



REQUEST for PROPOSAL # 935
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, AUGUST 27, 2025
DUE DATE: WEDNESDAY, OCTOBER 1, 2025 by 11:00 am

Request for Proposal for:

REAL PROPERTY APPRAISAL AND APPRAISAL REVIEW SERVICES

SUBMIT:

One (1) Original
One (1) Complete Copy

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 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:

Laura Henry Slye, SR/WA
Real Property Services Manager | Clark County Public Works
Laura.Slye@clark.wa.gov
564-397-4777

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

Request for Proposals

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- A. Formal Task Assignment Document

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Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>The purpose of this Request for Proposals (RFP) is to identify and engage qualified firms specializing in Real Estate Appraisal and Appraisal Review services to fulfill project requirements as needed.</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 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>The purpose of this project is to prepare funding estimates, conduct real estate appraisals, and perform appraisal review services for parcels identified for potential acquisition. These services support Clark County Public Works Department's (CCPW) property acquisition efforts for various initiatives, including the Annual Construction Program, Stormwater Program, Legacy Lands, Conservation Lands, and Parks Lands. All acquisitions are subject to approval by the Board of County Councilors.</p> <p>The Annual Construction Program is the yearly element of the County's Six-Year Transportation Improvement Program (TIP) a strategic plan updated annually to guide the development and delivery of capital transportation projects across Clark County</p>
3. Scope of Project	<p>Clark County will execute a professional services contract with the selected firm(s). As project needs arise, the County will initiate individual assignments through a formal letter of commitment, referred to as a Task Order. Each Task Order will be signed by the Real Property Services Manager and the designated firm(s), and will define the scope of services, total cost, and delivery timeline for the specific assignment.</p> <p>Services will be performed in accordance with schedules established by the County, with all work to be completed as specified in the Task Order. A sample Task Order is provided in Exhibit A.</p> <p>Any modifications to the cost, scope, or schedule must be mutually agreed upon in writing by the consultant and Clark County Public Works (CCPW) and formalized as an amendment to the Task Order.</p>

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<p>4. Project Funding</p>	<p>Funding for services solicited through this Request for Proposals (RFP) will be provided through applicable County programs, including but not limited to the Annual Construction Program, Stormwater Program, Legacy Lands, Conservation Lands, and Parks Lands.</p> <p>Allocation of funds will be determined based on the cost proposals submitted by selected firm(s) and the availability of budgeted resources within each program.</p> <p>Proposals must clearly outline projected costs, which will be reviewed in consideration of program specific funding constraints. Final budget allocations will be subject to approval by Clark County Public Works and coordinated with the County's financial management procedures.</p>
<p>5. Title VI Statement</p>	<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> <p>La poliza del condado de Clark es garantizar que ninguna persona por motivos de raza, color, origen nacional o sexo según lo dispuesto en el Title VI of the Civil Rights Act de 1964, según enmendada, sea excluida por participar en, ser negado los beneficios de, o ser discriminado por cualquier programa o actividad patrocinada por el condado. Para preguntas relacionadas con el programa de Title VI de Obras Públicas del condado de Clark, o para servicios de interpretación o traducción para personas que no hablan inglés. O para que los materiales estén disponibles en un formato alternativo, comuníquese con el coordinador del Title VI de Obras Públicas del condado de Clark por correo electrónico a CCPW-TitleVI@clark.wa.gov 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 CCPW-TitleVI@clark.wa.gov 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>

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	<p>Политика Округа Кларк состоит в том, чтобы гарантировать, что ни один человек не зависимо от расы, цвета кожи, национальности или пола - как это предусмотрено 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 CCPW-TitleVI@clark.wa.gov 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 <u>intended</u> timeline:</p> <table border="1"> <tr> <td>Deadline for Questions and Answers</td><td>September 18, 2025</td></tr> <tr> <td>Final date for Addendum, if needed</td><td>September 19, 2025</td></tr> <tr> <td>Proposals Dues</td><td>October 1, 2025</td></tr> <tr> <td>Proposal Review/Evaluation Period</td><td>October 2 - 9, 2025</td></tr> <tr> <td>Selection Committee Recommendation</td><td>October 18, 2025</td></tr> <tr> <td>Contract Negotiation/Execution</td><td>November 18, 2025</td></tr> <tr> <td>Contract Intended to Begin</td><td>January 1, 2026</td></tr> </table>	Deadline for Questions and Answers	September 18, 2025	Final date for Addendum, if needed	September 19, 2025	Proposals Dues	October 1, 2025	Proposal Review/Evaluation Period	October 2 - 9, 2025	Selection Committee Recommendation	October 18, 2025	Contract Negotiation/Execution	November 18, 2025	Contract Intended to Begin	January 1, 2026
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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>All appraisal assignments shall comply with:</p> <ul style="list-style-type: none"> • Part 24 – Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended • Standards defined by the Washington State Department of Transportation (WSDOT) and the Federal Highway Administration (FHWA) • WSDOT Right of Way Manual M 26-01 														

