



**RFP #847**  
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

---

Clark County Washington

RELEASE DATE: WEDNESDAY, NOVEMBER 9, 2022  
DUE DATE: WEDNESDAY, DECEMBER 14, 2022 by 1:30 pm

Request for Proposal for:

**ENVIRONMENTAL PERMITTING and NATURAL RESOURCES TASK  
ASSIGNMENT CONTRACTS**

**SUBMIT:**

One (1) Original  
Four (4) Complete Copies

of the Proposal to:

**Shipping Method of your Choice or Hand Delivery**

Clark County  
ATTN: Office of Purchasing  
1300 Franklin Street, 6<sup>th</sup> Floor, Suite 650  
Vancouver WA 98660  
564-397-2323

**United States Postal Service**

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:**

Audrey Riddell  
Environmental Permit Coordinator | Public Works  
[Audrey.Riddell@clark.wa.gov](mailto:Audrey.Riddell@clark.wa.gov)  
360-558-0524

## 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](mailto:ADA@clark.wa.gov)

# Request for Proposals Table of Contents

## PART I PROPOSAL REQUIREMENTS

### Section IA: General Information

1. Introduction
2. Background
3. Scope of Project
4. Project Funding
5. Timeline for Selection
6. Employment Verification

### Section IB: Work Requirements

1. Required Services
2. County Performed Work
3. Deliverables and Schedule
4. Place of Performance
5. Period of Performance
6. Prevailing Wage
7. Debarred / Suspended
8. Americans with Disabilities Act (ADA) Information
9. Public Disclosure
10. Insurance/Bond
11. Plan Holders List

## PART II PROPOSAL PREPARATION AND SUBMITTAL

### Section IIA: Pre-Submittal Meeting/Clarification

1. Pre-Submittal Meeting
2. Proposal Clarification

### Section IIB: Proposal Submission

1. Proposals Due
2. Proposal

### Section IIC: Proposal Content

1. Cover Sheet
2. Project Team
3. Management Approach
4. Respondent's Capabilities
5. Project Approach and Understanding
6. Proposed Cost
7. Employment Verification

## PART III PROPOSAL EVALUATION & CONTRACT AWARD

### Section IIIA: Proposal Review and Selection

1. Evaluation and Selection
2. Evaluation Criteria Scoring

### Section IIIB: Contract Award

1. Consultant Selection
2. Contract Development
3. Award Review
4. Orientation/Kick-off Meeting

## ATTACHMENTS

- A: Proposal Cover Sheet
- B: Letter of Interest
- C: Certification Regarding Debarment, Suspension and Other Responsibility Matters Form

# Request for Proposal #847

## Environmental Permitting and Natural Resources Task Assignment Contracts

### Part I

### Proposal Requirements

Section IA	General Information
1. Introduction	<p>Clark County intends to award multiple contracts for environmental permitting and natural resources related support services to be provided on an as-needed basis. The services to be provided are for the discipline areas listed below.</p> <ol style="list-style-type: none"><li>1. Environmental Documentation and Permitting</li><li>2. Archaeological/Cultural Resources</li><li>3. Forestry Consulting</li><li>4. Stream Restoration and Fish Habitat Enhancement</li></ol> <p>A <u>separate</u> proposal shall be submitted for each discipline area on which the firm is proposing. Firms may submit multiple proposals if they are qualified in more than one discipline area. Selections will be based only on the information provided for that area.</p> <p>The discipline area shall be indicated on the cover sheet (Attachment A).</p> <p>Firms cannot partner or team with other firms or have sub consultants in their proposal. They will be selected on their capabilities. Firms that do not follow this guideline may be eliminated from consideration. Use of sub consultants or support services, such as flagging, drilling, testing, etc., will be considered for individual tasks when needed.</p> <p>If your company contact details <i>are not</i> on the Plan Holder List at <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a> 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 Public Works is seeking proposals from qualified firms with demonstrated experience in each of the areas listed above. These firms will be used on an as-needed basis to assist with projects when county staff does not have expertise or availability to do the work.</p>
3. Scope of Project	<p>Each successful firm will be required to enter into a Washington State Department of Transportation (WSDOT) Local Agency Standard Consultant Agreement with Clark County. A copy of the agreement is included as Attachment C and should be read carefully before submitting a proposal. Changes cannot be made to the contract.</p> <p>There is no guarantee of any expenditure on these contracts. Individual tasks will be assigned to firms as project needs are identified. The scope of work, schedule and compensation for each item of work will be established in writing through a Task Order prior to commencement of the work. Task Orders will be issued by the county's contract administrator which will be assigned for each of the areas. Any changes to the scope of work, schedule or budget must be agreed to by the consultant and Clark County in writing.</p>

