



RFP #842
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, SEPTEMBER 28, 2022
DUE DATE: WEDNESDAY, OCTOBER 19, 2022 by 1:30 pm

Request for Proposal for:

SWEO EQUITY and ENVIRONMENTAL JUSTICE PLAN

SUBMIT:

One (1) Original
Four (4) Complete Copies
Two (2) USB Flash Drives with .doc or .pdf 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.**

****Proposal shall be sealed and clearly marked on the package cover with RFP #, Title & Company Name**

Refer Questions to Project Manager:

Samantha Springs
Environmental Outreach Specialist / Solid Waste and
Environmental Outreach
Samantha.Springs@clark.wa.gov
564-397-7331

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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SWEO Equity and Environmental Justice Plan

Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>Clark County Solid Waste and Environmental Outreach (SWEO) manages the regional solid waste system in partnership with the cities of Battle Ground, Camas, La Center, Ridgefield, Vancouver, Washougal, and the town of Yacolt. The purpose of the solid waste management activities in Clark County is to protect and preserve human health, environmental quality and natural resources through efficient, cost-effective programs and services. The program contracts with private companies for recycling collection, sorting, processing, and marketing; household hazardous waste collection and disposal; and garbage transfer and disposal services. Green Neighbors, Green Business, and Green Schools, along with our Composter Recycler programs are the cornerstones of our outreach system.</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>Clark County recognizes that policy and planning decisions for our solid waste system do not impact us all the same way. These decisions disproportionately affect vulnerable communities and limit the opportunity for many people to access resources, acquire essential services, and participate in community outreach programs. Community members who are most vulnerable to solid waste system changes need to be at the center and forefront of this project and include a variety of groups, such as: communities of color; people with disabilities; people with limited income and resources; older adults; and young families.</p> <p>Clark County SWEO seeks to contract with a consultant to assess the solid waste system for equity and environmental justice, and to develop an "Equity and Environmental Justice Plan" ("Plan"). The Plan will serve the residents, businesses, and schools of Clark County. This Plan will identify and address inequities in Clark County's solid waste system, including outreach efforts, services, staffing, infrastructure, accessibility, and other system impacts on communities of color, the elderly, and other under-served communities. Once developed, the plan will be added to the 2023 Solid Waste Management Plan as an appendix.</p>
3. Scope of Project	<p>Clark County SWEO is seeking a contractor to lead a process to develop and produce the Equity and Environmental Justice Plan. The Consultant is to use the following as a guide to study Clark County's solid waste system, and develop a Plan that addresses Justice, Equity Diversity, and Inclusion ("JEDI").</p> <ul style="list-style-type: none"> • Research / System Analysis <ul style="list-style-type: none"> ○ Review the 2023 Clark County Solid Waste Management Plan ○ Review solid waste system planning documents

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SWEO Equity and Environmental Justice Plan

- Review Healthier Clark County InfoMap – includes demographics, social determinants of health, maternal health, chronic disease, and behavioral health of residents in Clark County.
- Must be able to integrate research into public involvement and outreach efforts that help get to solutions that stick.
- Public Involvement
 - Engage with community members and organizations in Clark County for direct feedback on solid waste system and plans. Engagement may be directed to a subcontractor. Contractor to determine which local organizations to engage. For example:
 - Clark County Solid Waste Advisory Commission
 - Comunidades PNW
 - Fourth Plain Forward
 - LULAC of Southwest Washington
 - Micro Enterprise Services of Oregon
 - NAACP Vancouver Branch
 - The Noble Foundation
 - YWCA Clark County
 - Involve the public to ensure communities and project proponents learn, talk, and listen.
 - Concerns are turned into solutions and projects in the Plan.
- Deliverables
 - Complete final draft of the Plan by June 30, 2023
 - Recommend and develop specific actions in the Plan based on identified inequities and input from community members, as well as research and data from sources listed above.
 - Assist or prepare county staff and stakeholders to implement equity recommendations
 - Provide at least one JEDI training for Clark County SWEO staff with the possibility of adding more in the future.
- Facilitation
 - Aid diverse parties to resolve tough issues and mediate contentious decisions.
 - Be an expert communicator with the ability to keep groups focused and negotiate solutions.
- Collaboration
 - Establish a mutually agreed upon meeting schedule with SWEO equity project staff.
 - Provide efficient and effective methods of communication, i.e., phone calls, text messages, emails, etc. with county staff, stakeholders, and community members.
- Expectations of the Plan
 - Facilities and services are accessible for entire community (i.e. language accessibility, physical accessibility, customer service and outreach accessibility)
 - Defines actionable criteria for citing of new transfer facility for environmental and social justice