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- Certain assignments may also require conformance with USPAP and UASFLA standards Appraisal Report Requirements

All appraisal reports must Follow the WSDOT Narrative Appraisal Report format and be prepared by a qualified State certified real estate appraiser who is knowledgeable and experienced in eminent domain appraisals.

Qualifications:

The selected consultant shall assign qualified Appraisers who meet the following minimum qualifications and specialized expertise criteria:

- Must hold a valid State Certified General Real Estate Appraiser license
- Must have experience in:
 - Eminent Domain Procedures
 - Partial Acquisition Appraisal
 - Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA)
- Must possess verifiable experience working on federally funded right-of-way projects

Appraisers must demonstrate:

- Comprehensive knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA)
- Expertise in state and federal eminent domain laws and procedures
- Proficiency in preparing and reviewing appraisal reports that address the full scope of eminent domain casework, including:
 - Complex valuations
 - Partial takes
 - Severance damages
- Familiarity with various property types, valuation methodologies, and legal implications of acquisition scenarios

Responsibilities of the Appraiser:

Each appraisal must include, at minimum:

1. Purpose of the Appraisal
 - Statement of the value to be estimated
 - Identification of the rights or interests being appraised
2. Property Identification
 - Ownership details and legal description
3. Contingent and Limiting Conditions
 - Statement of any applicable conditions
4. Property Description
 - Adequate description of Neighborhood overview, portion of property or interest being acquired
 - Description of the subject property and any remainder parcels
5. Photographs

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	<ul style="list-style-type: none"> ○ Identified images of the subject property and key improvements or features <ol style="list-style-type: none"> 6. Improvements and Fixtures <ul style="list-style-type: none"> ○ Listing of buildings, structures, and fixtures considered part of the real property 7. Estimate of Just Compensation <ul style="list-style-type: none"> ○ For full or partial acquisitions ○ Allocation of compensation and damages to remaining property, if applicable 8. Supporting Data and Analysis <ul style="list-style-type: none"> ○ Documentation or references substantiating the valuation 9. Valuation Date(s) <ul style="list-style-type: none"> ○ Date(s) on which the compensation is estimated 10. Appraiser Certification <ul style="list-style-type: none"> ○ Signature and date of the appraiser 11. Supplemental Materials <ul style="list-style-type: none"> ○ Maps, charts, plans, and other relevant visuals 12. Electronic Submission <ul style="list-style-type: none"> ○ One (1) electronic copy of each appraisal report <p><u>Deliverables</u></p> <ul style="list-style-type: none"> • Written appraisal report for each assigned parcel summarizing your findings with an opinion of the date of value, dated and signed • One (1) electronic copy of each report <p><u>Responsibilities of the Review Appraiser:</u></p> <p>The selected consultant shall provide Review Appraisal Services in support of real property acquisitions conducted under the authority of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (49 CFR Part 24). All review activities must comply with:</p> <ul style="list-style-type: none"> • Washington State Department of Transportation (WSDOT) Right of Way Manual M 26-01, Chapter 5 • Uniform Standards of Professional Appraisal Practice (USPAP) • Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA), when applicable <p><u>Review Appraisers shall:</u></p> <ul style="list-style-type: none"> • Evaluate Appraisal Reports <ul style="list-style-type: none"> ○ Confirm the appraisal addresses the correct property rights and valuation problem ○ Assess the adequacy of scope, methodology, and conclusions ○ Ensure the report includes all required elements per WSDOT guidelines and conforms to USPAP, and UASFLA standards.
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	<ul style="list-style-type: none"> • Determine Just Compensation <ul style="list-style-type: none"> ○ Establish the amount of just compensation based on supported market data ○ For partial acquisitions, verify allocation between acquired interest and damages to the remainder • Ensure Regulatory Compliance <ul style="list-style-type: none"> ○ Verify conformance with USPAP, UASFLA, and WSDOT standards ○ Confirm compliance with 49 CFR • Prepare Determination of Value (DV) <ul style="list-style-type: none"> ○ Document findings and rationale for the value conclusion ○ Reference original appraisal or waiver valuation ○ Include Review Appraiser's signature and date ○ Include the Agency's concurrence and authorization statement • For partial acquisitions, verify allocation between acquired interest and damages to the remainder. <p><u>Deliverables</u></p> <ul style="list-style-type: none"> • Completed Determination of Value for each parcel • Written review report summarizing findings and recommendations • One (1) electronic copy of each review report
2. County Performed Work	County staff will meet with the consultant and provide such information as required. Clark County Public Works has assigned a contract administrator who will oversee the work and provide support as needed. The County will provide the consultant with the scope of work for the assignment.
3. Deliverables & Schedule	<p>This is a suggested schedule and is subject to change:</p> <p>Deliverables shall be considered those tangible resulting work products which are to be delivered to the County. Deliverables and schedule for each specific project or task shall be agreed upon prior to a task order being issued.</p> <p>All deliverable and resulting work products from this contract are the property of Clark County Public Works, and may not be used for other purposes without permission. This will be set out and agreed upon in the Task Order.</p>
4. Place of Performance	Contract performance may take place in the County's facility, the Proposer's facility, a third-party location or any combination thereof.
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 January 1, 2026 and end December 31, 2029.</p> <p>The anticipated contract value is up to \$250,000, including extensions. Final contract value will be determined by approved funding.</p>

