



REQUEST for PROPOSAL #880
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, NOVEMBER 29, 2023

DUE DATE: WEDNESDAY, DECEMBER 20, 2023 by 1:30 pm

Request for Proposal for:

**HYDRAULIC and SCOUR ANALYSIS of SELECT COUNTY BRIDGES and
REVIEW of and CONDITION ISSUANCE for DEVELOPMENT HYDRAULIC
DESIGNS and FLOODPLAIN PERMITS**

SUBMIT:

One (1) Original

Four (4) Complete Copies

of the Proposal to:

<u>Shipping Method of your Choice or Hand Delivery</u>	<u>United States Postal Service</u>
Clark County ATTN: Office of Purchasing 1300 Franklin Street, 6 th Floor, Suite 650 Vancouver WA 98660 564-397-2323	Clark County ATTN: Office of Purchasing PO Box 5000 Vancouver WA 98666-5000 564-397-2323

Office Hours: 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

No electronic submissions.

****Proposals must be delivered to the Purchasing office – No Exceptions**

****Proposals must be date and time stamped by Purchasing staff by 1:30 pm on due date.**

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

Refer Questions to Project Manager:

Scott Sawyer
Capital Project Manager | Public Works
Scott.Sawyer@clark.wa.gov
564-397-4364

General Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PROTESTS - Must be submitted to the Purchasing Department.

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

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

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

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

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

FOR ALTERNATIVE FORMATS
Clark County ADA Office: V: 564-397-2322
ADA@clark.wa.gov

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Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>The Clark County Community Development department intends to award a single contract for professional services to be provided on an as-needed basis.</p> <p>The types of services to be provided encompass completion of hydraulic analysis, scour monitoring and evaluation, and the development of scour countermeasures of select County bridges and culverts, review of engineering design, guidance for engineering practices, and permit condition issuance.</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 will be eliminated from consideration.</p> <p>Firms must have a certified floodplain manager on staff in order to qualify. Proposals must identify this staff member and list their qualification.</p> <p>If your company contact details <i>are not</i> on the Plan Holder List at https://clark.wa.gov/internal-services/request-proposal-1 Attachment B, Letter of Interest must be submitted to participate in this RFP.</p> <p>Proposers shall respond to all sections to be considered.</p> <p>Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this proposal will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.</p>
2. Background	<p>Clark County Public Works is seeking proposals from qualified firms with demonstrated experience in all the areas listed above. The selected firm will be used on existing hydraulic and scour evaluation projects and on an as-needed basis to assist with projects when county staff either does not have expertise or time to do the work.</p>
3. Scope of Project	<p>The successful firm will be required to enter into a Washington State Department of Transportation (WSDOT) Local Agency Standard Consultant Agreement with Clark County and should be read carefully before submitting a proposal and can be found at: https://wsdot.wa.gov/sites/default/files/2021-10/LP_AEPS-NegotiatedHourlyRate.pdf</p> <p>There is no guarantee of any expenditure on this contract. Individual tasks will be assigned to the selected firm as project needs are identified. The scope of work, schedule and compensation for each project will be established in writing through a Task Assignment prior to commencement of the work. Task Assignments will be issued by the county's contract administrator. Any changes to the scope of work, schedule or budget must be agreed to by the consultant and Clark County in writing as an amendment to the Task Order.</p>