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SWEO Equity and Environmental Justice Plan

	<ul style="list-style-type: none"> ○ Recommendations and action items for improving equitable conditions in solid waste system ○ Short, medium, and long-term actionable recommendations ○ Timeline for recommendations 														
<p>4. Project Funding</p>	<p>The anticipated cost for the services described herein is \$50,000.</p> <p>The Proposer’s proposal shall include the Proposer’s true estimated cost to perform the work irrespective of the budgeted funds for this work.</p> <p>Work is to be funded by the Washington State Department of Ecology’s Local Solid Waste Financial Assistance grant. Allocation of funds for this RFP will be established based on the costs estimated in the selected proposal.</p> <p>Allocation of funds for this RFP will be established based on the funds requested in the selected proposal.</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 <u>intended</u> timeline:</p> <table border="1" data-bbox="423 1409 1511 1845"> <tr> <td>Proposals Due</td> <td>October 19, 2022</td> </tr> <tr> <td>Questions & Answers Due</td> <td>October 12, 2022</td> </tr> <tr> <td>Proposal Review / Evaluation Period</td> <td>October 26, 2022</td> </tr> <tr> <td>Interviews/Demonstration</td> <td>November 2 – 7, 2022</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>November 9, 2022</td> </tr> <tr> <td>Contract Negotiation / Execution</td> <td>November 9 – 30, 2022</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>December 1, 2022</td> </tr> </table>	Proposals Due	October 19, 2022	Questions & Answers Due	October 12, 2022	Proposal Review / Evaluation Period	October 26, 2022	Interviews/Demonstration	November 2 – 7, 2022	Selection Committee Recommendation	November 9, 2022	Contract Negotiation / Execution	November 9 – 30, 2022	Contract Intended to Begin	December 1, 2022
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SWEO Equity and Environmental Justice Plan

<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>
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Section IB	Work Requirements
<p>1. Required Services</p>	<p>Task 1: Research / System Analysis The consultant will review solid waste facility plans, the 2023 Solid Waste Management Plan, and other reports and data to ensure plans for solid waste infrastructure and services are equitable, environmentally just, and meet the needs of historically under-served and low-income community members in Clark County.</p> <p>Task 2: Public Engagement The consultant will engage with community members and organizations in Clark County to gather feedback on the solid waste system and services. Use this engagement to inform the Plan.</p> <p>Task 3: Plan Development The consultant will write a comprehensive Plan that identifies and address inequities and injustices in Clark County's solid waste system, including outreach efforts, services, staffing, infrastructure, accessibility, and other system impacts. This Plan should have actionable recommendations.</p>
<p>2. County Performed Work</p>	<p>The County will provide:</p> <ul style="list-style-type: none"> • A designated county contact to act as program lead and coordinator, and as a liaison between the contractor, other county staff, stakeholders, and other contractors • Staff expertise for orientation to the regional solid waste system and SWEO projects • Applicable data and reports • County solid waste staff engagement and participation • Site visits to solid waste facilities as needed
<p>3. Deliverables & Schedule</p>	<p>Expected Outcomes and Deliverables:</p> <ul style="list-style-type: none"> • A final draft of the Equity and Environmental Justice Plan to be completed by June 30, 2023

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SWEO Equity and Environmental Justice Plan

