

RFP #855

PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, MAY 10, 2023 DUE DATE: WEDNESDAY, JUNE 7, 2023 by 1:30 pm

Request for Proposal for:

STREET-LEVEL IMAGERY SERVICES

SUBMIT:

One (1) Original

One (1) Electronic copy on digital media – USB flash drive preferred

of the Proposal to:

Shipping Method of your Choice or Hand Delivery

Clark County ATTN: Office of Purchasing 1300 Franklin Street, 6th 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

 $\label{eq:first-operator} \textbf{Office Hours:} \ 8:00 \ \text{am} - 3:00 \ \text{pm}, \ \text{Monday} - \text{Friday}, \ \text{except Legal Holidays}.$

No electronic submissions.

Refer Questions to Project Manager:

Michael Fish
Chief Deputy / Clark County Assessor's Office
Michael.Fish@clark.wa.gov
564-397-4547

^{**}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

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 Opportunity Plan http://www.clark.wa.gov/hr/documents.html. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

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

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

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

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

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

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

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

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

PROTESTS - Must be submitted to the Purchasing Department.

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

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

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

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

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

FOR ALTERNATIVE FORMATS

Clark County ADA Office: V: 564-397-2322

ADA@clark.wa.gov

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Part I

Proposal Requirements Section IA General Information 1. Introduction The purpose of this RFP is to acquire professional services to collect, host, and present streetlevel imagery for use within Clark County and is issued by the Clark County Assessor's Office in partnership with the Geographic Information Systems (GIS) department. While the primary goal of this RFP is to identify and select services to support 'desktop appraisal' as further explained below, we believe there are other potential uses and business cases for street-level imagery in multiple county departments, agencies, and local cities. The services, tools, and functionality resulting from responses to this RFP may also be shared with and evaluated by other county assessors and jurisdictions within Washington State. Any resulting contract or

In 2021, Washington State RCW 84,41,041 was amended to read "each county assessor must cause taxable real property characteristics to be reviewed in accordance with International Association of Assessing Officers (IAAO) standards for physical inspection". This amendment provides assessors with an alternative to traditional physical inspections as defined by IAAO, which include leveraging a combination of street-level and oblique aerial imagery viewed at appraiser workstations to conduct real property inspections in lieu of sending appraisers into the field. Clark County refers to this alternative inspection technique as 'Desktop Appraisal'. By having appraisers conduct inspections using desktop appraisal, the Assessor's Office can better manage growing workloads today and into the future without necessarily having to request additional appraisal positions.

agreement from this RFP may also be extended to other counties through cooperative contract language as allowed by state law. With these declarations in mind, this RFP is purposefully open-ended, allowing respondents to share their services and success stories

across a wide spectrum of applications, not only to support desktop appraisal.

Clark County Assessor's Office continues to explore the possibility of leveraging desktop appraisal and seeks solutions which provide team members the tools to assess properties more efficiently and effectively. Based upon preliminary analysis, we believe desktop appraisal could be highly effective in the county's most densely populated urban areas, typically where properties can be easily seen from public roads. To that extent, we are considering an option for a smaller scale pilot project to evaluate services which is further described in the following RFP requirements.

Beyond the pilot project, the issuance of this RFP allows the Assessor's Office, other county departments, and local cities to plan for and submit budget requests for expenditures in 2024. The budgeting process begins in late May 2023 for County budget activity and continues through the fall concluding with the budget adoption in November.

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

Proposers shall respond to all sections to be considered.

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

2. Background

Located in Southwest Washington, Clark County covers 656 square miles with a population estimated over 526,000 in 2023. Within the county, the Assessor's Office is responsible for valuing approximately **160,000** single-family residential properties, **10,500** commercial properties, and **9,500** business personal property accounts on an annual basis as of January 1st of the assessment year, in addition to administering numerous tax relief programs available to qualifying property owners.

