



RFP #770
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: Wednesday, January 8, 2020

Request for Proposal for:

HOUSING OPTIONS STUDY and ACTION PLAN

PROPOSALS DUE: WEDNESDAY, JANUARY 29, 2020 by 3:00 p.m.

Proposals must be date and time stamped by Purchasing staff before 3:00 p.m. on due date.

Submit one (1) original and six (6) complete copies of the Proposal to:

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington 98660
564-397-2323

Refer Questions to Project Manager:

Jacqui Kamp
Planner III / Community Planning
jacqueline.kamp@clark.wa.gov
564.397.4913

General Terms and Conditions

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

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

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

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

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

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

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

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

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

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

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product

durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html>

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 bidder may, at the bidders' 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.

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: 564-397-2025
TTY: 564-397-2445 ADA@clark.wa.gov

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Housing Options Study and Action Plan

Part I Proposal Requirements

Section IA General Information

1. Introduction We know that housing costs are rising in Clark County. In 2018, the County Council made amendments to the development code to allow more flexibility for the development of [ADUs](#), [Cottage Housing](#), and [Manufactured Housing](#). The County Council is interested in finding additional ways to provide more housing in the Vancouver Unincorporated Urban Growth Area that is attainable to people with a variety of household incomes.

2. Background Through the Growth Management Act, Washington embeds into the housing market a set of values that protects the environment by encouraging development that is compact, close-in, uses and supports transit, which has positive effects on both the environment and reduces household transportation costs. The state is encouraging cities and counties to take measures to facilitate development, and retention of, moderately priced housing, such as missing middle housing types (i.e. duplexes, triplexes, quadplexes, courtyard apartments, town homes, etc.), which can offer greater affordability to the local workforce than single family detached homes

Clark County has jurisdiction over a large urban area with a population of 159,000, not incorporated into the City of Vancouver. By comparison, the City of Vancouver population is 187,000. County Council is interested in identifying barriers and opportunities to provide more variety of housing types in this urban area.

3. Scope of Project The purpose of the Housing Options Study and Action Plan is to understand our local housing challenges and identify opportunities to encourage creation of additional housing that is affordable to low and moderate-income households within the unincorporated Vancouver Urban Growth Area, through the removal of regulatory barriers and/or implementation of other strategies.

A consultant team will be hired to assist the county project team on this project. A Project Advisory Group (PAG) of local stakeholders will be convened to provide input throughout the project and assist with recommendations to County Council. A creative, inclusive, and well-integrated public engagement approach will be implemented as a key element of project design and delivery.

4. Project Funding The anticipated cost for the services described herein is \$135,000.
The Proposers proposal shall include the Proposers true estimated cost to perform the work irrespective of the budgeted funds for this work.

5. Timeline for Selection The following dates are the **intended** timeline:

Proposals due	January 29, 2020
Proposal review/evaluation period	February 3 - 14, 2020
Interviews/demonstration	February 18 - 21, 2020
Selection committee recommendation	February 21, 2020
Contract negotiation/execution	February 24 – March 6, 2020
Contract intended to begin	March 9, 2020

6. Employment Verification Effective November 1st, 2010, to be considered **responsive** to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract,

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or annually, whichever ever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov

Note : Sole Proprietors shall submit a letter stating exempt.

Section IB

1. Required Services

Work Requirements

Note: This scope was developed based on our best guess of what's needed, including number of meetings, public involvement envisioned, and project timeline. For purposes of budgeting and application, we recommend using the numbers provided. There will be an opportunity to adjust timing, number of meetings, and schedule after consultant team selection.

Task 1: Stakeholder Interviews & Issue Assessment (Mar–May 2020)

Interview key stakeholders through a snowball sampling process to identify the primary housing issues and interests regarding regulatory barriers to creating a more diverse variety of housing types, affordable to low-income households and moderate-income households, in the Vancouver unincorporated Urban Growth Area.