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	<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. Cost for additional option year(s) shall be reviewed prior to extension of the contract.</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>
<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 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>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 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 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>

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	<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>
10. Insurance/Bond	<p>The firm awarded the contract will be required to have insurance as specified in the insurance requirements outlined in the WSDOT Local Agency Real Estate Professional Services Agreement.</p> <p>See: Local Agency Real Estates Professional Services Negotiated Hourly Rate Consultant Agreement</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 September 18, 2025 by 1pm.</p> <p>An addendum will be issued no later than September 19, 2025 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> <p>1. RFP Number and;</p> <p>2. TITLE and;</p> <p>3. Name and Address of the Proposer.</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 thirty-five 35 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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	<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	<p>This form is to be used as your proposal Cover Sheet.</p> <p>See Cover Sheet - Attachment A</p>
2. Project Team	<p>This relates to the project principal, project manager, and key staff. The basic question is: How well do the staff's qualifications and experience relate to the types of projects/ professional services request?</p> <p>This section should describe:</p> <ul style="list-style-type: none"> • Extend of Principal involvement • Names of key members who could be expected to perform work under this contract, their responsibilities, experience on similar or related projects.
3. Management Approach	<p>Estimated time needed to complete all appraisal, valuation work including:</p> <ul style="list-style-type: none"> • Formal Narratives • Yellow Book (Before and After) • Short form Appraisal Strip takings Summary and Restricted • Valuation waivers • Other miscellaneous services.
4. Respondent's Capabilities	<p>Provide resumes for each staff person (including professional certifications/licenses)</p> <p>Provide details of similar projects performed in southwest Washington within the last three years, which best characterize capabilities, work quality, and cost control.</p> <p>Provide details of similar projects with other Washington government agencies.</p> <p>Provide two references for those projects identified above. Include the contact person's name and phone number.</p> <p>List Eminent Domain partial taking appraisals services completed (include date completed), noting which were within Clark County.</p>

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5. Project Approach and Understanding	Briefly describe your understanding of this contract and how the task orders will be assigned and handled.
6. Proposed Cost	<p>1. General costs for appraisals, including</p> <ul style="list-style-type: none">• Formal Narrative (Complete),• Yellow Book• Short Form Appraisals,• Strip Taking Project,• Valuation Waiver• Summary & Restricted,• Project Funding Estimate• and other miscellaneous services as needed. <p>2. Other miscellaneous fees</p> <ul style="list-style-type: none">• i.e. Hourly Rate - Superior Court Testimony, etc.• Salaries and wages (identify individual position(s) salary)

