



REQUEST for PROPOSAL #908
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, NOVEMBER 6, 2024

DUE DATE: WEDNESDAY, DECEMBER 18, 2024 by 1:30 pm

Request for Proposal for:

EVENT TRAFFIC CONTROL and PARKING SERVICES for the CLARK COUNTY EVENT CENTER

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:

Amy DeShazer

Managing Director of Events

Amy.DeShazer@cceventcenter.org

564-397-6126

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 the Fair Site Management Group (FSMG). 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. FSMG 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 - FSMG 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, FSMG 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 FSMG or the 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 FSMG 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. FSMG is not responsible for any costs incurred prior to the effective date of the contract. FSMG 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 - FSMG 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 FSMG to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. FSMG 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.

MUNICIPAL RESEARCH and SERVICE CENTER - Clark County (WA) contracts with the Municipal Research and Service Center (MRSC) to maintain our Consultant, Small Works and Vendor rosters. To be eligible to participate in this Clark County public solicitation and the resulting contract, your business must be registered with the MRSC Rosters. Failure to register may result in your proposal being marked nonresponsive. Be sure to select Clark County in your application. If you have questions about the registration process, contact the MRSC Rosters at 206-436-3798 or <https://mrscrosters.org/businesses/business-membership/>

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 - FSMG 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 FSMG.

LIMITATION - This RFP does not commit FSMG 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. FSMG 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 - FSMG 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 FSMG 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 FSMG. 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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Event Traffic Control & Parking Services for the Clark County Event Center

