



**REQUEST for PROPOSAL # 934**  
**PROFESSIONAL, TECHNICAL AND EXPERT SERVICES**

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Clark County Washington

RELEASE DATE: WEDNESDAY, AUGUST 13, 2025  
DUE DATE: WEDNESDAY, SEPTEMBER 17, 2025 by 11:00 am  
Request for Proposal for:

**DESIGN SERVICES for PRESERVATION ADA IMPROVEMENTS**

**SUBMIT:**

One (1) Original  
Four (4) Complete Copies

of the Proposal to:

<b><u>Shipping Method of your Choice or Hand Delivery</u></b>	<b><u>United States Postal Service</u></b>
Clark County ATTN: Office of Purchasing 1300 Franklin Street, 6 <sup>th</sup> 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 11:00 am on due date – No Exceptions***

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

**Refer Questions to Project Manager:**

Brian Muhu  
Project Manager / Public Works  
[Brian.Muhu@clark.wa.gov](mailto:Brian.Muhu@clark.wa.gov)  
564-397-4442

**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.

**CONFIDENTIALITY** - 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.

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

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

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

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

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

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

**PROTESTS** - Must be submitted to the Purchasing Department.

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

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

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

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

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

**FOR ALTERNATIVE FORMATS**  
**Clark County ADA Office: V: 564-397-2322**  
[ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

# Request for Proposals

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- A. N/A

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## Design Services for Preservation ADA Improvements

### Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>The purpose of this Request for Proposal (RFP) is to obtain, in full and open competition, proposals for required design services to support the improvement project described herein. The required services are generally described below in Section 1B.</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 <a href="https://mrscrosters.org/businesses/business-membership/">https://mrscrosters.org/businesses/business-membership/</a></p> <p>If your company contact details <u>are not</u> on the Plan Holder List at <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a> Attachment B, Letter of Interest must be submitted to participate in this RFP.</p> <p>Proposers shall respond to all sections to be considered.</p> <p>Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34 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.</p>
2. Background	<p>This project is part of the county's ongoing sidewalk and ADA program. The project will provide ADA compliance in association with the county's pavement preservation program. ADA improvements are required for hot mix asphalt (HMA) and cape seal treatments.</p>
3. Scope of Project	<p>The contract resulting from this RFP will be established as a Task Assignment Contract.</p> <p>Clark County will enter into a task-order agreement for ADA Ramp Design services with the consulting firm that best demonstrates the experience and capability to perform these services. The services shall consist of survey, civil design, and preparation of biddable and constructible sets of plans, specifications and estimate (PS&amp;E), in accordance with applicable Federal, State and County standards. These efforts shall include project site topographical survey, legal descriptions, ramp design, push button modifications, plan preparation as needed (including traffic control, landscape restoration, erosion control, stormwater management, and right of way plans), specifications, bid packages and construction support for curb ramp retrofits with the County's Americans with Disabilities Act (ADA) program.</p> <p>The task order process will involve Clark County contacting the consultant to request services for a specific project task. The consultant will then develop a detailed scope and budget for each task order.</p> <p>Clark County anticipates that each task order may include the design of approximately 20 to 50 ramps, with an estimated issuance of one to three task orders per year and a maximum of approximately 200 ramps for this contract. At Clark County's sole discretion, the contract</p>

