federal, State and County standards.</p> <p>The bridge scour countermeasures should follow state and federal design guidance and regulations, including the Washington Administrative Code (WAC), 44 CFR 60.3, WSDOT</p>

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	<p>Bridge Design Manual, FHWA hydraulic engineering circulars and HEC-RAS modeling. Design should incorporate WSDOT standard bid items. Utilities may need to be accommodated. Property access rights will likely be required.</p> <p>The projects have received federal funding and will be required to follow WSDOT's Environmental Procedures Manual for compliance with the National Environmental Policy Act (NEPA).</p> <p>Permits from local, state and federal agencies will be required.</p> <p>For consultant design, the projects have a mandatory consultant Disadvantaged Business Enterprise (DBE) goal.</p> <p>PRJ 0001780- BHS-F067(006) - Day Break Bridge is required to have 15% DBE PRJ 0001781- BHOS 2006 (079) - Matney South Bridge – 0% DBE PRJ 0001799- BHS-Z906(004) - Bundled Rehab- Whipple, Knapps, Carson Bridges are required to have 15% DBE</p> <p>More information about the DBE program can be found at the following websites as well as in Chapter 26 of the WSDOT Local Agency Guidelines: http://www.wsdot.wa.gov/EqualOpportunity/DBE.htm http://www.wsdot.wa.gov/EqualOpportunity/BDDirectory.htm</p>
4. Project Funding	<p>Allocation of funds for these projects is limited to the assigned and approved project budgets.</p> <p>These projects are funded by federal grants.</p> <p>See the General Terms and Conditions for Title VI notification.</p> <p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.</p> <p>La 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 o por teléfono a 564-397-9444. Las personas con problemas de audición / habla pueden llamar a Washington Relay Center al 711.</p>

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	<p>For questions regarding Clark County Public Works' Title VI Program, or for interpretation or translation services for non-English speakers, or otherwise making materials available in an alternate format, contact Clark County Public Works' Title VI Coordinator via email at CCPW-TitleVI@clark.wa.gov or phone 564.397.4944. Hearing/speech impaired may call the Washington Relay Center at 711.</p>												
<p>5. Timeline for Selection</p>	<p>The following dates are the intended timeline:</p> <table border="1" data-bbox="423 493 1511 867"> <tr> <td>Proposals Due</td> <td>October 12, 2022</td> </tr> <tr> <td>Proposal Review/Evaluation Period</td> <td>October 28, 2022</td> </tr> <tr> <td>Interviews/Demonstration</td> <td>November 15 – 17, 2022</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>November 30, 2022</td> </tr> <tr> <td>Contract Negotiation/Execution</td> <td>January 17, 2023</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>January 18, 2023</td> </tr> </table>	Proposals Due	October 12, 2022	Proposal Review/Evaluation Period	October 28, 2022	Interviews/Demonstration	November 15 – 17, 2022	Selection Committee Recommendation	November 30, 2022	Contract Negotiation/Execution	January 17, 2023	Contract Intended to Begin	January 18, 2023
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<p>6. Employment Verification</p>	<p>To be considered responsive to this formal Clark County RFP, all proposers 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 employees hired after the date of the MOU. The status report shall be directed to the county 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</p> <p>How to submit the MOU in advance of the submittal date:</p> <ol style="list-style-type: none"> 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 <p><i>Note : Sole Proprietors shall submit a letter stating exempt.</i></p>												

<p>Section IB</p>	<p>Work Requirements</p>
<p>1. Required Services</p>	<p>Clark County is requesting engineering, surveying and environmental professional services to join the in-house project team, which will include County staff. The consultants selected here will work closely with designated County personnel. The proposed team will be required to consist of the same firms for all three bridge projects- PRJ0001780-BHS-F067(006), PRJ 0001781-BHOS 2006 (079), PRJ0001799- BHS-Z906(004) - Bundled Rehab. Separate firms may provide the types of services listed below; however, the firms must be presented as a joint team for the proposal. Firms that do not follow this guideline will be eliminated from consideration.</p> <p>The selected team will have three separate contracts, one per bridge project- PRJ0001780-BHS-F067(006), PRJ 0001781-BHOS 2006 (079), PRJ0001799- BHS-Z906(004) - Bundled Rehab; with Clark County Department of Public Works. Subcontracting amongst firms is acceptable; however, a single firm must be identified as the “prime” and subcontracts must</p>

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include the necessary clauses required by the Clark County contract (WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement). All proposed subcontracting must be identified in the proposal as well as the approach for meeting the DBE goal.