The County has experienced significant growth since 2013, adding nearly 22,000 single family residences onto the assessment roll. Per state law, each property is required to be inspected at least once every 6 years. Values for the remaining properties not inspected are statistically adjusted based upon valid market sales occurring between January 1st and December 31st of the year proceeding the assessment valuation date. The current assessment inspection cycle maps are available on the Assessor's website at https://clark.wa.gov/sites/default/files/media/document/2023-01/Combined%20Cycle%20Map.pdf see Attachment D, Exhibit 1 and Exhibit 2: Inspection cycle maps for Residential and Commercial properties.

Legislative changes passed in 2021 amended <u>RCW 84.41.041</u> adopting the International Association of Assessment Officers (IAAO) standards as they relate to physical inspection. This change allows inspections to be performed using street level imagery paired with oblique aerial imagery. With these services successfully implemented into practice, appraisers may assess more properties by eliminating the drive time to and from inspection properties. Besides savings for labor expense, additional savings may be recognized for fleet operations and maintenance as well as associated fuel savings.

In 2019, the Assessor's Office conducted its own street imagery collection project using an Insta360 Pro II 8K 3D HD camera. The project included capturing urban street level real property images, processing or stitching the captured content into a format accepted by Google Street View, and then uploading rendered or stitched files to Google for processing. While the pilot was modestly successful, there were unforeseen challenges associated to managing these processes in addition to longer term concerns about platform stability, availability, and pricing in the future.

In November 2020, the Assessor's Office entered an agreement with Nearmap for professional services to provide aerial imagery, including oblique imagery. Under this agreement the county receives two image updates per year, once in the late winter (leaf-off) and again mid-summer (leaf-on). The imagery currently covers two-thirds of the county which includes all cities and densely populated areas. The remaining third of the county not covered under this agreement is for the most rural parts of northern and eastern Clark County predominantly covered in timber.

3. Scope of Project

The Assessor's Office seeks professional services to capture, manage, and host street-level imagery to support its mandated appraisal functions. Combined with oblique aerial imagery, the use of street-level view imagery allows inspections for properties in most urban and densely populated areas to be performed from an office computer. This alleviates the need to send appraisers into the field to perform inspections.

Additional use cases for other county departments, local cities, and government agencies are also within the scope of this project. Such use cases include but are not limited to: Public Works and Road Divisions to monitor condition of roads needing repair, striping and markings, and traffic signals; Community development to support permit review processes and code enforcement cases; Community planning for growth management analysis and planning; Law enforcement and emergency response agencies including sheriff, police, fire departments, and regional emergency services agencies.

	All deliverables resulting from this project must be compatible and operational with ESRI and GIS software systems. Images, application tools, and associated services should be hosted and accessible through cloud-based options.			
4. Project Funding	Allocation of funds for this RFP will be establis proposal.	Allocation of funds for this RFP will be established based on the funds requested in the selected proposal.		
	begins in May 2023 and concludes in early De one-time funding source may also be availal	Funds for this project will be requested as part of the county's 2024 budget process, which begins in May 2023 and concludes in early December. An additional \$50,000 from a designated one-time funding source may also be available to conduct a pilot project in late 2023 or early 2024 separate from the county's budget process.		
	The Proposers proposal shall include the Proposers true estimated cost to perform the wo irrespective of the budgeted funds for this work. Costs should be clearly detailed for each typof service to evaluate services and pricing across a wide range of use cases ranging fro assessment/appraisal functions to uses in other county departments and city jurisdictions.			
	Title VI Statements Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (7stat. 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 it response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.			
	El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Dere Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la pre notifica a todos los postores que se asegurará afirmativamente de que cualquier co celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas te la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.			
5. Timeline for Selection	The following dates are the <u>intended</u> timeline	9:		
Coloculon	Pre-submittal Meeting	Monday May 22, 2023		
	Deadline for Questions and Answers	Friday, May 26, 2023		
	Final date for Addendum, if needed	Tuesday, May 30, 2023		
	Proposals Dues	Wednesday, June 7, 2023		
	Proposal Review/Evaluation Period	June 8 – 30, 2023		
	Interviews/Demonstration	June 19 – 30, 2023		
	Selection Committee Recommendation	Friday, June 30, 2023		
	Contract Negotiation/Execution	July 2023 – December 2023		
	Contract Intended to Begin	January 2024 TBD		