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	work may be reduced or increased to address ongoing needs. Construction for first task order is anticipated to begin in November 2026.
4. Project Funding	The project is included in the adopted 2025-2030 Transportation Improvement Program. The project will be funded with local funding (Road Fund).
5. Title VI Statement	<p><b><u>Title VI Statement</u></b></p> <p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.</p> <p>La póliza del condado de Clark es garantizar que ninguna persona por motivos de raza, color, origen nacional o sexo según lo dispuesto en el Title VI of the Civil Rights Act de 1964, según enmendada, sea excluida por participar en, ser negado los beneficios de, o ser discriminado por cualquier programa o actividad patrocinada por el condado. Para preguntas relacionadas con el programa de Title VI de Obras Públicas del condado de Clark, o para servicios de interpretación o traducción para personas que no hablan inglés. O para que los materiales estén disponibles en un formato alternativo, comuníquese con el coordinador del Title VI de Obras Públicas del condado de Clark por correo electrónico a <a href="mailto:CCPW-TitleVI@clark.wa.gov">CCPW-TitleVI@clark.wa.gov</a> o por teléfono a 564-397-4944. Las personas con problemas de audición / habla pueden llamar a Washington Relay Center al 711.</p> <p>For questions regarding Clark County Public Works' Title VI Program, or for interpretation or translation services for non-English speakers, or otherwise making materials available in an alternate format, contact Clark County Public Works' Title VI Coordinator via email at <a href="mailto:CCPW-TitleVI@clark.wa.gov">CCPW-TitleVI@clark.wa.gov</a> or phone at 564-397-4944. Hearing/speech impaired may call the Washington Relay Center at 711.</p> <p><i>Политика округа Кларк заключается в том, что никого нельзя отстранять от участия, лишать льгот или подвергать дискриминации по признаку расовой принадлежности, цвета кожи и национального происхождения в рамках любой деятельности округа Кларк, как это предусмотрено разделом VI Закона о гражданских правах 1964 г. и сопутствующими законами. Эта политика распространяется на всю деятельность округа Кларк, в том числе на его подрядчиков и всех, кто действует от имени округа Кларк. Эта политика также распространяется на деятельность любого департамента или учреждения, которому округ Кларк предоставляет федеральную финансовую помощь. Федеральная финансовая помощь включает в себя гранты, обучение, использование оборудования, передачу избыточного имущества и другую помощь.</i></p> <p>Политика Округа Кларк состоит в том, чтобы гарантировать, что ни один человек не зависит от расы, цвета кожи, национальности или пола - как это предусмотрено</p>

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	<p>Разделом VI Закона о Гражданских Правах от 1964 года с поправками - не должен быть исключён из участия, или получить отказ в выгодах, или в иной форме быть ущемлён в любой программе или деятельности, спонсируемой Округом Кларк. По вопросам, связанным с Программой Раздела VI департамента Общественных работ Округа Кларк, или по вопросам перевода для людей, говорящих на ином языке кроме английского, или для получения материалов в альтернативном формате, обращайтесь к координатору Раздела VI департамента Общественных работ Округа Кларк по электронной почте <a href="mailto:CCPW-TitleVI@clark.wa.gov">CCPW-TitleVI@clark.wa.gov</a> или по телефону 564.397.4944. Люди с нарушениями слуха или речи могут обратиться в Вашингтонский центр переключения по номеру 711.</p>																
6. Timeline for Selection	<p>The following dates are the <b><u>intended</u></b> timeline:</p> <table border="1"> <tr> <td>Deadline for Questions and Answers</td><td>September 10, 2025</td></tr> <tr> <td>Final date for Addendum, if needed</td><td>September 11, 2025</td></tr> <tr> <td>Proposals Dues</td><td>September 17, 2025</td></tr> <tr> <td>Proposal Review/Evaluation Period</td><td>October 1, 2025</td></tr> <tr> <td>Interviews</td><td>October 15 – 22, 2025</td></tr> <tr> <td>Selection Committee Recommendation</td><td>October 23, 2025</td></tr> <tr> <td>Contract Negotiation/Execution</td><td>October 24 – 29, 2025</td></tr> <tr> <td>Contract Intended to Begin</td><td>November 2025</td></tr> </table>	Deadline for Questions and Answers	September 10, 2025	Final date for Addendum, if needed	September 11, 2025	Proposals Dues	September 17, 2025	Proposal Review/Evaluation Period	October 1, 2025	Interviews	October 15 – 22, 2025	Selection Committee Recommendation	October 23, 2025	Contract Negotiation/Execution	October 24 – 29, 2025	Contract Intended to Begin	November 2025
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7. Employment Verification	<p>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 County request. Failure by Contractor to comply with this subsection shall be considered a material breach. (Sole Proprietors must submit a letter stating such.)</p>																

Section IB	Work Requirements
1. Required Services	<p>The consultant team will work closely with designated county personnel on the project. Subcontracting by consultants is acceptable; however, a single firm must be identified as the “prime” and subcontracts must include the necessary clauses from the Clark County contracts.</p> <p>The required services (anticipated but not necessarily limited to) are described below. Submittal milestones will be confirmed prior to contracting.</p>

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## Design Services for Preservation ADA Improvements

### **INITIATION, COORDINATION and MEETINGS**

Provide on-going consultant project management, coordination, and communication with the project design team and county staff throughout the project. Includes all coordination and communication necessary to successfully accomplish the project work.