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<p>4. Project Funding</p>	<p>Clark County anticipates awarding a single contract for up to \$100,000. The actual amount of the contract will be determined after the proposals have been reviewed.</p> <p><u>Title VI Statements</u></p> <p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.</p>																
<p>5. Timeline for Selection</p>	<p>The following dates are the <u>intended</u> timeline:</p> <table border="1" data-bbox="423 884 1511 1381"> <tr> <td>Deadline for Questions and Answers</td> <td>December 13, 2023</td> </tr> <tr> <td>Final date for Addendum, if needed</td> <td>December 14, 2023</td> </tr> <tr> <td>Proposals Dues</td> <td>December 20, 2023</td> </tr> <tr> <td>Proposal Review/Evaluation Period</td> <td>January 2 – 12, 2024</td> </tr> <tr> <td>Interviews</td> <td>February 5 – 8, 2024</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>February 9, 2024</td> </tr> <tr> <td>Contract Negotiation/Execution</td> <td>February 12 – April 16, 2024</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>May 13, 2024</td> </tr> </table>	Deadline for Questions and Answers	December 13, 2023	Final date for Addendum, if needed	December 14, 2023	Proposals Dues	December 20, 2023	Proposal Review/Evaluation Period	January 2 – 12, 2024	Interviews	February 5 – 8, 2024	Selection Committee Recommendation	February 9, 2024	Contract Negotiation/Execution	February 12 – April 16, 2024	Contract Intended to Begin	May 13, 2024
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<p>6. Employment Verification</p>	<p>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 sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employees hired after the date of the MOU. The status report shall be directed to the county project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify</p> <p>How to submit the MOU in advance of the submittal date:</p> <ol style="list-style-type: none"> 1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or; 2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov <p><i>Note : Sole Proprietors shall submit a letter stating exempt.</i></p>																

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Section IB	Work Requirements
1. Required Services	<p>The selected firm will be used on a task assignment basis to assist with projects when county staff does not have the expertise or availability to complete the work.</p> <p>The types of services to be provided encompass completion of hydraulic analysis, scour evaluation, and scour counter measure design of select County bridges, review of engineering design, guidance for engineering practices, permit condition issuance, and floodplain/floodway application review.</p> <p>Hydraulic Analysis and Scour Evaluation in support of Clark County Public Works Bridge Preservation Section.</p> <p>Consultant shall assist Preservation Management Section with the following:</p> <ul style="list-style-type: none">• Establish scour monitoring criteria for identified scour critical bridges and culverts.• Evaluate scour potential of bridges and culverts.• Review and recommend scour countermeasures of identified scour critical bridges and culverts.• Scoping-level plans and costs estimates. <p>Flood Plain Review in Support of Clark County Community Development</p> <p>Consultant shall assist County Community Development staff on floodplain/floodway review of project development review applications. Tasks shall include review of proposed designs submitted as part of the development applications as prepared by the project applicants/owners. The applicant's engineer is responsible for the accuracy of the design and report submitted. The County's consultant will certify application responses to Community Development.</p> <p>The type of services to be provided encompass review of developments projects located in floodplain/floodway areas as depicted in the County or FEMA maps to meet the County permit approvals for the floodplain regulations.</p> <p>Application Completeness Review</p> <p>Consultant shall assist with the specific requirements of floodplain/floodway study/analysis as part of the development review intake process to check completeness relative to County and FEMA acceptance criteria. This step may include providing initial review comments feedback to the applicant's design engineer other agencies that need to be involved in review of the proposed application (FEMA, et.)</p> <p>Application Review</p> <p>Consultant shall review and respond to applications within in statutory timeframes of 4 weeks from the stamped date of submittal to the County Development Services section.</p> <p>Typical scope of review for applicant submittals engineering design shall include at a minimum review of the following:</p> <ul style="list-style-type: none">• Hydrologic and hydraulic analysis and modeling.• Floodway and floodplain-encroachment analyses.• 1-D and 2-D river hydraulic modeling and associated LOMR processes.• Steady and unsteady state hydraulic modeling• Bridge, culvert, and fish-passage culvert design.• Freeboard and debris management