Part I Proposal Requirements

Section IA	General Information												
1. Introduction	<p>The purpose of this RFP is to contract for event traffic control and parking services for the events and activities to be held at the Clark County Event Center on behalf of Fairgrounds Site Management Group (FSMG) for a period of three (3) years, with an option to extend the contract for up to four (4) additional one-year terms at the sole discretion of FSMG. The service provider selected by this RFP will also be responsible for traffic control during the annual Clark County Fair.</p> <p>Clark County (WA) contracts with the Municipal Research and Service Center (MRSC) to maintain our Consultant, Small Works and Vendor Rosters. To be eligible to participate in this Clark County public solicitation and the resulting contract your business must be registered with the MRSC Rosters. Failure to register may result in your proposal being marked nonresponsive. Be sure to select Clark County in your application. If you have questions about the registration process, contact the MRSC Rosters at 206-436-3798 or https://mrscrosters.org/businesses/business-membership/</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 and FSMG have made this Request for Proposal subject to Washington State statute RCW 39.34 Interlocal Cooperation Act. The proposer may opt to extend identical services and prices to qualified public agencies. Each contract is between the proposer and individual agency binding only their agency, with no liability to Clark County or FSMG.</p>												
2. Background	<p>The Clark County Event Center at the Fairgrounds is located in Ridgefield, WA along I-5 at the intersection of NE Delfel Rd and NE 179th St. Most event attendees arrive via either I-5 Northbound or I-5 Southbound. However, the recent development of local streets and additional nearby housing has added to the amount of traffic arriving from the South using NE 10th Ave and from the West using NE 179th St.</p> <p>The Clark County Event Center has approximately 121 acres of fully developed parking area. This area is divided into nine (9) separate parking lots of various sizes and shapes. The parking space total for these 9 areas is approximately 7,200 spaces.</p> <p>The Event Center venue consists of a 97,200 square foot Exhibition Hall, the Dr. Jack Giesy Equestrian Arena, a 7,500-seat outdoor grandstand, and various other commercial and agricultural facilities. Events may consist of large ingress and egress at specific times or steady in/out traffic with events open all day. The following depicts a typical number of event days, including the Clark County Fair, which have occurred between January 2023 and August 2024.</p> <table border="1" data-bbox="553 1650 1382 1839"> <thead> <tr> <th>Venue/Event</th> <th>Event Days</th> </tr> </thead> <tbody> <tr> <td>Clark County Fair</td> <td>10 days</td> </tr> <tr> <td>Exhibition Hall</td> <td>194 days</td> </tr> <tr> <td>Dr. Jack Giesy Equestrian Arena</td> <td>127 days</td> </tr> <tr> <td>Misc. Other Venues</td> <td>107 days</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>438 days</td> </tr> </tbody> </table>	Venue/Event	Event Days	Clark County Fair	10 days	Exhibition Hall	194 days	Dr. Jack Giesy Equestrian Arena	127 days	Misc. Other Venues	107 days	Total	438 days
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	<p>The Clark County Fair has been in existence since 1868. It begins each year on the first Friday of August and lasts for 10 days. Thousands of volunteers, along with paid staff, produce the event, which regularly attracts over a quarter of a million attendees.</p> <p>The Clark County RV Inn Style Resorts Amphitheater is also located at the Clark County Fairgrounds, but is operated under separate management; therefore, its events and/or activities are not part of this RFP. Contractor may, however, be required to coordinate activities with the Amphitheater management and/or staff from time to time for event activities, traffic and parking between venues.</p>																
3. Scope of Project	<p>FSMG would like to have a contractor who can provide excellent service, flexible response and timely reports. Quality parking services and traffic control abilities are important considerations in the selection of this contractor. FSMG desires a contractor who will view the business relationship as a partnership, will provide outstanding service and actively seek to assist FSMG in becoming a part of a successful event facility with outstanding customer service.</p>																
4. Project Funding	<p>Traffic control services agreed upon after reviewing the proposed traffic control plan for each event is contingent on the availability of funds and approval of FSMG.</p>																
5. Title VI Statement	<p><u>Title VI Statement</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>																
6. Timeline for Selection	<p>The following dates are the <u>intended</u> timeline:</p> <table border="1" data-bbox="423 1472 1511 1967"> <tr> <td>Pre-submittal Meeting</td> <td>November 20, 2024</td> </tr> <tr> <td>Deadline for Questions and Answers</td> <td>December 4, 2024</td> </tr> <tr> <td>Final date for Addendum, if needed</td> <td>December 11, 2024</td> </tr> <tr> <td>Proposals Dues</td> <td>December 18, 2024</td> </tr> <tr> <td>Proposal Review/Evaluation Period</td> <td>December 18 – 20, 2024</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>December 23, 2024</td> </tr> <tr> <td>Contract Negotiation/Execution</td> <td>December 23, 2024 – January 3, 2025</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>February 1, 2025</td> </tr> </table>	Pre-submittal Meeting	November 20, 2024	Deadline for Questions and Answers	December 4, 2024	Final date for Addendum, if needed	December 11, 2024	Proposals Dues	December 18, 2024	Proposal Review/Evaluation Period	December 18 – 20, 2024	Selection Committee Recommendation	December 23, 2024	Contract Negotiation/Execution	December 23, 2024 – January 3, 2025	Contract Intended to Begin	February 1, 2025
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7. Employment Verification	The Proposer, if awarded the Contract, shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program before execution of the Contract. The Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Agreement are eligible to work in the United States. The Contractor shall provide verification of compliance upon FSMG request. Failure by Contractor to comply with this subsection shall be considered a material breach. (Sole Proprietors must submit a letter stating such.)
Section IB	Work Requirements
1. Required Services	<ol style="list-style-type: none"> 1. Set up and tear down of signs, traffic cones, and any other traffic control equipment that is necessary for the event. 2. Provision of adequate staffing, including a Traffic Control Supervisor, and traffic control plans for the surrounding public roadways and internal parking lots and roads. 3. Provision of individual safety equipment (PPE, i.e. traffic vests, flashlights, flags, etc.) as FSMG does not provide individual equipment. 4. Provision of consumable equipment and supplies (batteries, other lights, markers, etc.). 5. Adhere to guidelines as specified in the MUTCD. 6. Filing of permits as required for lane closures, street closures, traffic revisions, etc. 7. Provision of individual weather gear, safety stations, etc. 8. Washington State flagging or other application certifications, as required. 9. Coordination with police, shuttle, and other agencies, as necessary.
2. FSMG Performed Work	<p>FSMG will perform the following:</p> <ol style="list-style-type: none"> 1. Provision of traffic equipment (cones, delineators, cart, signs, etc). 2. Provision of on-site storage area for the traffic equipment. 3. Coordination with police, shuttle, and other agencies, as necessary. 4. Provision of portable message boards and permitting, as necessary.
3. Deliverables & Schedule	The selected service provider will begin providing event traffic control for events held at the Clark County Event Center at the Fairgrounds as early as February 1, 2025.
4. Place of Performance	Contract performance will take place at the Clark County Event Center at the Fairgrounds located at 17402 NE Delfel Rd, Ridgefield, WA 98642.
5. Period of Performance	<p>A contract awarded as a result of this RFP will be for three (3) years and is intended to begin on February 1, 2025 and end December 31, 2027.</p> <p>FSMG reserves the right to extend the contract resulting from this RFP for a period of four (4) additional years, in one (1) year increments, with the same terms and conditions, with the</p>