- Initial kick-off meeting with Clark County
- Up to 24 project team / progress meetings through end of project term
- Up to 10 coordination meetings with county staff for project review
- Design review meetings at 60%, 90%, and 99% preliminary plan submittals

### **PUBLIC OUTREACH and ACCESS HEARINGS**

- Participate in public involvement activities managed by Clark County, throughout the project design phase, including;
- Provide up to 4 exhibits or Heads-Up notices

### **ENGINEERING SERVICES**

Submittals:

- Compilation of plans, specifications, and estimates (PS&E) and preparation of bidding documents. Documents shall be biddable and constructible, taken through a QA/QC process by the consultant and prepared and stamped by a professional engineer licensed in the State of Washington.
  - 60%: Provide plan sheets and a cost estimate. Specifications are not required.
  - 90%: Provide plan sheets, cost estimate, and draft technical special provisions.
  - 99% Provide plan sheets, cost estimate, and draft technical special provisions.
  - 100%: Provide Final plan sheets, cost estimate and technical special provisions.
- At 60%, discuss all encroachments. Coordinate with County project manager, surveyor, real property services, the need for additional right-of-way or easements.

### **CIVIL ENGINEERING**

- All work necessary to determine geometric parameters for a final layout and produce supporting documentation in accordance with WSDOT guidelines and County Road Standards.
- Design and plans to be prepared using AutoCAD Civil 3D 2018 or higher format.
- Visit the project locations to review site conditions.
- Based on County review comments, revise 90% and 99% PS&E documents and prepare and submit final plans for bidding. If needed, County may require a pre submittal meeting to review comment resolution.
- Provide plans for subsurface and overhead utility conflicts.

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	<ul style="list-style-type: none"> <li>• Prepare Stormwater Technical Information Report/ memo for County review, if required.</li> <li>• Support county staff in responding to bid inquiries and preparing addendums.</li> <li>• Provide design clarifications, submittal reviews, change order drawings, and other support during construction.</li> <li>• Have design lead team members available, either in person, by phone or email, during construction and attended weekly construction meetings, if needed.</li> <li>• Support Environmental permitting process with necessary documentation.</li> </ul> <p><b><u>Service Assumptions</u></b></p> <ul style="list-style-type: none"> <li>• There are no federal funds on this project.</li> <li>• Provide necessary environmental documentation and permitting support for County project manager and permit coordinator.</li> <li>• Adhere to project schedule.</li> <li>• Advise project manager and coordinator of permits required for the project.</li> <li>• Attend team meetings on an as needed basis.</li> <li>• Meet with agency personnel, property owners, and other consultants as requested by the County.</li> </ul> <p>Consultants to prepare specifications based on specific project requirements for Div. 2 – Div. 9 and for submittal with the 90%, 99% and Final Documents.</p> <p>Construction Cost Estimate shall be based on current bid tabs provided by the County and researched information from other local agencies.</p> <p>Note that the list of services described in this Request for Proposal is for informational purposes and is subject to change following final selection of a consultant.</p>
2. County Performed Work	<p>The work to be performed and/ or provided by County staff is listed below :</p> <ul style="list-style-type: none"> <li>• Management of the overall project, including the internal and consultant project teams.</li> <li>• Coordinate public involvement.</li> <li>• Conduct property owner notifications and if applicable, acquire access permissions.</li> <li>• County will acquire title reports if needed.</li> <li>• County will be responsible for obtaining appraisals.</li> <li>• Acquire all property rights necessary for the project.</li> <li>• Administer grants and project funding.</li> </ul>



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## Design Services for Preservation ADA Improvements

	<ul style="list-style-type: none"> <li>• Coordinate all environmental permitting submittals and correspondence with federal, state, and local agencies.</li> <li>• County will coordinate with utilities and other agencies, with assistance from consultant.</li> <li>• County will provide a base set of Special Provisions for Consultants review.</li> <li>• Assist with the development and review of specifications and other bid documents.</li> <li>• Provide current bid tabs from other county projects.</li> <li>• Manage bidding and construction of the project and provide inspection .</li> </ul>										
3. Deliverables & Schedule	<p>All deliverables shall be submitted in Clark County formats. Templates will be provided to the selected firm after contract execution.</p> <p>This is a suggested schedule and is subject to change:</p> <p>The following schedule provides a rough framework of timelines and expectations for a potential initial task order.</p> <table> <tr> <td>50% Design</td><td>February 2026</td></tr> <tr> <td>90% Design Submittal</td><td>May 2026</td></tr> <tr> <td>99% Design Complete</td><td>July 2026</td></tr> <tr> <td>PS&amp;E Complete</td><td>September 2026</td></tr> <tr> <td>Probable Start of Construction</td><td>November 2026</td></tr> </table>	50% Design	February 2026	90% Design Submittal	May 2026	99% Design Complete	July 2026	PS&E Complete	September 2026	Probable Start of Construction	November 2026
50% Design	February 2026										
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4. Place of Performance	Contract performance may take place in the County's facility, virtually or any agreed upon combination thereof.										
5. Period of Performance	<p>A contract awarded as a result of this RFP will be for three (3) years and one (1) month and is intended to begin on November 2025 and end December 31, 2028.</p> <p>Total contract value including extensions will be determined by evaluating funds requested in the selected proposal(s) and approved funding.</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, with the exception of cost, by service of a written notice of its intention to do so prior to the contract termination date.</p> <p>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 &amp; Industries.</p> <p>Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350 BIDDER RESPONSIBILITY CRITERIA – SWORN STATMENT – 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><a href="http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm">http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm</a>  <a href="http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates">http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates</a></p> <p>Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L &amp; I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.</p>
<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 proposers 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 <a href="mailto:ADA@clark.wa.gov">ADA@clark.wa.gov</a> 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>