- **Develop interview questions:** The consultant team will develop a list of interview questions to ask each interviewee to understand key issues and interests regarding regulatory barriers or impediments to creating more diverse housing types and development of housing affordable to low-income households and moderate-income households in the Vancouver unincorporated Urban Growth Area.
- **Stakeholder interviews:** The consultant team will conduct a series of interviews (in-person or by phone) using a snowball sampling approach. Each interview will last up to 30-minutes. The consultant team will manage interview scheduling, interviews, notetaking, etc. *Note: The county project team will help with contact information and introductions. Some interviews may be group interviews, depending on number of recommended interviewees/stakeholders and potential overlapping work/interests. A maximum of 40 interviews will be completed.*
 - **Round One:** The consultant team will conduct three rounds of interviews, the first round will include the county councilors and local housing and community leaders (i.e. real estate professionals, building/development community, affordable housing developers, organizations that address housing needs of people experiencing homelessness, employers that provide housing, neighborhood associations, and other community interest groups).
 - **Round Two:** The second round will be with additional stakeholders identified through first round interviews.
 - **Round Three:** Any additional stakeholders identified during the second round of interviews.
 - **Online interviews:** Questions posed to interviewees will also be provided online for public participation (see below – webpage launch)
- **Project Webpage launch:** The consultant team will assist county staff in developing the information for the project webpage. *Note: County staff will manage and launch the project webpage, county email distribution lists, and coordinate with the consultant on timing and communication plan.*

Task 1 Deliverable(s):

- **Stakeholder Interviews & Issue Assessment Summary document:** The consultant team will provide a summary from the stakeholder interviews, including a list of all those interviewed with contact information, and a high-level summary that frames the key issues and interests. We are open to creative approaches, such as use of an

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issue/interest matrix or other equivalent summary approach.

- **Interviewee review:** The consultant team will share the summary document with each of the interviewees for their review and feedback, to correct anything captured incorrectly.
- **Project Advisory Group (PAG) representation recommendations:** Summary document will include a list of interests that are recommended for representation on the PAG.
- **Update to County Council:** Provide project team support in providing an update to the County Council. (Note: The County Council will need to approve the recommended advisory group interest-based positions before outreach begins to fill each. Depending on Council preference, Council can either identify individuals for each position, or review a list of options provided by staff. County staff will manage the appointment process.)

Task 2: Project Advisory Group (PAG) Convening (May 2020)

The consultant will assist the county project team in convening the PAG.

Task 2 Deliverable(s):

- **Outreach/Prep of PAG:** The consultant will conduct outreach to each appointed advisory group member to explain project, responsibilities, expectations and confirm initial questions.
- **Initial PAG meetings:** The consultant will work with the county project team to facilitate the first two (2) PAG meetings, including scheduling; agenda development; meeting facilitation; setting-up a consensus-based process; note taking and action items; and group follow-up. The first meeting will cover expectations/logistics/roles and responsibilities. It will also include review/discussion/guidance on Tasks 3 and 4, which are the data collection plan/analysis and policy/regulatory review. The second meeting will review and confirm any revisions recommended for Tasks 3 and 4 and confirm the project meeting schedule.

Task 3: Data Collection, Inventory, and Analysis (Jun–Sep 2020)

Task 3 is intended to be the background data research portion of the project. The consultant team will provide an overview of the current unincorporated Vancouver Urban Growth Area housing market, including but not limited to the number and growth of housing units by type; market rents and sales prices; and trends and preferences in housing development in this area in comparison to Clark County cities and the Portland metropolitan area. The goal is to have as much detailed information as possible for the Vancouver unincorporated urban area within the context of the regional markets.

The consultant will utilize accessible national, state, and local datasets. Data will be as current as possible. The ESRI enrichment data and county assessor's data are two preferred data sources. The exact geographic scope of the data collection and scale of the analyses is to be determined in conjunction with the county project team and PAG. County GIS staff will be involved in confirming data sources, deliverable formats, and review of consultant models and deliverables.

Task 3 Deliverable(s):

- **Data Collection, Inventory, and Analysis Summary Report:** Summarize and analyze data so that it is digestible, easy to understand, and is a usable tool that will be helpful throughout the various stages of the project. The county project team is open to creative interactive, mapping, and tabular formats. The goal is to paint a picture of the existing housing landscape, indicating the current diversity of housing types and purchase/rental price points. The consultant will also identify where there are gaps, and/or other key trends of findings related to housing options that can inform the housing needs of the unincorporated Vancouver Urban Growth Area.

