



RFP #841
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, SEPTEMBER 21, 2022
DUE DATE: WEDNESDAY, OCTOBER 19, 2022 by 1:30 pm

Request for Proposal for:

**SHORELINE MASTER PROGRAM MONITORING & ADAPTIVE
MANAGEMENT IMPLEMENTATION PLAN**

SUBMIT:

One (1) Original
Three (3) Complete Copies

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:

Jenna Kay
Planner III / Community Planning
Jenna.Kay@clark.wa.gov
564-397-4968

General Terms and Conditions

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

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

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

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

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

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

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

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

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

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

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <https://clark.wa.gov/sites/default/files/dept/files/general-services/Purchasing/ERP%20Policy.pdf>

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

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

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

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

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

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

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

PROTESTS - Must be submitted to the Purchasing Department.

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

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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Shoreline Master Program Monitoring & Adaptive Management Implementation Plan

Part I

Proposal Requirements

Section IA	General Information
1. Introduction	<p>The purpose of this RFP is to seek consultant help to assist the county with development of the Shoreline Master Program (SMP) Monitoring and Adaptive Management Implementation Plan (Implementation Plan).</p> <p>The Clark County Community Planning Department received a grant award from the Washington State Department of Ecology through the Shoreline Master Program (SMP) Competitive Grant Pilot Program. The grant is to develop an Implementation Plan that is consistent with the Clark County Coalition Monitoring and Adaptive Management Framework (M&AM Framework) and WAC 173-26. The overall goal of this project is to improve current shoreline permit implementation monitoring processes in Clark County, and establish an approach for the periodic consolidation, analysis, and evaluation of permit data.</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>The Clark County Coalition, made up of Clark County and the town and cities within it, SMP M&AM Framework was developed as part of the 2012 SMP Comprehensive Update (Ecology Grant Number G1000058). This Framework aligns with the no net loss of ecological function requirement and WACs 173-26-201(2)(b) and 173-26-191(2)(a)(iii)(D) that require local governments to monitor actions taken to implement their SMPs and to identify a process to periodically evaluate the cumulative effects of authorized development on shoreline conditions. The M&AM Framework lays out the purpose and framework of an initial monitoring program and identifies that additional work will need to be done to develop the specific methods and tools to execute this program in more detail. This project focuses on the additional work needed for permit implementation monitoring.</p> <p>Clark County currently conducts its own project-specific compliance monitoring and has been tracking shoreline permit data since the 2012 Comprehensive Update. Since 2012, the county has mapped the location of shoreline projects. Beyond some exploratory analysis as part of the 2020 Periodic Review, the county has not implemented the M&AM Framework's approach to periodically consolidate, analyze, and evaluate shoreline activities.</p> <p>While the county will lead this project, all local jurisdictions in the Clark County Coalition (Battle Ground, Camas, La Center, Ridgefield, Vancouver, Washougal, and Yacolt) will be invited to collaborate through consultation. The county will also share any tools, protocols, and methods developed with the Coalition.</p>
3. Scope of Project	<p>The county seeks to hire a consultant to create an action-ready Implementation Plan. The hired consultant will help the county 1) Document current permit implementation monitoring processes; 2) Identify areas for process and procedural improvements; 3) Establish methods for cumulative analysis, evaluation, and reporting, which may include additional supplemental data</p>

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	<p>such as aerial imagery; 4) Test the methods using existing implementation data; and 5) Summarize what can be learned about the cumulative effects of authorized development on shoreline conditions and how effectively the SMP is being implemented through the permit process. Implementation Plan development will also include a technical work group to provide review and feedback.</p>														
<p>4. Project Funding</p>	<p>The anticipated cost for the consultant services described herein is \$80,000.</p> <p>The Proposers proposal shall include the Proposers true estimated cost to perform the work irrespective of the budgeted funds for this work.</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>5. Timeline for Selection</p>	<p>The following dates are the intended timeline:</p> <table border="1" data-bbox="423 1136 1511 1602"> <tr> <td>Proposals Due</td> <td>October 19, 2022</td> </tr> <tr> <td>Proposal Review / Evaluation Period</td> <td>Late October 2022</td> </tr> <tr> <td>Interviews/Demonstration</td> <td>November 2, 2022</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>November 3, 2022</td> </tr> <tr> <td>Contract Negotiation</td> <td>November 3 – 21, 2022</td> </tr> <tr> <td>Contract Execution / Clark County Council Consent Agenda Approval</td> <td>November 21 – December 6, 2022</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>Early December</td> </tr> </table>	Proposals Due	October 19, 2022	Proposal Review / Evaluation Period	Late October 2022	Interviews/Demonstration	November 2, 2022	Selection Committee Recommendation	November 3, 2022	Contract Negotiation	November 3 – 21, 2022	Contract Execution / Clark County Council Consent Agenda Approval	November 21 – December 6, 2022	Contract Intended to Begin	Early December
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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</p>														