## Request for Proposal # 934

### Design Services for Preservation ADA Improvements

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</p> <p>See: <a href="https://wsdot.wa.gov/sites/default/files/2021-10/LP_AEPS-NegotiatedHourlyRate.pdf">https://wsdot.wa.gov/sites/default/files/2021-10/LP_AEPS-NegotiatedHourlyRate.pdf</a></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"><li>✓ Prior to submission of proposal, confirm your organization is on the Plan Holders List below:</li></ul> <p>To view the Plan Holders List, click on the link below or copy and paste into your browser. Clark County RFP site: <a href="https://clark.wa.gov/internal-services/purchasing-overview">https://clark.wa.gov/internal-services/purchasing-overview</a></p> <ul style="list-style-type: none"><li>• If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.</li><li>• Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.</li></ul>

**Request for Proposal # 934**  
**Design Services for Preservation ADA Improvements**

**Part II      Proposal Preparation and Submittal**

<b>Section IIA</b>	<b>Pre-Submittal Meeting / Clarification</b>
1. Pre-Submittal Meeting	There are no plans to hold a pre-submittal meeting.
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 September 10, 2025 by 1:30 pm.</p> <p>An addendum will be issued no later than September 11, 2025 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions &amp; Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.</p> <p>Clark County RFP site: <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a></p>
<b>Section IIB</b>	<b>Proposal Submission</b>
1. Proposals Due	<p>Sealed proposals must be received no later than the date, time and location specified on the cover of this document.</p> <p><b>The outside of the envelope/package shall clearly identify:</b></p> <p><b>1. RFP Number and;</b></p> <p><b>2. TITLE and;</b></p> <p><b>3. Name and Address of the Proposer.</b></p> <p>Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.</p> <p>Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.</p>
2. Proposal	<p>Proposals must be clear, succinct and not exceed ten (10) pages, <u>excluding</u> resumes, coversheet and debarment form. Proposers 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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### Design Services for Preservation ADA Improvements

	<p>Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, should not be included with each copy unless otherwise specified.</p>
<b>Section IIC</b>	<b>Proposal Content</b>
1. Cover Sheet	<p>This form is to be used as your proposal Cover Sheet.</p> <p>See Cover Sheet - Attachment A</p>
2. Project Team	<p>Provide a summary describing the joint team organization, including the prime consultant and any sub-contractors. The summary should contain an organization chart showing areas of responsibilities, professional titles of pertinent positions and which team member will be the "lead" in each area (design, environmental permitting, etc.). If the team includes members from different firms, please include any experience working together. Provide a resume for all key team members.</p>
3. Management Approach	<ul style="list-style-type: none"> <li>• Describe how your teams are to be managed internally as well as within the overall County/ Consultant project team.</li> <li>• Describe how your firm evaluates projects and presents information for project teams to make decisions. Include information about QA/QC processes.</li> <li>• How does your process ensure deliverables are complete, containing minimal errors?</li> <li>• How are County review comments addressed and the responses communicated back to the project team?</li> </ul>
4. Respondent's Capabilities	<p>Provide up to three (3) reference projects that demonstrate experience and competence in performing the type of work requested. Include name of project owner, address, telephone number, project title and contact person. Projects demonstrating efforts with joint consultant/ local agency teams are preferred.</p>
5. Project Approach and Understanding	<p>Provide a description of the work to be performed based on preliminary required services described in Section 1B and the project schedule provided. Include a description of key issues and challenges anticipated to be addressed during the execution of these specific projects. Identify project deliverables/ milestones that determine the critical path.</p>
6. Proposed Cost	<p>This is a qualifications-based selection process, do not submit cost with proposal.</p>