# Request for Proposal #847

## Environmental Permitting and Natural Resources Task Assignment Contracts

	<p>Firms will be required to have their overhead rates approved by WSDOT. Profit will be limited to 10% of the combination of direct salary cost and overhead.</p>										
<p>4. Project Funding</p>	<p>Clark County anticipates awarding multiple contracts for each area in amounts up to \$200,000 per discipline area. The actual number and amount of the contracts will be determined after the proposals have been reviewed.</p> <p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.</p> <p>La poliza del condado de Clark es garantizar que ninguna persona por motivos de raza, color, origen nacional o sexo según lo dispuesto en el Title VI of the Civil Rights Act de 1964, según enmendada, sea excluida por participar en, ser negado los beneficios de, o ser discriminado por cualquier programa o actividad patrocinada por el condado. Para preguntas relacionadas con el programa de Title VI de Obras Públicas del condado de Clark, o para servicios de interpretación o traducción para personas que no hablan inglés. O para que los materiales estén disponibles en un formato alternativo, comuníquese con el coordinador del Title VI de Obras Públicas del condado de Clark por correo electrónico a <a href="mailto:CCPW-TitleVI@clark.wa.gov">CCPW-TitleVI@clark.wa.gov</a> o por teléfono a 564-397-9444. Las personas con problemas de audición / habla pueden llamar a Washington Relay Center al 711.</p> <p>For questions regarding Clark County Public Works' Title VI Program, or for interpretation or translation services for non-English speakers, or otherwise making materials available in an alternate format, contact Clark County Public Works' Title VI Coordinator via email <a href="mailto:at_CCPW-TitleVI@clark.wa.gov">at CCPW-TitleVI@clark.wa.gov</a> or phone <a href="tel:564.397.4944">564.397.4944</a>. Hearing/speech impaired may call the Washington Relay Center at 711.</p>										
<p>5. Timeline for Selection</p>	<p>The following dates are the <b>intended</b> timeline:</p> <table border="1" data-bbox="423 1537 1511 1850"> <tr> <td>Proposals Due</td> <td>December 14, 2022</td> </tr> <tr> <td>Proposal Review / Evaluation Period</td> <td>December 15, 2022 – January 5, 2023</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>January 6, 2023</td> </tr> <tr> <td>Contract Negotiation / Execution</td> <td>January 30, 2023</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>February 8, 2023</td> </tr> </table>	Proposals Due	December 14, 2022	Proposal Review / Evaluation Period	December 15, 2022 – January 5, 2023	Selection Committee Recommendation	January 6, 2023	Contract Negotiation / Execution	January 30, 2023	Contract Intended to Begin	February 8, 2023
Proposals Due	December 14, 2022										
Proposal Review / Evaluation Period	December 15, 2022 – January 5, 2023										
Selection Committee Recommendation	January 6, 2023										
Contract Negotiation / Execution	January 30, 2023										
Contract Intended to Begin	February 8, 2023										