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	<p>exception of cost, by service of a written notice of its intention to do so prior to the contract termination date. Cost for additional option year(s) shall be reviewed prior to extension of the contract.</p> <p>FSMG 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 FSMG's judgment.</p>
<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>FSMG 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</p>

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	<p>identify each such portion with the word "PROPRIETARY". FSMG 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, FSMG 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 FSMG shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.</p>
10. Insurance/Bond	<p>A. <u>Waiver of Subrogation</u> All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against the County, FSMG, Clark County Event Center, and Clark County Fair Association 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 the County, FSMG Clark County Event Center, and Clark County Fair Association, and shall require similar written express waivers and insurance clauses from each of its subcontractors.</p> <p>B. <u>Proof of Insurance</u> Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to FSMG. 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 FSMG. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.</p> <p>C. <u>Worker's Compensation</u> As required by the industrial insurance laws of the State of Washington.</p> <p>D. <u>Automobile</u> If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.</p> <p>E. <u>Commercial General Liability (CGL) Insurance</u> Written under ISO Form CG0001 or its latest equivalent with minimum limits of \$2,000,000 per occurrence and in the aggregate for each one-year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$1,000,000. This policy must renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with FSMG 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. FSMG needs to be listed as additional insured.</p>

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	<p>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 FSMG on a case-by-case basis; the criterion is the Proposer's liquidity and ability to pay from its own resources. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.</p> <p>G. 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.</p> <p>H. Additional Insured Clark County, FSMG, Clark County Event Center, and Clark County Fair Association, 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 and FSMG. The contractor shall provide FSMG with verification of insurance and endorsements required by this agreement. FSMG reserves the right to require complete, certified copies of all required insurance policies at any time. All insurance shall be obtained from an insurance company authorized to do business in the State of Washington.</p> <p>All policies must have a Best's Rating of A-VII or better.</p>
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	<p>A virtual Pre-submittal meeting is scheduled for 1:00 pm on Wednesday, November 20, 2024.</p> <p>The meeting invite can be requested until 5:00 pm Tuesday, November 19, 2024 by emailing Amy DeShazer at: Amy.DeShazer@cceventcenter.org</p>
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 5:00 pm Wednesday, December 4, 2024.</p> <p>An addendum will be issued no later than Wednesday, December 11, 2024 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 twenty-five (25) pages, excluding resumes, 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 FSMG, we 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>

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Event Traffic Control & Parking Services for the Clark County Event Center