	<ul style="list-style-type: none"> • Plan includes elements described in the scope of project • A summary document highlighting key recommendations to the Plan • Assist or prepare county staff and stakeholders to implement equity recommendations in the Plan • Provide at least one JEDI training for Clark County SWEO staff with the possibility of adding more in the future <p>Other deliverables include itemized invoices, and documentation/data of public surveys or focus groups.</p>
4. Place of Performance	Contract performance may take place in the County's facility, the Proposer's facility, a third-party location or any combination thereof.
5. Period of Performance	<p>A contract awarded as a result of this RFP will be for one (1) year and is intended to begin on December 1, 2022 and end November 30, 2023.</p> <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>

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SWEQ Equity and Environmental Justice Plan

<p>7. Debarred/Suspended</p>	<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>
<p>8. Public Disclosure</p>	<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>
<p>9. Insurance/Bond</p>	<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>

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	<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 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.</p> <p>F. <u>Professional Liability (aka Errors and Omissions)</u> 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.</p> <p>G. <u>Umbrella Liability Coverage</u> 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.</p> <p>H. <u>Additional Insured</u> 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.</p> <p>All policies must have a Best's Rating of A-VII or better.</p>
<p>10. Plan Holders List</p>	<p>All proposers are required to be listed on the plan holders list.</p> <p>✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:</p> <p>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</p> <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. Questions are to be emailed to the project manager, listed on the front page of this document.
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 1:30 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 ten (10) 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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SWEO Equity and Environmental Justice Plan

	<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, may 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 project team should have examples of JEDI plans, or related projects. The organization and project team should be able to provide a schedule for completion of deliverables. Lastly, they should have some knowledge of solid waste systems, or other public services, utilities, and infrastructure.
3. Management Approach	Describe how your organization manages projects including planning, communications, implementation, and completion of deliverables.
4. Respondent's Capabilities	<p>The Respondent should provide an example of a previous JEDI plan, report, PowerPoint or other related project deliverable as an attachment to their proposal (this will not count towards the 10-page limit for Proposals).</p> <p>The Respondent should identify the following in their proposal to demonstrate the project team's capabilities:</p> <ul style="list-style-type: none"> • Strengths and values of your organization • An assessment of your current organizational capacity for this project • Describe ability, qualifications, and interest to complete this project • Describe current direction and strategies used to identify inequities, or reference this in your example document provided • Describe example strategies/solutions for addressing inequities, or reference this in your example document provided • Provide three (3) references of previous clients seeking similar equity consultation.