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Compile, analyze, and present existing data. Preliminary data sets of interest, to cross-reference and analyze in various ways:

- Dwelling type (i.e. number of units per dwelling type, location in county, etc.)
- Square footage
- Market value
- Taxed value
- Sale amount
- Rental rates
- Year built
- Lot size
- Zoning
- Rental and ownership
- Short-term and long-term rental
- Vacancy rates
- Number of subsidized, affordable housing units
- Number of people living in each unit
- Household income
- Age, ethnicity, language spoken at home, and other demographic data of household residents
- Unhoused data
- Transportation cost data
- Number of vehicles owned per household
- Amenity and service data, i.e. proximity to transit, shopping, medical, etc.
- Population, housing, and employment forecast and trends

Note: The underlying raw data and editable formats will need to be provided to the county, as well as any supporting data visualization, written summaries, and clear documentation of data sources, so that the county could update the inventory in the future on its own. For GIS maps, we will want a copy of all python scripts or model builder.

- **Housing Preferences/Needs:** Design and implement an approach to collect preferences/needs of those currently looking for housing within the Vancouver Urban Growth Area (considering both housing type and cost information). This could include a survey, field trip or workshop, or other approaches to identify the types of housing people are looking to live in.
- **Potential PAG Facilitation and Process:** If needed, the consultant team will work with the PAG during the data collection and analysis (Task 3) to troubleshoot issues or provide additional guidance related to the analysis, assumptions, etc.

Task 4: Policy and Regulatory Review (Jun–Sep 2020)

Task 4 is intended to be the review of Clark County's Comprehensive Plan housing policies, zoning, and other regulations to identify any barriers to creating a more diverse variety of housing types at a variety of price points in the unincorporated Vancouver Urban Growth Area. The task will also include the review and assessment of recent state housing legislation to identify housing opportunities and requirements for Clark County, and review of other jurisdictions' recent housing options initiatives to understand key lessons learned.

Task 4 Deliverable(s):

- **Land Use Policies, Zoning & Regulations Audit:** The consultant team will review and assess the County's Comprehensive Plan housing policies, land use regulations (zoning, transportation, maps) and any other related regulations to identify standards, criteria, conditions, or procedures that have the effect, either in themselves or cumulatively, of discouraging a more diverse variety of housing types and/or price points. The final product will identify barriers in county policies and regulations, packaged in an easy-to use format to support discussions later in the process. Questions to consider as part of the review and analysis:
 - Is the county missing a key comprehensive plan housing policy or does it need to amend an existing policy?

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- Do the county's development regulations implement the policies of the comprehensive plan? If not, what needs to change? (i.e. does the county's zoning code and map allow for enough variety of housing types?)
- Are there additional regulatory barriers to providing a variety of housing types and a variety of price points? (i.e. are there opportunities to allow affordable housing in non-residential zones?)
- Are there code or policy changes needed that could better implement the findings from tasks 1 and 3?
- Are there enough zones (or sufficient land) for other types of housing besides single family detached?
- Do zoning ordinances include sufficient densities, form, height, setbacks, massing, open space, parking, etc. to meet different types of housing goals?
- Do residents within the neighborhoods in the unincorporated Vancouver Urban Growth Area have a well-rounded offering of daily goods and services, including parks that can be reached within a comfortable and safe walking distance, safe bicycle route, or transit ride?
- Are there non-regulatory opportunities to better address issues identified?
- Are community design standards sufficiently addressing, inhibiting, or missing, that would help the county with its housing and community design goals?
- How do county regulations address preservation of existing housing stock and displacement of our most vulnerable community members, such as renters, people with lower incomes, and other disadvantaged groups? Are there regulatory opportunities to better address these concerns?
- **State Housing Legislation Overview:** The consultant team will review and provide a summary of recent Washington state housing legislation for opportunities for Clark County to help meet its housing needs.
- **Case Study Summary & Lessons Learned:** The consultant team will review, analyze, and summarize three recent housing initiatives in other jurisdictions and identify key takeaways for Clark County. Takeaways could range broadly from process suggestions to specific regulatory changes.
- **Potential PAG Facilitation and Process:** If needed, the consultant team will work with the PAG during the policy and regulatory review (task 4) to troubleshoot issues or provide additional guidance related to the analysis, assumptions, etc.