6. Employment Verification	To be considered <u>responsive</u> 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 subcontractor (\$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 How to submit the MOU in advance of the submittal date: 1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or; 2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov Note: Sole Proprietors shall submit a letter stating exempt.	
Section IB	Work Requirements	
Required Services	The following requirements are considered essential for the purposes of this RFP:	
	1 <u>Image capture services</u> - Capture digital images of all improved parcels and real property located within the boundaries of Clark County, with primary focus upon densely populated urban areas where properties are easily viewed from public roads, including properties in subdivisions and platted neighborhoods.	
	 a. (PILOT project opportunity) Capture street level imagery for properties in the county's upcoming cycle 5 inspection for high density urban areas as seen in Attachment D – Exhibit 3. This area includes properties within the cities of Vancouver, Camas, and Washougal. 	
	 b. Provide cost estimates based upon the centerline miles for all anticipated coverage area(s) by road type classification as found in Attachment D – Exhibit 5 with top-priority upon the "Public Roads" classification. 	
	c. Image capture occurs during daylight hours near the June summer solstice to maximize visibility and minimize shadows.	
	Pricing – describe your company's pricing model approach, to include how costs are charged and whether seat licenses are required for hosted applications. Be specific with respect to pricing for the following scenarios:	
	Describe the pricing model in which street level imagery may be collected and hosted for either the entire county or a subset of the county.	
	 Describe how multiple county departments and offices access imagery and the pricing model for these services. 	
	c. Describe how local cities and partner agencies access imagery and the pricing model for these services.	
	3 <u>Imagery standards</u> - All imagery shall be taken in compliance with the IAAO Standard on Mass Appraisal of Real Property 2017 Edition section 3.3.5 suitable for desktop review including:	
	All imagery captured must be hosted and presented to county and partner users using online or hosted software applications.	

- b. Imagery resolution must be captured at a sub-inch pixel resolution that enables quality grade and physical condition to be verified.
- c. Imagery must be collected with location tags or synced with other industrystandard methods to determine the location of a parcel, improvement, or other identified points of interest.
- d. Imagery must be captured and presented to allow viewers to pan left, right, up, or down and to zoom in and out to view properties and other conditions of roads, traffic signals, and any other identified points of interest.
- e. Imagery must be presented with the county's Property Identification Number (PID) and/or site address, along with the date and time of the image capture.
- f. All imagery must be presented in a manner which protects the privacy of individuals to include the blurring of faces and vehicle license plates.
- 4 <u>Integration with existing applications and services</u> Vendor must provide imagery that can be integrated and utilized in conjunction with existing hardware and software applications including but not limited to the following software programs currently used by the county and other local jurisdictions or agencies:
 - a. Assessor's Office
 - i. Harris Govern PACS (CAMA system)
 - ii. Nearmap (Aerial imagery services provider)
 - b. Department of Geographic Information Systems (GIS)
 - i. ESRI software including:
 - 1. ArcGIS Pro 2.8, 3.x
 - 2. ArcGIS Online
 - 3. ArcGIS Enterprise 10.9/11
 - Property Information Center supported by GIS databases SQL server v2019
 - iii. Ability to access imagery outside of vendor supplied application via API and/or rest end point by providing property ID or point location
 - c. Department of Community Development
 - i. Computronix (Permits & Inspection Services, Code Enforcement)
 - d. Other county departments, cities, and partner agencies
 - i. Public Works
 - Cities: Battle Ground, Camas, La Center, Ridgefield, Town of Yacolt, Vancouver, Washougal
 - iii. Clark Regional Emergency Services Agency (CRESA / 911)
 - iv. Sheriff's Office
 - v. Clark Regional Wastewater District
- 5 <u>Hosted services and integration</u> the vendor should provide additional services and tools they offer to support desktop appraisal, including:
 - a. Software services to integrate street-level view imagery with Nearmap aerial imagery, PACS / Cama system data, and other mapping tools or applications.
 - b. Workflows and automation tools which progress the user through assigned property groups without having to search for the next parcel to inspect.
 - c. The ability to capture notes, take screen shots, and make annotations as

needed for integration with the County's CAMA system (PACS).