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5. Project Approach and Understanding	Respondents are to show their understanding of the project and their approach to the work by providing an organized, detailed Proposal addressing all needs outlined in this RFP. Provide a schedule demonstrating how you will complete a draft Plan by June 30, 2023.
6. Proposed Cost	Provide at least the following: <ul style="list-style-type: none">• A true estimated cost of requested work, regardless of current budgeted funds• Job titles and hourly pay of project team (no names)• An example invoice for requested work with itemized tasks• Any additional cost information for other consultants to work on the project
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>1.1 Pre-Screening: Proposals will be screened for completeness. Incomplete proposals will not be evaluated.</p> <p>1.2 Risk Assessment: Proposals will be reviewed and screened for risk based on requirements in Section IB.</p> <p>1.3 Committee Evaluation: Proposals which pass pre-screening and risk assessment will be evaluated by a Review Committee based on the following criteria and listed details / examples:</p> <table border="1" data-bbox="399 779 1511 1778"> <thead> <tr> <th data-bbox="399 779 1370 898">Evaluation Criteria</th> <th data-bbox="1370 779 1511 898"># of Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 898 1370 1213"> <p>Work History / Experience / References</p> <ul style="list-style-type: none"> Organization and project team has three (3) or more years of experience involving similar projects and with government clients Have experience in solid waste, utilities, or other public service Proposal includes work history Work history includes examples of JEDI projects The Proposer provides three (3) references of previous clients of similar projects References attest to the benefits of working with your organization </td> <td data-bbox="1370 898 1511 1213">30</td> </tr> <tr> <td data-bbox="399 1213 1370 1373"> <p>Proposal Approach / Quality</p> <ul style="list-style-type: none"> A quality proposal addresses all work outlined in this RFP. A quality proposal is free of grammatical and spelling errors. A quality proposal is organized and easy to understand. </td> <td data-bbox="1370 1213 1511 1373">30</td> </tr> <tr> <td data-bbox="399 1373 1370 1562"> <p>Product Example</p> <ul style="list-style-type: none"> Proposal includes an attachment example of a previous JEDI or related plan. This may come in the form of a plan, report, PowerPoint, or other deliverable. Attached product example is relevant, high quality, and community-driven </td> <td data-bbox="1370 1373 1511 1562">30</td> </tr> <tr> <td data-bbox="399 1562 1370 1688"> <p>Cost</p> <ul style="list-style-type: none"> Proposed cost is included in Proposal, listing job titles and hourly pay of project team Proposal includes an itemized invoice example </td> <td data-bbox="1370 1562 1511 1688">10</td> </tr> <tr> <td data-bbox="399 1688 1370 1778"></td> <td data-bbox="1370 1688 1511 1778"> <p style="text-align: right;">Total Points</p> <p style="text-align: center;">100</p> </td> </tr> </tbody> </table> <p>1.4 Interviews/Demonstrations: Project manager will schedule interviews with proposers that pass pre-screening and risk assessment.</p>	Evaluation Criteria	# of Points	<p>Work History / Experience / References</p> <ul style="list-style-type: none"> Organization and project team has three (3) or more years of experience involving similar projects and with government clients Have experience in solid waste, utilities, or other public service Proposal includes work history Work history includes examples of JEDI projects The Proposer provides three (3) references of previous clients of similar projects References attest to the benefits of working with your organization 	30	<p>Proposal Approach / Quality</p> <ul style="list-style-type: none"> A quality proposal addresses all work outlined in this RFP. A quality proposal is free of grammatical and spelling errors. A quality proposal is organized and easy to understand. 	30	<p>Product Example</p> <ul style="list-style-type: none"> Proposal includes an attachment example of a previous JEDI or related plan. This may come in the form of a plan, report, PowerPoint, or other deliverable. Attached product example is relevant, high quality, and community-driven 	30	<p>Cost</p> <ul style="list-style-type: none"> Proposed cost is included in Proposal, listing job titles and hourly pay of project team Proposal includes an itemized invoice example 	10		<p style="text-align: right;">Total Points</p> <p style="text-align: center;">100</p>
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<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.</p> <p>A one hundred (100) point system will be used, weighted against the following criteria:</p> <table border="1" data-bbox="399 394 1421 709"> <tr> <td>Work History / Experience / References</td> <td>30</td> </tr> <tr> <td>Proposal Approach / Quality</td> <td>30</td> </tr> <tr> <td>Product Example</td> <td>30</td> </tr> <tr> <td>Cost</td> <td>10</td> </tr> <tr> <td style="text-align: right;">Total Points</td> <td>100</td> </tr> </table>	Work History / Experience / References	30	Proposal Approach / Quality	30	Product Example	30	Cost	10	Total Points	100
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Proposal Approach / Quality	30										
Product Example	30										
Cost	10										
Total Points	100										
<p>Section IIIB</p>	<p>Contract Award</p>										
<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>										
<p>2. Contract Development</p>	<p>The proposal and all responses provided by the successful Proposer may become a part of the final contract.</p>										
<p>3. Award Review</p>	<p>The public may view Request for Proposal documents by submitting a public records request at www.clark.wa.gov .</p>										
<p>4. Orientation/Kick-off Meeting</p>	<p>Once the contract is awarded, we will plan a kick-off meeting following the scheduled project start date of December 1, 2022.</p>										

**Request for Proposal #842
SWEQ Equity and Environmental Justice Plan**

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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SWEQ Equity and Environmental Justice Plan**

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.