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	<p>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>
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Section IB	Work Requirements
1. Required Services	<p>The services described in this section include task descriptions and deliverables.</p> <p>Task 1: Implementation Plan Development.</p> <p>Task Description. Develop an Implementation Plan that includes the specific processes, methods, data protocols, and tools needed for the periodic consolidation, analysis, and evaluation of the cumulative effects of authorized development on shoreline conditions.</p> <ul style="list-style-type: none">• Consistent. The Implementation Plan needs to be consistent with the SMP M&M Framework, WAC 173-26, and Department of Ecology grant Agreement No. SEASMPC-2123-CICoCp-00001.• Sustainable. The Implementation Plan needs to be sustainable with respect to existing, available resources.• Support Tools. If necessary, the consultant will develop a tool(s), or modify existing tool(s), for the analysis and evaluation of permit implementation data. If any tools are developed, they will be included as part of the Implementation Plan.• Data Review. In developing the Implementation Plan, the consultant will review existing shoreline permit data and existing relevant SMP documents. Work will involve researching what other jurisdictions of comparable population and/or geography have done, interviewing county staff involved with implementation and analysis, and researching available tools.• Methodology Testing. Once a draft methodology has been proposed, the consultant will coach county staff to test the proposed methodology using existing shoreline permit data and any supplemental data identified as necessary in the Implementation Plan. The consultant will coach county staff on a written summary and analysis of the test results to be integrated into the Implementation Plan. The summary will include a robust analysis about what is known about the cumulative effects of authorized development on shoreline conditions, if permits are being issued consistently with the SMP, and if projects are being constructed in compliance with the authorized permit(s).• Recommended Improvements. The final version of the Implementation Plan will include a summary of lessons learned from testing the methodology and how those lessons are incorporated into the final Implementation Plan. The final version will include any recommendations for improvements to permit processes and to the data consolidation, analysis, and evaluation methods. <p>Deliverables.</p> <ul style="list-style-type: none">• First draft of Implementation Plan• Second draft of Implementation Plan• Final version of Implementation Plan• Support tool(s), if applicable

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	<p>Task 2: Technical Review and Collaboration.</p> <p>Task Description. Collaborate with county staff to convene and facilitate a technical work group to provide review and feedback on the Implementation Plan and to identify opportunities for collaboration and coordination. This task is to help provide a science-based, realistic, and resilient Implementation Plan created in partnership with multiple technical stakeholders in southwest Washington.</p> <ul style="list-style-type: none">• The consultant will be the main presenter at meetings and creator of documents for review while the county will provide meeting administrative support.• The consultant and county staff will collaboratively design the work group meeting schedule, format, and agendas.• Work group members will include representatives from local governments, state resource agencies, and other parties.• In addition to providing feedback on the Implementation Plan, the work group will discuss opportunities for sharing shoreline-related monitoring data and/or other opportunities for data monitoring partnerships, coordination, and resource sharing.• For the purposes of budgeting, assume up to four (4) technical workgroup meetings will take place in a hybrid format in which in-person and remote participation options are available. Written feedback may also be provided by technical work group members in between meetings.• The consultant will document feedback received from the technical work group and incorporate it into the Implementation Plan. <p>Deliverables.</p> <ul style="list-style-type: none">• Presentation materials for each technical workgroup meeting• Technical work group feedback summary, including documentation of feedback received and how it was addressed <p>Task 3: Project Management and Coordination.</p> <p>Task Description. Throughout the project, the consultant will regularly coordinate with the county project manager through email, phone and/or video calls. The consultant will propose an approach for the frequency and duration of these meetings. Any project management responsibilities such as coordination meetings, invoice and progress report creation are assumed to be included as part of this task. The consultant is expected to submit monthly invoices and progress reports to the county.</p> <p>Deliverables.</p> <ul style="list-style-type: none">• Monthly progress reports• Monthly invoices
2. County Performed Work	The county will provide technical assistance to the consultant throughout the project. The project manager will be the main point of contact for the county. County staff will review and provide feedback on all draft and final deliverables. This is anticipated to include an iterative approach that incorporates feedback to reach the final version of materials. In addition to the project manager, county staff who will provide input on the Implementation Plan and may be involved in methodology testing include members of the Long-range Planning, Current Planning, Wetland and Habitat, and GIS teams. County staff will be responsible for stakeholder coordination,