**Request for Proposal # 934**  
**Design Services for Preservation ADA Improvements**

**Part III Proposal Evaluation & Contract Award**

Section IIIA	Proposal Review and Selection																										
1. Evaluation and Selection	<p>Proposals received in response to this RFP will be evaluated by a Review Committee. The evaluation process will begin with an initial review of all submitted proposals, during which each will be scored according to the established evaluation criteria. Based on these results, the highest-ranking proposals will be invited to participate in a final phase, which will include an interview or demonstration and will be evaluated and scored using separate criteria.</p>																										
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p>This will be a two-Tier evaluation.</p> <p><b>Tier 1: A one hundred (100) point system will be used for the first round of scoring:</b></p> <table border="1" data-bbox="402 777 1421 1276"> <tr> <td>Proposal Approach / Quality</td><td>15</td></tr> <tr> <td>Project Team</td><td>15</td></tr> <tr> <td>Management Approach</td><td>15</td></tr> <tr> <td>Respondent's Capabilities</td><td>30</td></tr> <tr> <td>Project Approach and Understanding</td><td>25</td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td><b>Total Points Tier 1</b></td><td><b>100</b></td></tr> </table> <p>The highest-ranking firms from the proposal review process will be invited to an interview.</p> <p><b>Tier 2: A one hundred (100) point system will be used for the second round of scoring:</b></p> <p><b><u>Agency Interview Panel Deliberation</u></b></p> <p>After interviews, each review team member will provide scores based on the consultant team's presentation. The following point system will be used, and the County intends to award a contract to the highest scoring consultant team based solely on interview scores.</p> <table border="1" data-bbox="402 1581 1421 1892"> <tr> <td>Interview Approach / Quality</td><td>20</td></tr> <tr> <td>Project Team &amp; Management Approach</td><td>25</td></tr> <tr> <td>Respondent's Capabilities</td><td>30</td></tr> <tr> <td>Project Approach and Understanding</td><td>25</td></tr> <tr> <td><b>Total Points Tier 2</b></td><td><b>100</b></td></tr> </table>	Proposal Approach / Quality	15	Project Team	15	Management Approach	15	Respondent's Capabilities	30	Project Approach and Understanding	25					<b>Total Points Tier 1</b>	<b>100</b>	Interview Approach / Quality	20	Project Team & Management Approach	25	Respondent's Capabilities	30	Project Approach and Understanding	25	<b>Total Points Tier 2</b>	<b>100</b>
Proposal Approach / Quality	15																										
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Project Team & Management Approach	25																										
Respondent's Capabilities	30																										
Project Approach and Understanding	25																										
<b>Total Points Tier 2</b>	<b>100</b>																										

**Request for Proposal # 934**  
**Design Services for Preservation ADA Improvements**

<b>Section IIIB</b>	<b>Contract Award</b>
1. Consultant Selection	<p>The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights, the attributes of the Proposers and the overall responsiveness of the Proposal. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and begin negotiations with the next qualified Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>Clark County reserves the right to accept or reject any or all proposals received, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP. Clark County reserves the right to award the contract based on the best interests of the County.</p>
2. Contract Development	<p>The County intends to award a contract to the highest scoring consultant team based on the proposals and interviews. Generally, the contract will follow the Washington Department of Transportation Local Agency Guidelines contract with some minor edits by County Council. A copy of the agreement should be ready carefully before submitting a proposal can be found at:</p> <p><a href="https://wsdot.wa.gov/sites/default/files/2021-10/LP_AEPS-NegotiatedHourlyRate.pdf">https://wsdot.wa.gov/sites/default/files/2021-10/LP_AEPS-NegotiatedHourlyRate.pdf</a></p>
3. Award Review	<p>The public may view Request for Proposal documents by submitting a public records request at <a href="http://www.clark.wa.gov">www.clark.wa.gov</a> .</p>
4. Orientation/Kick-off Meeting	<p>Following Clark County Council authorization and signature of the contract, a project kick-off meeting will be scheduled.</p>

Request for Proposal # 934  
Design Services for Preservation ADA Improvements

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



**Request for Proposal # 934**  
**Design Services for Preservation ADA Improvements**

**Attachment B: LETTER OF INTEREST**

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

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

Email Letter of Interest to: [Koni.Odell@clark.wa.gov](mailto:Koni.Odell@clark.wa.gov) and [Misty.Davis@clark.wa.gov](mailto:Misty.Davis@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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**Design Services for Preservation ADA Improvements**

**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.

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Company Name

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Typed Name & Title of Authorized Representative

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Signature of Authorized Representative

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Date

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☐

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