- On-premise service requirements the respondent must provide an overview and specific technical details/architecture for any part of their service offerings which requires an on-premise installation, connection/exchange, or other access point into the county's network.
- Retention of images all collected images must be maintained for a period of not less than 6 years, with a preferred request to purge the rolling (oldest) 7th year of imagery.
- 8 <u>Copyrights and usability of images</u> as mentioned in the project overview, the county expects to have integration with imagery services to share property photos with licensed users as well as the public. This work includes integration with the <u>GIS Property Information Center</u>:
 - a. When images are copied, downloaded, or otherwise consumed for appraisal purposes or any other state or local business, describe any restrictions your company has with respect to the use for internal, public facing, outside government agencies or jurisdictions, or third-party services currently contracted with.
 - b. When an image is copied, via screen shot or downloaded, to be used to respond to an active inquiry or appeal of valuation filed through the Board of Equalization.
 - c. If an image is presented via the GIS Property Information Center through an integration, describe how a watermark or copyright protection is placed upon the imagery see screen shot of the Property Information Center building tab in Attachment D Exhibit 4.
 - d. Describe how your company works with customers with respect to Public Records Requests and Public Disclosure? Today, property images captured by appraisers and presented on the Public Information Center are subject to Public Disclosure. We have parties which request these images annually and we are unclear where ownership of these images may reside in the future.
- 9 <u>Support and Maintenance</u> describe your company's long-term support and maintenance model, including:
 - a. Planning and go-live
 - b. Post go-live support
 - c. Ongoing maintenance
 - d. Ongoing support for service outages or inaccessible services
 - e. Accessibility to images with respect to retention in Requirement 7 above

10 Security requirements as required by Information Technology

- a. All proposers are required to complete the Clark County IT security questionnaire.
- b. Describe your response and action plan for communicating a security breach? Be as specific as possible with respect to the level of information compromised, including the number of records accessed, cause of breach, remedy to resolve said breach, and communication plan to share information about the breach with impacted partners.
- c. County network requirements and expectations preferred methods of transporting data to/from the county and other jurisdictions.

	11 <u>References for integration</u> – list your current client, contact information, and level of integration which demonstrates and supports your response(s).
County Performed Work	The Assessor's Office and Geographic Information Systems department have worked collaboratively to draft requirements for this RFP. Information pertaining to this RFP will also be shared with other county offices/departments, local cities, county agencies, and other WA counties.
	The Assessor's Office conducted a pilot project in 2019 to capture and process street level view imagery. While the pilot project was modestly successful, there were also unforeseen challenges with respect to processing and transmitting imagery. With these lessons learned, in addition to concerns over the usability and long-term viability of Google Street View services, the Assessor's Office is excited to see what services and toolsets are available from a professional services provider. We are also excited to learn how these services and resulting costs can be shared across multiple county departments/offices, as well as local cities and other partner agencies.
3. Deliverables & Schedule	The deliverables and schedule resulting from the award of contract for this RFP will be determined during the contract negotiations, which is dependent upon budget requests to cover the funding for this project.
Place of Performance	Contract performance may take place in the County's facility or the Proposer's facility. All parties will use video meetings to eliminate travel and lodging expense unless there is a specific business reason to meet in-person.
5. Period of Performance	A contract awarded as a result of this RFP will be for either a two (2) or three (3) year period and is intended to begin on January 1, 2024 and end December 31, 2025 or 2026 respectively.
	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.
6. Prevailing Wage Applicable to all public work as defined in RCW 39.04.010(4)	Pursuant to Washington State RCW 39.12 PREVAILING WAGES ON PUBLIC WORKS all work identified in this project as a public work requires the contractor to pay Washington State prevailing wages and file all affidavits of intent to pay with the WA State Dept of Labor & Industries.
Public Works Definition	Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350 BIDDER RESPONSIBILITY CRITERIA – SWORN STATMENT – SUPPLEMENTAL CRITERIA.
	For this project select the Clark County rates that apply on the proposal closing date from either of these sites:
	http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates
	Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of

	Intent to Day Drayailing Wagger (Ferry 1 9 1 Number 700 00)
	Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.
	A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.
7. Debarred/Suspended	Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.
	All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form with their proposal to be eligible to participate.
8. Americans with Disabilities Act (ADA) Information	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 ADA@clark.wa.gov or by calling 564-397-2322.
9. Public Disclosure	This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.
	If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.
10. Insurance/Bond	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.
	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.