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	<p>agendas, and notetaking for the technical work group meetings. The Clark County Shoreline Administrator or their designated staff will participate in the technical work group. Additional county staff may also be identified to participate in the work group. County GIS staff involvement will depend on how GIS tools are included in the Implementation Plan.</p>
3. Deliverables & Schedule	<p>An approximate schedule for the project:</p> <ul style="list-style-type: none">• December 2022-January 2023: map out project schedule and work plan; initial research including review of existing shoreline data and documents; interviews with key county staff; identification of stakeholders to invite to participate in technical work group• February-March 2023: meeting(s) with technical work group; development of methodology; first draft of Implementation Plan• April-May 2023: methodology testing; second draft of Implementation Plan, additional meeting(s) with technical work group• June 2023: final version of Implementation Plan
4. Place of Performance	<p>Contract performance may take place in the County's facility, the Proposer's facility, a third-party location or any combination thereof.</p>
5. Period of Performance	<p>A contract awarded as a result of this RFP will be for six (6) to seven (7) months and is intended to begin on December 6, 2022 and end no later than June 23, 2023.</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>

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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>
9. Insurance/Bond	<p>A. <u>Waiver of Subrogation</u> All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of subrogation prior to a loss. Contractor hereby waives its own right of subrogation against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.</p> <p>B. <u>Proof of Insurance</u> Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail to the County. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.</p> <p>C. <u>Worker's Compensation</u> As required by the industrial insurance laws of the State of Washington.</p> <p>D. <u>Automobile</u> If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.</p> <p>E. <u>Commercial General Liability (CGL) Insurance</u> written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each</p>

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one year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$1,000,000. This policy must renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.

F. Professional Liability (aka Errors and Omissions)

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

G. Umbrella Liability Coverage

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

H. Additional Insured

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

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

10. Plan Holders List

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

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

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

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

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Part II Proposal Preparation and Submittal

Section IIA	Pre-Submittal Meeting / Clarification
1. Pre-Submittal Meeting	There will be no pre-submittal meeting or site visit scheduled 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 12, 2022 by 5:00 pm.</p> <p>An addendum will be issued no later than October 13, 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 six (6) pages, excluding 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> <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>

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	<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	This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A
2. Project Team	The proposal will specify who the project manager is and who is proposed to be on the project team. Resumes of key personnel, to be assigned to this project shall be provided. Proposals shall include an organizational chart including identifying the proposed project/contract manager for the consultant. A table on project team member capacity and an estimated percent of the project scope each member of the team expects to perform shall be included. Both the organizational chart and team member capacity table are included in the page limit.
3. Management Approach	The proposal will include a description of the proposed management approach that paints a picture of what it will be like working with the proposal team on this project. Please note that it is expected that the consultant's project manager will correspond with the county's project manager or other assigned county staff on all aspects and phases of the project.
4. Respondent's Capabilities	<p>The proposal will include a summary of how the organization(s) and the team are qualified to undertake the contract in terms of related work experience and demonstrated knowledge of the subject matter. The county is seeking a consultant team that brings the following strengths:</p> <ul style="list-style-type: none">• Experience with development of monitoring and adaptive management programs• Familiarity with local government permit processes and systems• Experience with the Washington State Shoreline Management Act, Shoreline Master Programs, and/or similar types of laws and programs related to shorelines or critical areas• Experience with thoughtful and inclusive approaches for forming and working with technical stakeholder work groups, including how feedback from the group can be encouraged and incorporated into the Implementation Plan• Effective experience interacting with a wide range of people: from county staff to technical stakeholder groups• Excellent project management, assertive communication, and problem-solving skills• Excellent clear, succinct, and easy-to-understand plan writing skills

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	The proposal will also include contact information for three (3) references from recent and relevant work experiences that may be contacted during the proposal evaluation process (see Section IIIA).
5. Project Approach and Understanding	Explain your proposed approach for accomplishing the goals and tasks of the project. Enough information needs to be provided in the proposal for the review committee to understand how the proposer would approach key aspects of each task and how the proposer would set the county up for success in achieving the overall project goal. Proposed changes to the scope of work are also welcome and need to be consistent with grant Agreement No. SEASMPC-2123-CICoCp-00001 .
6. Proposed Cost	The proposal must include a cost proposal that details costs broken out by task and must include team hourly rates, expenses, and overhead.
7. Employment Verification	Please refer to section 1A.6. – E-Verify IMPORTANT NOTE: Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County. Current vendors on file can be viewed at: https://clark.wa.gov/internal-services/purchasing-overview