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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. Depending on your funding requirements the 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><tr><td><p>Experience and Qualifications:</p><ul style="list-style-type: none">Relevant certifications, licenses, and years in the industry.Experience with similar properties or projects.</td><td>20</td></tr><tr><td><p>Technical Expertise and Innovation:</p><ul style="list-style-type: none">Knowledge of appraisal methodologies and local market conditions.Use of advanced technology and continuous improvement.</td><td>20</td></tr><tr><td><p>Reputation and References:</p><ul style="list-style-type: none">Client testimonials, case studies, and professional reputation.References from previous clients</td><td>20</td></tr><tr><td><p>1. Cost and Value:</p><ul style="list-style-type: none">Fee structure, overall cost, and value for money.Transparency in pricing and additional costs.</td><td>20</td></tr><tr><td><p>1. Completion Time:</p><ul style="list-style-type: none">Ability to meet deadlines.Average time taken to complete similar projects.Flexibility in scheduling.</td><td>20</td></tr><tr><td colspan="2">Total Points 100</td></tr></table>	<p>Experience and Qualifications:</p> <ul style="list-style-type: none">Relevant certifications, licenses, and years in the industry.Experience with similar properties or projects.	20	<p>Technical Expertise and Innovation:</p> <ul style="list-style-type: none">Knowledge of appraisal methodologies and local market conditions.Use of advanced technology and continuous improvement.	20	<p>Reputation and References:</p> <ul style="list-style-type: none">Client testimonials, case studies, and professional reputation.References from previous clients	20	<p>1. Cost and Value:</p> <ul style="list-style-type: none">Fee structure, overall cost, and value for money.Transparency in pricing and additional costs.	20	<p>1. Completion Time:</p> <ul style="list-style-type: none">Ability to meet deadlines.Average time taken to complete similar projects.Flexibility in scheduling.	20	Total Points 100	
<p>Experience and Qualifications:</p> <ul style="list-style-type: none">Relevant certifications, licenses, and years in the industry.Experience with similar properties or projects.	20												
<p>Technical Expertise and Innovation:</p> <ul style="list-style-type: none">Knowledge of appraisal methodologies and local market conditions.Use of advanced technology and continuous improvement.	20												
<p>Reputation and References:</p> <ul style="list-style-type: none">Client testimonials, case studies, and professional reputation.References from previous clients	20												
<p>1. Cost and Value:</p> <ul style="list-style-type: none">Fee structure, overall cost, and value for money.Transparency in pricing and additional costs.	20												
<p>1. Completion Time:</p> <ul style="list-style-type: none">Ability to meet deadlines.Average time taken to complete similar projects.Flexibility in scheduling.	20												
Total Points 100													

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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 proposal and all responses provided by the successful Proposer may become a part of the final contract.</p> <p>The form of contract shall be the WSDOT Local Agency Real Estate Professional Services Agreement. Local Agency Real Estates Professional Services Negotiated Hourly Rate Consultant Agreement</p>
3. Award Review	<p>The public may view Request for Proposal documents by submitting a public records request at www.clark.wa.gov .</p>
4. Orientation/Kick-off Meeting	<p>There are no plans for an orientation or kick off meeting.</p>

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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 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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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.



DEPARTMENT OF PUBLIC WORKS
Real Property Services

Formal Task Assignment Document

Consulting Services for Real Estate Appraisal Services

Consultant Name:

Contract #

Task Order

CRP #

Project Description:

Part I

[to be completed by County]

Number of Parcels, by type

_____ Partial Acquisitions

_____ Total Acquisitions

_____ Easements

_____ TCEs

_____ Relocations

_____ Other

Attachments

☐ R/W Plans

☐ Legals

☐ Title Policies

☐ Appraisals

Services Required

☐ Full Narrative Appraisal

☐ Summary Appraisal

☐ Short Form Appraisal

☐ Appraisal Review

☐ Acquisition

☐ Relocation

☐ Other

Status Reports

☐ Monthly

☐ Bi-monthly

☐ Weekly

☐ By Parcel

☐ N/A

Comments:

Technical Direction Contact:

Phone:

Email:

Requested By:

Date:

Part II

[to be completed by consultant/contractor]

Staff Names & Functions (if not included on attached fee schedule):

Fee: \$

Completion Date:

Comments:

Accepted By _____

Date _____

Part III

Notice To Proceed

Commencement Date:

Approved By _____

Date _____

Laura Henry Slye
Real Property Services Manager