# Request for Proposal #847

## Environmental Permitting and Natural Resources Task Assignment Contracts

6. Employment Verification	<p>To be considered <b>responsive</b> to this formal Clark County RFP, all proposers shall submit before, include with their response or within <b>48 hours</b> 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: <a href="http://www.dhs.gov/E-Verify">www.dhs.gov/E-Verify</a></p> <p><b>How to submit the MOU in advance of the submittal date:</b></p> <ol style="list-style-type: none"><li>1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;</li><li>2. E-mail: <a href="mailto:koni.odell@clark.wa.gov">koni.odell@clark.wa.gov</a> or <a href="mailto:priscilla.ricci@clark.wa.gov">priscilla.ricci@clark.wa.gov</a></li></ol> <p><i>Note : Sole Proprietors shall submit a letter stating exempt.</i></p>
<b>Section IB</b>	<b>Work Requirements</b>
1. Required Services	<p>The selected firms will be used on an as-needed basis to assist with projects when county staff does not have the expertise or availability to complete the work. The size and scope of projects are highly variable and some may require a rapid response in the case of an emergency.</p> <p>Examples of the types of services to be provided and requirements for each discipline area are described below:</p> <p><b>AREA 1: ENVIRONMENTAL DOCUMENTATION and PERMITTING</b></p> <ul style="list-style-type: none"><li>• Provide environmental documentation and permitting support for project managers/coordinators. Advise managers and coordinators of environmental documentation and permitting requirements for projects;</li><li>• Develop permit application narratives, and documents and exhibits; meet with agency personnel, property owners, and other consultants as required in obtaining permits;</li><li>• Conduct wetland delineations, critical/sensitive area assessments, and biological assessments;</li><li>• Ensure NEPA and SEPA procedures are followed during planning and designing phase of projects; develop NEPA and SEPA documents that are appropriately sized to the project impacts;</li><li>• Conduct Phase I and Phase II Environmental Site Assessments (Hazardous Waste), noise assessments, air quality analysis (i.e. project level conformity, hot-spot analysis) and other specialized environmental discipline reports as necessary for NEPA procedures;</li><li>• Coordinate and/or complete necessary documentation for Environmental Impact Statements, Environmental Assessments, and Categorical Exclusions;</li><li>• Develop mitigation plans using Washington Department of Ecology, US Army Corps and County guidelines, along with developing planting plans for wetland and habitat mitigation;</li><li>• Develop permit application submittals and narratives to comply with county critical areas ordinances (Titles 40.440, 40.450, and 40.460).</li></ul>

# Request for Proposal #847

## Environmental Permitting and Natural Resources Task Assignment Contracts

	<p><u>AREA 2: ARCHAEOLOGICAL/CULTURAL RESOURCES</u></p> <ul style="list-style-type: none"><li>• Conduct Clark County Archaeological Predeterminations;</li><li>• Conduct Cultural Resource Surveys;</li><li>• Conduct Historic Property Surveys;</li><li>• Conduct Archaeological Monitoring;</li><li>• Prepare Inadvertent Discovery Plans;</li><li>• Must have knowledge of WSDOT, DAHP, and Department of the Interior standards, Section 106 of National Historic Preservation Act, Washington State Executive Order 21-02, and Section 4(f) of the Transportation Act.</li><li>• Staff must meet the minimum professional qualifications as defined by the Professional Qualifications Standards from the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (CFR 36 Part 61);</li><li>• Obtain Excavation Permits from DAHP or other agencies.</li></ul> <p><u>AREA 3: FORESTRY CONSULTING</u></p> <ul style="list-style-type: none"><li>• Conduct Unit Layout &amp; Mapping;</li><li>• Conduct Timber Cruising;</li><li>• Conduct Stocking Inventories;</li><li>• Conduct Riparian Buffer Layout;</li><li>• Supervise Logging Contracts;</li><li>• Provide Sustainable Forest Land Management Planning;</li><li>• Provide support for Urban Forestry Planning and Permitting.</li><li>• Assist with Forest Practice Permitting</li></ul> <p><u>AREA 4: WATERSHED ASSESSMENT, STREAM RESTORATION AND FISH HABITAT ENHANCEMENT</u></p> <ul style="list-style-type: none"><li>• Assess habitat (riparian, wetland, and in-stream)</li><li>• Perform stream reconnaissance;</li><li>• Provide aquatic habitat design and implementation;</li><li>• Conduct cost-benefit analysis for habitat restoration projects;</li><li>• Provide stream habitat restoration and fish passage grant application support</li></ul>
2. County Performed Work	For most tasks the consultant will be working closely with county staff on the project. The responsibilities of the consultant will be clearly defined in the scope of the task order.
3. Deliverables & Schedule	The deliverables and schedule for each task will be clearly defined in the task order.
4. Place of Performance	The place of performance will vary from task to task but will typically be in Clark County. Since the tasks will vary in size and some may require a rapid response in the case of an emergency it will be important for firms to have staff in the local area.