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	<ul style="list-style-type: none">• Scour assessments and calculations• Scour countermeasures• Stream grading and stream erosion• Conditional Letter of Map Revision application (where applicable)• Letters Of Map Revision (where applicable)• Zero-rise analysis (as required by CC and FEMA)• Compensatory Storage Analysis (as required by CC and FEMA)• Clark County’s Flood Hazard Areas Ordinance and National Flood Insurance Program (NFIP) requirements <p>Consultant must have a Certified Floodplain Manager or Staff to qualify. Proposals must identify this staff member and list their qualifications.</p> <p>Permit Condition Issuance Consultant shall develop set of permit conditions based on review completed in Task 2.</p>
2. County Performed Work	<p>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 assignment.</p> <p>Typically, county staff will provide design information for each project to be reviewed.</p>
3. Deliverables & Schedule	<p>The deliverables and schedule for each task will be clearly defined in the task assignment.</p>
4. Place of Performance	<p>Contract performance may take place in the County’s facility, the Proposer’s facility, a third-party location or any combination thereof.</p> <p>The place of performance may vary from task to task but will typically be independent of project locations and can be performed at the Proposer’s facility. Occasionally, site visits and coordination with county staff in Clark County will be necessary. Such exceptions will be clearly defined in the scope of the Task Assignment.</p>
5. Period of Performance	<p>A contract awarded as a result of this RFP will be for approximately one and half (1.5) years and is intended to begin on May 13, 2024 and end December 31, 2026.</p> <p>Clark County reserves the right to extend the contract resulting from this RFP for a period of two (2) additional years, in one (1) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.</p> <p>Cost for additional option year(s) shall be reviewed prior to extension of the contract. The county also reserves the right to terminate the contract, with thirty (30) days written notice, at any time if the requirements of the contract are not being met satisfactorily, solely in the county’s judgment.”</p>

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<p>6. Prevailing Wage Applicable to all public work as defined in RCW 39.04.010(4) Public Works Definition</p>	<p>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.</p> <p>Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350 BIDDER RESPONSIBILITY CRITERIA – SWORN STATEMENT – SUPPLEMENTAL CRITERIA.</p> <p>For this project select the Clark County rates that apply on the proposal closing date from either of these sites:</p> <p>http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates</p> <p>Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.</p>
<p>7. Debarred/Suspended</p>	<p>Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.</p> <p>All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form with their proposal to be eligible to participate.</p>
<p>8. Americans with Disabilities Act (ADA) Information</p>	<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 ADA@clark.wa.gov or by calling 564-397-2322.</p>
<p>9. Public Disclosure</p>	<p>This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.</p> <p>If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.</p>

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10. Insurance/Bond	<p>The firm awarded the contract will be required to have insurance in effect as specified in the contract under Section XII Legal Relations. See: WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement at:</p> <p>https://wsdot.wa.gov/sites/default/files/2021-10/LP_AEPS-NegotiatedHourlyRate.pdf</p>
11. Plan Holders List	<p>All proposers are required to be listed on the plan holders list.</p> <ul style="list-style-type: none">✓ Prior to submission of proposal, confirm your organization is on the Plan Holders List below: <p>To view the Plan Holders List, click on the link below or copy and paste into your browser. Clark County RFP site: https://clark.wa.gov/internal-services/purchasing-overview</p> <ul style="list-style-type: none">• If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.• Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

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Part II Proposal Preparation and Submittal

Section IIA	Pre-Submittal Meeting / Clarification
1. Pre-Submittal Meeting	There will be no pre-submittal meeting or site visit scheduled for this project.
2. Proposal Clarification	<p>Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.</p> <p>The deadline for submitting such questions/clarifications is December 13, 2023 by 1:00 pm.</p> <p>An addendum will be issued no later than December 14, 2023 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.</p> <p>Clark County RFP site: https://clark.wa.gov/internal-services/request-proposal-1</p>
Section IIB	Proposal Submission
1. Proposals Due	<p>Sealed proposals must be received no later than the date, time and location specified on the cover of this document.</p> <p>The outside of the envelope/package shall clearly identify:</p> <ol style="list-style-type: none">1. RFP Number and;2. TITLE and;3. Name and Address of the Proposer. <p>Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.</p> <p>Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.</p>
2. Proposal	<p>Proposals must be clear, succinct and not exceed four (4) pages, <u>excluding</u> resumes, E-Verify, coversheet and debarment form. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.</p> <p>For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are <u>readily recyclable</u>.</p> <p>The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.</p>