Initiation, Coordination and Meetings

- Provide on-going consultant project management, coordination, and communication with County staff throughout the project.
- Includes all coordination and communication necessary to successfully accomplish the project work.

Initial Kick-Off Meeting with Clark County

- Any preapplication meeting with Regulatory Agencies
- Up to 30 project team/ progress meetings through end of project term.
- Up to 10 coordination meetings with the County QA/QC Design Engineer
- Design review meetings at 50%, 65%, 90%, 99% and final PS&E
- Provide support during the bid period with response to inquiries, preparation of addendums, etc.

In Construction Meeting with Clark County

- Provide support and services 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 construction meetings in person on-site or virtually.

Public Outreach and Access Hearings

- All consultants should be prepared to attend public meetings and hearings to present project information as representatives of Clark County Public Works.
- Participate in any public involvement activities managed by Clark County, throughout the project design phase, including:
 - May attend up to 2 open houses
 - May provide up to 4 display boards, including photo displays and conceptual graphics depicting project improvements

Submittals and Other Services

- 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.
- The required services (anticipated but not limited to) for the three bridge projects are described below:
 - Submit plan set, technical and non-technical documents, specifications, and cost estimates at 50%, 65% (Permit Plans), 90%, 99% and final PS&E
 - Documents shall be biddable and constructible, taken through a QA/QC process by the consultant, and stamped by a professional engineer licensed in the State of Washington
 - Support the County right of way/easement acquisition and environmental permitting process by providing necessary information and documentation.

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Survey

- Perform topographic and boundary surveys necessary to complete all design work, permitting and right-of-way needs for the project
- Provide RoW plans and coordinate with County staff for WSDOT audit, RoW property descriptions
- Identify any survey monuments of record in the proposed project area and perpetuate their positions according to WAC 332-120
- All survey work must be supervised and stamped by a professional Land Surveyor licensed in the state of Washington.

Environmental

- Provide environmental documentation and permitting support for County project manager and permit coordinator
- Advise manager and coordinator of permits required for project
- Develop permit application materials, exhibits and supporting documents that meet the requirements of federal, state and local regulations. These will be submitted by county
- Meet with agency personnel, property owners, and other consultants as requested by the county
- Conduct wetland delineations, critical/sensitive area assessments
- Prepare documents in accordance with Endangered Species Act compliance, including regional road maintenance 4(d) analysis
- Carry out cultural resource surveys and prepare documentation in accordance with Section 106 of the Historic Preservation Act
- Develop SEPA checklist and DNS as necessary
- 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
- Develop Mitigation Plans as necessary including the development of bid items, contract plan sheets, and special provisions
- Develop NPDES documentation, including Stormwater Pollution Prevention Plan (SWPPP) in necessary. This will be submitted by county

Utility Plans

- Provide plans for subsurface and overhead utilities. These will be submitted to utility providers by county
- Provide utility conflict resolution

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	<p><u>Structural Engineering</u></p> <ul style="list-style-type: none">• Provide designs for the strengthening needs of the three bridges identified• Determine requirements for accessing the work areas• Determine “in-water work” area needs for constructing the improvements <p><u>Traffic Engineering</u></p> <ul style="list-style-type: none">• Provide traffic counts and vehicle classification counts as necessary for design• Develop traffic construction, staging and detour plans as applicable• Design of safety elements (guardrail, etc)• Provide signing and striping plan• Coordinate with County staff for any required street closure/reduced speed requirements <p><u>Hydraulic Engineering</u></p> <ul style="list-style-type: none">• Evaluate streambed and bank protection needs, shear stresses and scour, streambed stone gradations and stream corridor design in accordance with FHWA Hydraulic Engineering Circulars• Analyze the associated floodplain and prepare floodplain permit application with supporting documentation.• If needed, provide fish passage compliant design• Support Environmental Process with necessary documentation including fish passage and WDFW’s stream design. <p><u>Geotechnical Engineering</u></p> <ul style="list-style-type: none">• Evaluate subsurface conditions, walls and structures, slope stability hazards, groundwater, and stream bed materials• Make recommendations for bridge pier/abutment design• Provide necessary information for environmental documentation
2. County Performed Work	<p>The work to be performed by County staff is listed below.</p> <p><u>Project Management</u></p> <ul style="list-style-type: none">• Coordination of the overall project team, as well as consultant design activities and consultant contracts, including scope of work, budget, and schedule.• Assist with the development and review of specifications and other bid documents• Coordinate public involvement• Acquire all property rights necessary for the projects• Administer grants and project funding