# Request for Proposal #847

## Environmental Permitting and Natural Resources Task Assignment Contracts

5. Period of Performance	<p>A contract awarded as a result of this RFP will be for two (2) years and is intended to begin in February 2023 and end January 2025.</p> <p>Clark County reserves the right to extend the contract resulting from this RFP for a period of three (3) 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><a href="http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm">http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm</a></p> <p><a href="http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates">http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates</a></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 &amp; I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.</p>
7. Debarred/Suspended	<p>Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.</p> <p>All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form with their proposal to be eligible to participate.</p>
8. Americans with Disabilities Act (ADA) Information	<p>Clark County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing <a href="mailto:ADA@clark.wa.gov">ADA@clark.wa.gov</a> or by calling 564-397-2322.</p>
9. 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</p>



## Request for Proposal #847

### Environmental Permitting and Natural Resources Task Assignment Contracts

	<p>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>
10. Insurance/Bond	<p>The firm awarded this contract will be required to have insurance in effect as specified in the contract under Section XII Legal Relations (See <a href="https://wsdot.wa.gov/sites/default/files/2021-10/LP_LAPS-NegotiatedHourlyRate.pdf">https://wsdot.wa.gov/sites/default/files/2021-10/LP_LAPS-NegotiatedHourlyRate.pdf</a> )</p>
11. Plan Holders List	<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: <a href="https://clark.wa.gov/internal-services/purchasing-overview">https://clark.wa.gov/internal-services/purchasing-overview</a></p> <ul style="list-style-type: none"><li>• If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.</li><li>• Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.</li></ul>

# Request for Proposal #847

## Environmental Permitting and Natural Resources Task Assignment Contracts

### Part II Proposal Preparation and Submittal

<b>Section IIA</b>	<b>Pre-Submittal Meeting / Clarification</b>
1. Pre-Submittal Meeting	There will be no pre-submittal meeting or site visit for this project.
2. Proposal Clarification	<p>Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.</p> <p>The deadline for submitting such questions/clarifications is December 7, 2022 by 5:00 pm.</p> <p>An addendum will be issued no later than December 8, 2022 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions &amp; 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: <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a></p>
<b>Section IIB</b>	<b>Proposal Submission</b>
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><b>The outside of the envelope/package shall clearly identify:</b></p> <ol style="list-style-type: none"><li><b>1. RFP Number and;</b></li><li><b>2. TITLE and;</b></li><li><b>3. Name and Address of the Proposer.</b></li></ol> <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>A <u>separate</u> proposal with cover sheet (Attachment A) is required for each discipline area.</p> <p>Proposals must be clear, succinct and not exceed five (5) 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>

## Request for Proposal #847

### Environmental Permitting and Natural Resources Task Assignment Contracts

	<p>Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, should not be included with each copy unless otherwise specified.</p>
<b>Section IIC</b>	<b>Proposal Content</b>
1. Cover Sheet	This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A
2. Project Team	Provide information on the individuals that will be available to work on county projects. A summary table that includes the name, title, years of experience, office location and expertise for each individual may be an appropriate format. Work in Southwest Washington and work similar to that anticipated through a task assignment contract should be emphasized.
3. Management Approach	<p>Describe how the team will be managed internally as well as within the overall County/Consultant project team. Describe how your firm evaluates and presents project information for project teams to make decisions. Include information about your internal QA/QC processes.</p> <p>How does your process ensure deliverables are complete, containing minimal errors?</p> <p>How are County review comments addressed and responses communicated back to the project team?</p>
4. Respondent's Capabilities	Provide information on projects the firm or team members have worked on that demonstrate the firm's capabilities.
5. Project Approach and Understanding	Work approach and understanding will be developed on a task-by-task basis.
6. Proposed Cost	Work costs will be determined on a task-by-task basis.
7. Employment Verification	<p><b>Please refer to section 1A.6. – E-Verify</b></p> <p><b>IMPORTANT NOTE:</b> Include this portion of the response immediately <b>AFTER</b> the cover page, if not already on file with Clark County. Current vendors on file can be viewed at: <a href="https://clark.wa.gov/internal-services/purchasing-overview">https://clark.wa.gov/internal-services/purchasing-overview</a></p>