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	<p>Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, should not be included with each copy unless otherwise specified.</p>
Section IIC	Proposal Content
1. Cover Sheet	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.
3. Management Approach	Describe firm's approach to, and provide references for past performance in, the following areas: <ul style="list-style-type: none">• Quality of work• Responsiveness• Cost effectiveness• Control of budget.
4. Respondent's Capabilities	Provide information on projects the firm or team members have worked on that demonstrate the firm's capabilities in the areas listed in Section 1B.1. Provide information about the project team's experience in documenting review comments and communicating information using clear and effective methods.
5. Project Approach and Understanding	Describe the firm's approach and understanding of the requested review processes, what level of review can be provided within the fee structure from a development applicant, and how to ensure the engineering responsibility remains with a development applicant.
6. Proposed Cost	Not used.
7. Employment Verification	Refer to section 1A.6. – E-Verify IMPORTANT NOTE: Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County. Current vendors on file can be viewed at: https://clark.wa.gov/internal-services/purchasing-overview

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Part III Proposal Evaluation & Contract Award

Section IIIA	Proposal Review and Selection												
1. Evaluation and Selection:	Proposals received in response to this RFP will be evaluated by a Review Committee. The county plans to conduct interviews as a result of this proposal review and recommendation. If a sufficient number of proposals are received, the county intends to interview a minimum of three (3) consultant teams as part of the final selection process. The interview alone will determine the final consultant selection. Points from this proposal review are not carried over to the interview.												
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p>A one hundred (100) point system will be used, weighted against the following criteria:</p> <table border="1" data-bbox="402 741 1430 1203"> <tr> <td>Proposal Quality (concise, well-organized, accurate)</td> <td>10</td> </tr> <tr> <td>Project Team (education and experience with emphasis on flood hazard analysis and NFIP)</td> <td>25</td> </tr> <tr> <td>Management Approach (description and references of past performance for quality of work, responsiveness, cost effectiveness and control of budget)</td> <td>20</td> </tr> <tr> <td>Respondent's Capabilities (products showing requested capabilities with emphasis on areas listed in Section IB.1)</td> <td>25</td> </tr> <tr> <td>Project Approach and Understanding</td> <td>20</td> </tr> <tr> <td style="text-align: right;">Total Points</td> <td>100</td> </tr> </table>	Proposal Quality (concise, well-organized, accurate)	10	Project Team (education and experience with emphasis on flood hazard analysis and NFIP)	25	Management Approach (description and references of past performance for quality of work, responsiveness, cost effectiveness and control of budget)	20	Respondent's Capabilities (products showing requested capabilities with emphasis on areas listed in Section IB.1)	25	Project Approach and Understanding	20	Total Points	100
Proposal Quality (concise, well-organized, accurate)	10												
Project Team (education and experience with emphasis on flood hazard analysis and NFIP)	25												
Management Approach (description and references of past performance for quality of work, responsiveness, cost effectiveness and control of budget)	20												
Respondent's Capabilities (products showing requested capabilities with emphasis on areas listed in Section IB.1)	25												
Project Approach and Understanding	20												
Total Points	100												
Section IIIB	Contract Award												
1. Consultant Selection	<p>The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights, the attributes of the Proposers and the overall responsiveness of the Proposal. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and begin negotiations with the next qualified Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>Clark County reserves the right to accept or reject any or all proposals received, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP. Clark County reserves the right to award the contract based on the best interests of the County.</p>												
2. Contract Development	<p>The 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.</p> <p>The proposal and all responses provided by the successful Proposer may become a part of the final contract</p>												

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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	There will not be an orientation or kick-off meeting. Once a contract is executed the firm will be available for task assignment work. The timing of task assignment work can be difficult to predict. Firms can contact the contract administrator with questions.

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Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm	
Street Address	
City State Zip Code	
Contact Person Title	
Phone	
Program Location (if different than above)	
Email Address	
Tax Identification Number	

ADDENDUM:

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

None 1 2 3 4 5 6

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

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

Authorized Signature of Proposing Firm

Date

Printed Name

Title

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Attachment B: LETTER OF INTEREST

Legal Name of Proposing Firm	
Street Address	
City State Zip Code	
Contact Person Title	
Phone	
Program Location (if different than above)	
Email Address	

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

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

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

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

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

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Attachment C



Clark County, Washington

Certification Regarding Debarment, Suspension and Other Responsibility Matters

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

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

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

Company Name

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

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