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	<ul style="list-style-type: none"> • Coordinate all environmental permitting submittals and correspondence with federal, state, and local agencies • Coordinate with utility providers • Manage construction of the projects and provide inspection 																				
<p>3. Deliverables & Schedule</p>	<p>The following schedule is preliminary and subject to change but provides a rough framework of timelines and expectations. Whenever possible, the project team will be looking to shorten these timelines and move up the construction schedule.</p> <p>The project schedule for each contract can be specific to each project and their permitting requirements and may deviate from this intended schedule.</p> <p>The Permit Set (65%) submittal date will be needed to maintain the project schedule and shall provide the entirety of information needed for the County to pursue necessary permitting, as well as provide County staff what is needed for any necessary right-of-way acquisition for this project. It is understood that any information requested from the County, will be returned in a timely fashion to not delay the work of this contract. Should the request for information not be returned in a timely fashion, the consultant shall document these delays accordingly.</p> <p>Because of funding constraints, the Plan set (99%) including environmental documentation and permitting will need to be submitted by September 1, 2024.</p> <table border="1" data-bbox="427 940 1511 1564"> <tr> <td>Survey and Data Collection</td> <td>April 2023</td> </tr> <tr> <td>50% Design Submittal</td> <td>June 2023</td> </tr> <tr> <td>Permit Plans (65%) Submittal</td> <td>August 2023</td> </tr> <tr> <td>Right-of-Way Acquisition</td> <td>August 2023 – August 2024</td> </tr> <tr> <td>90% Design and Specifications Submittal</td> <td>June 2024</td> </tr> <tr> <td>Permitting Process (complete)</td> <td>August 2023 – August 2024</td> </tr> <tr> <td>Plans (99%) Completed</td> <td>September 2024</td> </tr> <tr> <td>Final Plans Completed</td> <td>December 2024</td> </tr> <tr> <td>Bid Opening</td> <td>January 2025</td> </tr> <tr> <td>Construction (excluding planting, if any)</td> <td>March – November 2025</td> </tr> </table>	Survey and Data Collection	April 2023	50% Design Submittal	June 2023	Permit Plans (65%) Submittal	August 2023	Right-of-Way Acquisition	August 2023 – August 2024	90% Design and Specifications Submittal	June 2024	Permitting Process (complete)	August 2023 – August 2024	Plans (99%) Completed	September 2024	Final Plans Completed	December 2024	Bid Opening	January 2025	Construction (excluding planting, if any)	March – November 2025
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<p>4. Place of Performance</p>	<p>Contract performance may take place in the County’s facility, the Proposer’s facility, a third-party location or any combination thereof.</p> <p>Meetings are generally held in County facilities but may also be held on-line.</p>																				
<p>5. Period of Performance</p>	<p>A contract awarded as a result of this RFP will be for three (3) years and is intended to begin on January 18, 2023 and end January 17, 2026.</p>																				

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	<p>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.</p>
6. Prevailing Wage (When Applicable)	<p>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 <u>and</u> completed three or more public works projects <u>or</u> received and completed training on prevailing wage and public works requirements.</p> <p>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:</p> <p>http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm</p> <p>http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates</p> <p>Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.</p>
7. Debarred/Suspended	<p>Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.</p> <p>All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matter" form with their proposal to be eligible to participate.</p>
8. Public Disclosure	<p>This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.</p> <p>If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.</p>

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9. Insurance/Bond	The firm awarded the contact will be required to have insurance in effect as specified in the contract under Section XII Legal Relations see: 422-103 Local Agency Quarterly Report of Amounts Credited as DBE Participation (wa.gov)
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 <ul style="list-style-type: none">• If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.• Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

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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 a site visit for this project.
2. Proposal Clarification	<p>Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.</p> <p>The deadline for submitting such questions/clarifications is October 5, 2022 by Noon.</p> <p>An addendum will be issued no later than October 6, 2022 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>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.</p> <p>Clark County RFP site: https://clark.wa.gov/internal-services/request-proposal-1</p>
Section IIB	Proposal Submission
1. Proposals Due	<p>Sealed proposals must be received no later than the date, time and location specified on the cover of this document.</p> <p>The outside of the envelope/package shall clearly identify:</p> <ol style="list-style-type: none">1. RFP Number and;2. TITLE and;3. Name and Address of the Proposer. <p>Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.</p> <p>Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.</p>
2. Proposal	<p>Proposals must be clear, succinct and not exceed twelve (12) pages, <u>excluding</u> resumes, E-Verify, coversheet and debarment form. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.</p> <p>For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are <u>readily recyclable</u>.</p> <p>The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.</p>