C. Worker's Compensation

As required by the industrial insurance laws of the State of Washington.

D. Automobile

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 nonowned 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.

E. <u>Commercial General Liability (CGL) Insurance</u> written under ISO Form CG0001 or its latest equivalent with minimum limits of \$2,000,000 per occurrence and in the aggregate for each one-year policy period. Personal and Advertising Injury \$2,000,000 and General Aggregate \$2,000,000. 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 \$2,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.

F. Professional Liability (aka Errors and Omissions)

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

G. Umbrella Liability Coverage

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

H. Additional Insured

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

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

11. Plan Holders List	All proposers are required to be listed on the plan holders list.	
	✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:	
	To view the Plan Holders List, please click on the link below or copy and paste into your brow Clark County RFP site: https://clark.wa.gov/internal-services/purchasing-overview	
	If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.	
	 Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive. 	

Part II Proposal Preparation and Submittal

Section IIA	Pre-Submittal Meeting / Clarification
Pre-Submittal Meeting	A Non-Mandatory Pre-Submittal meeting is scheduled for Monday, May 22, 2023 at 10:00 am Pacific Time via Microsoft Teams.
	Proposers interested in attending the meeting shall contact Michael Fish at Michael.Fish@clark.wa.gov to receive the invitation for this meeting.
Proposal Clarification	Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.
	The deadline for submitting such questions/clarifications is Friday, May 26, 2023 by 5:00 pm PST.
	An addendum will be issued no later than Tuesday, May 30, 2023 to all recorded holders of the RFP if a substantive clarification is in order,
	The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.
	Clark County RFP site: https://clark.wa.gov/internal-services/request-proposal-1
Section IIB Proposal Submission	
Proposals Due	Sealed proposals must be received no later than the date, time and location specified on the cover of this document.
	The outside of the envelope/package shall clearly identify: 1. RFP Number and;
	2. TITLE and;
	3. Name and Address of the Proposer.
	Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.
	Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.
2. Proposal	Proposals must be clear, succinct and not exceed seventy-five (75) 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. For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

	The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials. Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying. All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail. Additional support documents, such as sales brochures, may be included with each copy unless otherwise specified.
Section IIC	Proposal Content
1. Cover Sheet	This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A.
2. Project Team	Provide a brief overview your organizational structure as well as the Project Team responsible for the negotiation, implementation, training, and ongoing support of services for the Clark County Assessor's Office. Only include the position or job title, and do not provide specific employee names.
3. Management Approach	Describe your company's approach to providing service to state and local municipalities, including how your company's services may help to improve efficiency and the quality of information the Assessor's Office uses to fulfill mandated duties as it pertains to mass appraisal. Please also include other potential uses for your services outside of appraisal applications. This includes public works (roads and traffic signals), community development (permitting, inspection, traffic impact, and code enforcement), community planning, law enforcement, public safety, and regional emergency services.
4. Respondent's Capabilities	Please respond to all 'Required Services' as outlined in section 1B of this RFP Include additional services your company provides which may be useful to county, city, and other local agencies. Provide at least five (5) professional references, ranking them in order from most to least comparable to the Clark County Assessor's Office in terms of size, scope, and budget. For each reference provided, give a short overview of the project and services provided, the timeframe of services rendered under contract, as well as a primary point of contract for the reference provided, including name, email, and phone number. Also include an additional five (5) professional references in the same manner as above for non-assessment services.