	<p>The County and FSMG discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.</p> <p>Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, may be included with each copy unless otherwise specified.</p>
<p>Section IIC</p>	<p>Proposal Content</p>
<p>1. Cover Sheet</p>	<p>This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A</p>
<p>2. Project Team</p>	<ul style="list-style-type: none"> • Describe your company organizational structure. • Introduce your staff (names are not necessary) and their level of experience.
<p>3. Management Approach</p>	<p>Give a description of your management style in achieving project goals.</p>
<p>4. Respondent's Capabilities</p>	<p>Proposal should include each of the following:</p> <ol style="list-style-type: none"> 1. Detail your experience in managing and operating similar types of events and facilities. 2. Provide a list of all event parking and traffic control service accounts currently owned or under contract. This list must contain a name and contact information of the contract administrator for each operation. 3. Provide evidence of your ability to develop traffic plans, parking layouts, and staffing estimates for events. 4. Provide evidence of your ability to provide management personnel and a Traffic Control Supervisor on premises at all times during hours of operations. 5. Provide evidence that the Contractor's pool of available, trained labor is large enough to provide adequate staffing for large, infrequent events. All personnel shall be properly trained and certified (if applicable), be neat, clean, and in uniform to serve customers. 6. Submit two (2) years of financial statements for review. Financial statements should illustrate financial resources which, in the opinion of FSMG, are adequate to ensure full and proper performance of the contract.

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5. Project Approach and Understanding	Describe how you would coordinate for the needs of each event with the staff of the Clark County Event Center and Clark County Fair.
6. Proposed Cost	<p>FSMG shall pay the Contractor for performing said services upon receipt of a written invoice. Please specify the following hourly costs for traffic and/or parking services:</p> <ul style="list-style-type: none">• Traffic Control• General Parking Services• Supervisors• Any equipment costs• Other costs involved <p>Staffing levels and times will be at the discretion of FSMG with consultation from the Contractor.</p> <p>The fee schedule may be adjusted annually upon mutual consent and agreement between FSMG and the Contractor. Such adjustments may be requested, agreed upon and consented to prior to October 1 of any calendar year.</p> <p>All hours will be calculated at straight time. Contractor to maintain a large enough employment pool to avoid overtime over eight (8) hours per day or forty (40) hours per week per person. Hours will be broken down to quarter-hour increments. For billing purposes, all ending times will be calculated to the next quarter hour.</p>

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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. Committee review results and recommendations may require presentation to an appropriate advisory board prior to the consent process with the Clark County Council.										
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="402 682 1421 997"> <tr> <td>Understanding of RFP Goals and Objectives</td> <td>10</td> </tr> <tr> <td>Cost (Labor rates and Fees)</td> <td>40</td> </tr> <tr> <td>Comprehensive Nature of Services Offered</td> <td>20</td> </tr> <tr> <td>Past experience/Performance on similar contracts/References</td> <td>30</td> </tr> <tr> <td style="text-align: right;">Total Points</td> <td>100</td> </tr> </table>	Understanding of RFP Goals and Objectives	10	Cost (Labor rates and Fees)	40	Comprehensive Nature of Services Offered	20	Past experience/Performance on similar contracts/References	30	Total Points	100
Understanding of RFP Goals and Objectives	10										
Cost (Labor rates and Fees)	40										
Comprehensive Nature of Services Offered	20										
Past experience/Performance on similar contracts/References	30										
Total Points	100										
Section IIIB	Contract Award										
1. Consultant Selection	<p>FSMG 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 FSMG does not reach a favorable agreement with the top Proposer, FSMG shall terminate negotiations and begin negotiations with the next qualified Proposer. If FSMG is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>FSMG 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. FSMG reserves the right to award the contract based on the best interests of the FSMG.</p>										
2. Contract Development	The proposal and all responses provided by the successful Proposer may become a part of the final contract.										
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	The Contractor will be asked to meet with FSMG staff during the week of Monday, January 6 – Friday, January 10, 2025 to discuss preparations for the upcoming events.										

**Request for Proposal #908
Event Traffic Control & Parking Services for the Clark County Event Center**

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 FSMG 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.Mason@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 or FSMG, nor is it required to be submitted with proposal.

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

**Request for Proposal #908
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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, State or local 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.