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Part III Proposal Evaluation & Contract Award

Section IIIA	Proposal Review and Selection
1. Evaluation and Selection:	Proposals received in response to this RFP will be evaluated by a Review Committee consisting of county staff. The Committee review results and recommendations will be subject to the consent approval process by the County Council for County Manager authorization.
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p>A two hundred (200) point system will be used, weighted against the following criteria:</p> <p>Proposals will be reviewed based on the following criteria. The criteria will be scored by the review committee. Criteria in each phase will be individually scored by the review committee members with scores averaged for a composite review committee score and ranking. The composite scores from Phase 1 and Phase 2 will be added together for a final score and ranking.</p> <p><u>Phase 1</u></p> <ol style="list-style-type: none">1. Quality of Proposal (10 points): The proposal is complete, meaning it includes all seven proposal content elements listed in Section IIC within the page limits listed in Section IIB. The proposal is clearly and succinctly written.2. Management Approach (25 points): The proposed management approach paints a clear picture of what it will be like for county staff to work with the consultant and includes a proposed approach for how the consultant and county project team can effectively work together, produce high quality deliverables, maintain a pleasant and collaborative working relationship, and achieve the project goals and outcomes.3. Respondent's Capabilities (25 points): Proposals demonstrate the applicable experience and performance success of the personnel designated to work on the project and relevant projects completed by the team or individual members. Evaluators will strongly consider relevant experience such as with Shoreline Master Program and/or critical areas monitoring and adaptive management plans.4. Project Approach and Understanding (30 points): Proposals will include a statement explaining the approach the proposer intends to employ if awarded the contract. The proposal explains how this approach will serve to accomplish the project work, goals, and outcomes. The proposed approach will also address how the work can be done to reflect Clark County context, how the technical stakeholder workgroup process will enhance the project, and how to ensure the Implementation Plan is easy to implement by county staff without the need of ongoing additional resources.5. Cost (10 points): Proposals will explain the cost to deliver the requested services in a clear and transparent way. The proposed costs must be reasonable based on the project scope.

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Quality of Proposal	10
Management Approach	25
Respondent's Capabilities	25
Project Approach and Understanding	30
Cost	10
Total Points	100

Phase 2

The highest scoring proposals from Phase 1 will be invited to participate in Phase 2 of the evaluation process which will consist of an interview and reference check.

1. Interview (75 points): The interview will include a brief proposer presentation followed by a question-and-answer session. Three aspects of the interview will be scored:
 - Proposed approach: the interviewee(s) will share their proposed approach for accomplishing the goals and tasks for the project.
 - Demonstration of experience and capability to successfully complete the project: the interviewee(s) will demonstrate how they are qualified for this opportunity.
 - Responses to questions related to proposed approach, aspects of the project scope, management, and communication.
2. References (25 points): The three references provided in the written proposal will be contacted. The county project manager will contact these references and provide summaries to the evaluation committee for scoring.

Proposed approach	25
Demonstration of experience and capability to successfully complete the project	25
Responses to questions related to proposed approach, project scope, management, and communication	25
References	25
Total Points	100

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Section IIIB	Contract Award
1. Consultant Selection	<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>
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 County's Contract for Professional Services.</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>Following the County Manager's authorization of the contract, a kick-off meeting with the project team will be scheduled.</p>

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Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

Tax Identification Number _____

ADDENDUM:

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

None 1 2 3 4 5 6

NOTE: Failure to 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.

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Attachment D: DEPARTMENT of ECOLOGY AGREEMENT

Attached for reference is a copy of the signed agreement between the Department of Ecology and Clark County.

Relevant terms and conditions applicable to this RFP include:

- Accessibility requirements for covered technology – p. 14
- Compliance with all laws – p. 16
- Conflict of interest – p. 16
- Contracting for goods and services – p. 16
- Indemnification – p.17
- Independent status – p. 17
- Minority and Women’s Business Enterprises (MWBE) – p.18
- Sustainable practices – p. 21
- Third party beneficiary – p. 22
- The federal conditions in the agreement (pp. 11-12) do not apply to our project, as it is 100% state funded.