5.	Project Approach and Understanding	Share your company's approach to implementing services for a new customer and what methods are leveraged to ensure successful deployment of tools and resources. Also describe how your services may further contribute to the success of the Clark County Assessor's Office and support our mission of "Accurate, on-time assessments at the least cost to taxpayers". Additionally, describe how your services may further contribute to the success of other local government departments and agencies, including county and local cities.
6.	Proposed Cost	All proposed costs must be detailed by available service type on an annualized basis including pricing for the following specific service types: • Services for capture and processing of street-level imagery • Costs for licensing or software providing access to hosted imagery • Consider cost sharing within the county vs externally (cities, CRESA, etc) • Add pricing for proposed pilot project as referenced throughout this RFP
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

Part III Proposal Evaluation & Contract Award

Se	ection IIIA	Proposal Review and Selection		
1.	Evaluation and Selection:	Proposals received in response to this RFP will be evaluated by a Review Committee. The Committee review results and recommendations will be presented to the Clark County Assessor and other City/County/Agency Department Directors for final approval.		
Evaluation Criteria Scoring		Each proposal received in response to the RFP will be objectively evaluated and re to a specified point system. A one hundred (100) point system will be used, weighted against the following		J
		Proposal Approach / Quality	25	
		Creativity / Experience	10	
		Required Services Available	20	
		Additional Services Available	5	
		Cost	25	
		References	15	
		Total Points	100	
		Secondary scoring will be conducted based upon vendor interviews and product d Up to an additional 100 points may be allocated based upon:	etermina	tions.
		Ease of Use and Accessibility	25	
		Tool Sets Available to Improve Efficiency and Accuracy of Business Processes	25	
		Scalability of Services for Other Business Uses	25	
		Vendors Understanding of City / County Business Needs	25	
		Total Points	100	
Se	ection IIIB	Contract Award		
1.	Consultant Selection	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.		

		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.
2.	Contract Development	The proposal and all responses provided by the successful Proposer may become a part of the final contract.
		The primary form of contract shall be the County's Contract for Professional Services unless the respondent prefers to use their contract format. In either case, any proposed contracts will require approval to form from the County's Prosecuting Attorney's Office.
3.	Award Review	The public may view Request for Proposal documents by submitting a public records request at www.clark.wa.gov .
4.	Orientation/Kick-off Meeting	Following contract award, a remote or virtual kick-off meeting will be scheduled to introduce primary business contacts and schedule training for use of vendor provided services.

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 A	ddenda by checking the app	ropriate box(es).	
None ☐ 1 ☐ 2 ☐	3 🗆 4 🖸	5 🗆	6 🗆
NOTE: Failure to do so, shall render	the proposer non-respons	ive and therefore be reje	cted.
I certify that to the best of my knowledge the i the legal authority to commit this agency to a funding levels, and the approval of the Clark C	contractual agreement. I real	lize the final funding for any	
Authorized Signature of Proposing Firm		Date	
Printed Name		Title	

Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency_		
Street Address		
City	State	Zip
Contact Person	Title	
Phone	Fax	
Program Location (if different thar	n 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.

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.

Attachment D: ADDITIONAL ATTACHMENTS

Exhibit 1: Clark County Assessor – Residential Inspection Cycle Map https://clark.wa.gov/sites/default/files/media/document/2023-01/Combined%20Cycle%20Map.pdf

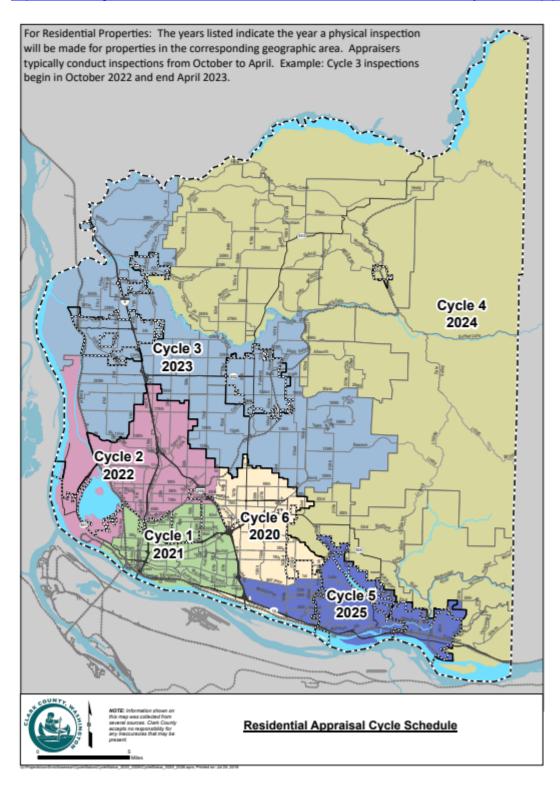


Exhibit 2 - Clark County Assessor — Commercial Inspection Cycle Map https://clark.wa.gov/sites/default/files/media/document/2023-01/Combined%20Cycle%20Map.pdf