# Request for Proposal #847

## Environmental Permitting and Natural Resources Task Assignment Contracts

### Part III Proposal Evaluation & Contract Award

<b>Section IIIA</b>	<b>Proposal Review and Selection</b>										
1. Evaluation and Selection:	<p>Proposals received in response to this RFP will be evaluated by a Review Committee. The Committee's review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Council.</p> <p>The proposal scores alone will determine the final consultant selection. Multiple contracts may be awarded in each discipline area.</p>										
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. The point system will be used to rank all proposals for each reviewer, and each proposal's final ranking will be based on its ranking among all reviewers. Raw scores will be used in the unlikely event of a tie in the rankings.</p> <p><b>A one hundred (100) point system will be used, weighted against the following criteria:</b></p> <table border="1" data-bbox="414 844 1490 1249"> <tr> <td>Proposal Approach / Quality</td> <td>15</td> </tr> <tr> <td>Project Team (education and experience with emphasis on work in Southwest Washington)</td> <td>30</td> </tr> <tr> <td>Proposer's capabilities (similar projects with emphasis on projects in Southwest Washington)</td> <td>30</td> </tr> <tr> <td>References and past performance (quality of work, responsiveness, cost effectiveness and control of budget)</td> <td>25</td> </tr> <tr> <td style="text-align: right;">Total Points</td> <td>100</td> </tr> </table>	Proposal Approach / Quality	15	Project Team (education and experience with emphasis on work in Southwest Washington)	30	Proposer's capabilities (similar projects with emphasis on projects in Southwest Washington)	30	References and past performance (quality of work, responsiveness, cost effectiveness and control of budget)	25	Total Points	100
Proposal Approach / Quality	15										
Project Team (education and experience with emphasis on work in Southwest Washington)	30										
Proposer's capabilities (similar projects with emphasis on projects in Southwest Washington)	30										
References and past performance (quality of work, responsiveness, cost effectiveness and control of budget)	25										
Total Points	100										
<b>Section IIIB</b>	<b>Contract Award</b>										
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 County will award contracts to the one or more of highest scoring Proposers in each discipline areas. Should the County not reach a favorable agreement with one of the highest scoring Proposers, the County shall suspend or terminate negotiations and may commence negotiations with the next highest scoring Proposer and so on until a favorable agreement is reached.</p>										

## Request for Proposal #847

### Environmental Permitting and Natural Resources Task Assignment Contracts

3. Award Review	The public may view Request for Proposal documents by submitting a public records request at <a href="http://www.clark.wa.gov">www.clark.wa.gov</a> .
4. Orientation/Kick-off Meeting	There will not be an orientation or kick-off meeting. Once a contract is executed that firm will be available for task orders. The timing of task assignment work can be difficult to predict. Firms can contact the contract administrator with questions.

**Request for Proposal #847  
Environmental Permitting and Natural Resources Task Assignment Contracts**

**Attachment A: COVER SHEET**

General Information:

Legal Name of Proposing Firm \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Program Location (if different than above) \_\_\_\_\_

Email Address \_\_\_\_\_

Tax Identification Number \_\_\_\_\_

**ADDENDUM:**

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

None     1     2     3     4     5     6

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

**Request for Proposal #847  
Environmental Permitting and Natural Resources Task Assignment Contracts**

**Attachment B: LETTER OF INTEREST**

Legal Name of Applicant Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Program Location (if different than above) \_\_\_\_\_

Email Address \_\_\_\_\_

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

Email Letter of Interest to: [Koni.Odell@clark.wa.gov](mailto:Koni.Odell@clark.wa.gov) and [Priscilla.Ricci@clark.wa.gov](mailto:Priscilla.Ricci@clark.wa.gov)

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

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

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



**Request for Proposal #847  
Environmental Permitting and Natural Resources Task Assignment Contracts**

**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.