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	<p>Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, should not be included with each copy unless otherwise specified.</p>
Section IIC	Proposal Content
1. Cover Sheet	<p>This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A</p>
2. Project Team	<p>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 (structural, environmental, survey, etc.). If the team includes members from different firms, please include any experience working together. Include list and resume of all other team members that will work on the project – including technical expertise, title, years of experience and relevant project work. Provide the approach for meeting the environmental permitting needs and the required DBE goal.</p>
3. Management Approach	<p>Describe how the team will be managed internally as well as within the overall County/Consultant project team. Include information about QA/QC processes.</p> <p>Describe how your firm evaluates and presents project information for project teams to make decisions. How does your process ensure deliverables are complete, containing minimal errors?</p> <p>How are County review comments addressed and responses communicated back to the project team?</p>
4. Respondent's Capabilities	<p>Provide a minimum of three reference projects that demonstrate experience and competence in performing the type of work requested in Section IB-1. Each discipline should be represented in the 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 consultant/local agency teams are preferred.</p>
5. Project Approach and Understanding	<p>Provide a description of the work to be performed and a project schedule for each project based on the Required Services described in Section IB. Include a description of key issues and challenges anticipated to be addressed during the development and execution of the specific project.</p>

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6. Proposed Cost	Cost will not be used as an evaluation criterion.
7. Employment Verification	Please refer to section 1A.6. – E-Verify IMPORTANT NOTE: Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County. Current vendors on file can be viewed at: https://clark.wa.gov/internal-services/purchasing-overview

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Part III Proposal Evaluation & Contract Award

Section IIIA	Proposal Review and Selection										
<p>1. Evaluation and Selection:</p>	<p>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.</p> <p>The county plans to conduct interviews based on proposal review and recommendations. If a sufficient number of proposals are received the county intends to interview a minimum of three (3) consultant teams as part of the final selection process.</p> <p>The interview alone will determine the final consultant selection. Points from the proposal review will not be carried over to the interview.</p>										
<p>2. Evaluation Criteria Scoring</p>	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system. The point system will be used to rank all proposals for each reviewer, and each proposal's final ranking will be based on its ranking among all reviewers. Raw scores will be used in the unlikely event of a tie in the rankings.</p> <p>A one hundred (100) point system will be used, weighted against the following criteria:</p> <table border="1" data-bbox="402 961 1421 1306"> <tbody> <tr> <td>Proposal Approach / Quality</td> <td>25</td> </tr> <tr> <td>Project Team and Management Approach</td> <td>25</td> </tr> <tr> <td>Work History / Examples</td> <td>25</td> </tr> <tr> <td>Documentation of ability to perform project engineering, Survey, Environmental Services and Permitting tasks, ability to develop and meet project schedule</td> <td>25</td> </tr> <tr> <td style="text-align: right;">Total Points</td> <td>100</td> </tr> </tbody> </table>	Proposal Approach / Quality	25	Project Team and Management Approach	25	Work History / Examples	25	Documentation of ability to perform project engineering, Survey, Environmental Services and Permitting tasks, ability to develop and meet project schedule	25	Total Points	100
Proposal Approach / Quality	25										
Project Team and Management Approach	25										
Work History / Examples	25										
Documentation of ability to perform project engineering, Survey, Environmental Services and Permitting tasks, ability to develop and meet project schedule	25										
Total Points	100										
Section IIIB	Contract Award										
<p>1. Consultant Selection</p>	<p>The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights, the attributes of the Proposers and the overall responsiveness of the Proposal. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and begin negotiations with the next qualified Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>Clark County reserves the right to accept or reject any or all proposals received, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP. Clark County reserves the right to award the contract based on the best interests of the County.</p>										

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2. Contract Development	<p>The proposal and all responses provided by the successful Proposer may become a part of the final contract.</p> <p>The form of contract shall be the Washington State Department of Transportation's Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement template. 422-103 Local Agency Quarterly Report of Amounts Credited as DBE Participation (wa.gov)</p> <p>Contract execution is subject to Clark County Council approval and WSDOT approval of the Consultant DBE Plan.</p>
3. Award Review	<p>The public may view Request for Proposal documents by submitting a public records request at www.clark.wa.gov .</p>
4. Orientation/Kick-off Meeting	<p>Clark County intends to hold a project kick-off meeting shortly after contract execution.</p>

**Request for Proposal #838
Design Services for Daybreak, Matney, Whipple Creek, Knapps Station and Carson Bridges**

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

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Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

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

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

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

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Attachment C



Clark County, Washington

Certification Regarding Debarment, Suspension and Other Responsibility Matters

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

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

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

Company Name

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

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