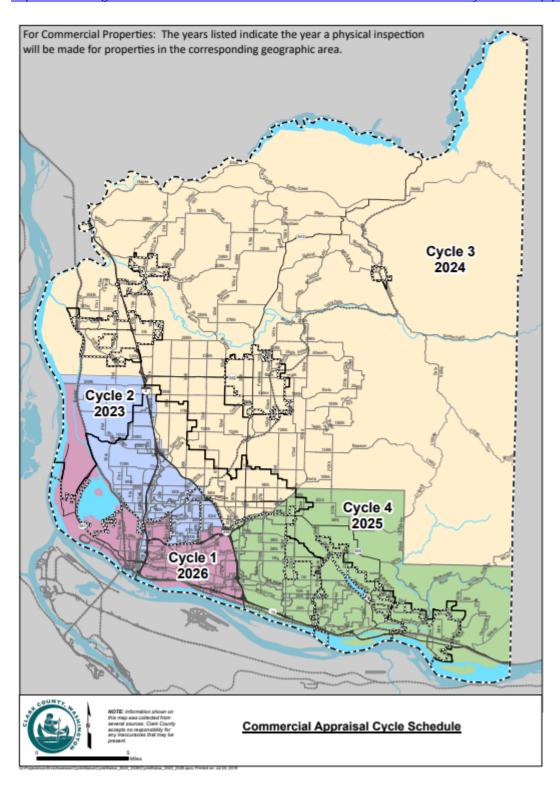


Exhibit 3 – Residential Inspection Cycle Map - Cycle 5 (Pilot Project)

Cycle 5 boundary in light purple with urban neighborhoods depicted with the following road miles for the following neighborhoods:

Nbrhd 32 110.11 miles
Nbrhd 47 146.75 miles
Nbrhd 50 196.40 miles

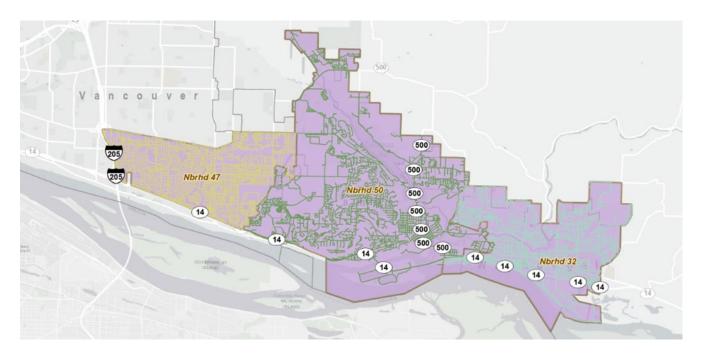


Exhibit 4 – Property Information Center (Building Tab)

https://gis.clark.wa.gov/gishome/property/?pid=FindSN&account=176623304#



Exhibit 5 - Residential Neighborhood Inspection Cycles – Road Summary in Miles Classifications for road mileage or expected centerline miles extracted from County Road Atlas and other mapped products by the Department of Geographic Information Systems (GIS).

Road	Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5	Cycle 6	Total
classification							miles
Highways	59	45	49	32	29	38	252
Arterials	85	80	183	176	65	71	660
Forest Arterial				26			26
Public Roads	284	239	236	169	245	303	1,476
Private Roads	27	47	257	447	31	34	843
Total miles	455	411	725	850	370	446	3,257

Highways: this includes interstates, state routes and their ramps

Arterials: this includes primary arterials and arterials

Forest Arterials: primary forest roads, largely in state forest lands and mostly unpaved

Public roads: named and unnamed public roads (some may be unpaved)

Private roads: named private roads (some may be unpaved)