Task 5: Recommendation Development (Oct–Mar 2021)

The consultant team will work closely with the PAG to develop a list of implementation-ready/actionable strategies and recommendations for County Council consideration using the information gathered from Tasks 1, 3 and 4. Ideally these recommendations will be drafted through a consensus-based process based on the joint fact finding from the previous tasks. We envision the PAG meetings will take place throughout the recommendation development process. Public workshops and check-ins with the Planning Commission and County Council will also take place throughout recommendation development.

Task 5 Deliverable(s):

- **Policy and Development Regulations Recommendations:** Recommendations will be "implementation-ready," meaning they are complete and ready to move through the county's legislative process. This means recommendations would be accompanied by key supporting documentation such as proposed policy and/or code amendment text, and concept drawings of housing developments; and zoning and/or comprehensive plan map amendments. Some examples could include:
 - Recommendations on amendments to development regulations that provide more opportunities for a variety of residential densities and housing types.
 - Concept drawings of various types of (missing middle) housing developments that could be incorporated into the county's development code to visually communicate the form of development (like Highway 99 form-based code).
 - Recommendations on needed development standards for missing middle housing types in the development code, such as housing definitions, types of

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- units permitted, lot dimensions, height standards, and other related standards.
 - o New zoning district(s) that would support unmet housing needs.
 - o Location/amenity criteria on where changes would be appropriate.
 - o Strategies and/or regulation amendments to better encourage the development of cottage housing, accessory dwelling units and duplexes.
 - o Recommendations to allow multifamily affordable housing in land uses other than residential.
 - o Strategies to prevent the displacement of our most vulnerable community members, such as renters, people with lower incomes, and other disadvantaged groups.
- **PAG/ Public/Planning Commission/County Council Facilitation and Process:**
 - o Facilitate 8-10 PAG meetings to develop recommendations. These meetings will likely be spread throughout the recommendation development process.
 - o Facilitate a series of public workshops/field trips (approximately 6) and online options as part of the recommendation development process. Approach will be creative and inclusive and reach those who may not typically participate in public processes like this.
 - o Provide project team support in providing updates and consulting with the County Council and Planning Commission (approximately 3 updates with each board).

Task 6: Finalize Action Plan & Supporting Documentation (Apr–May 2021)

The previous tasks are intended to make up the housing options study and action plan. This task is to finalize and package all materials and deliver them to the county project team.

Task 6 Deliverable(s):

Housing Options Study and Action Plan: The consultant team will deliver final versions of all previous deliverables and supporting documentation such as proposed code language, map amendments and concept drawings ready for implementation. Include any raw data and editable versions of all documents, and clear documentation of all data sources.

Task 7: Legislative Process Support (Jun–Nov 2021)

The consultant team will provide support to the county project team through the duration of the county legislative process to implement recommended actions.

Task 7 Deliverable(s):

Provide project team support in the local legislative process, including a Planning Commission work session, Planning Commission hearing, Council work session, and Council hearing.

Task 8: Coordination and Project Management (Throughout Project)

The consultant team will need to coordinate with the county project team throughout the duration of the project and provide ongoing communication and project management support. The consultant team and county project team will develop agreed upon communication expectations and protocols, including time needed to review items, meeting frequency, etc.

Task 8 Deliverable(s):

The consultant team will communicate with the county project team by email, phone, and in-person. Project team meetings are expected to plan for PAG meetings, community workshops, review and discussion of materials, troubleshooting issues, etc.

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Meeting Summary Table.

The below table reflects the total number of meetings anticipated for tasks 1-7.

Meeting Type	Number
Interviews	40
Project Advisory Group (PAG)	10-14
Public Workshops	6-8
Planning Commission	5
County Council	6

2. County Performed Work
The county will provide technical assistance to the consultant throughout the project. The project manager will be the main point of contact for the county.

3. Deliverables & Schedule
The expected outcome is the development of a list of implementation-ready/actionable strategies and recommendations for County Council to consider utilizing a consensus-based process and innovative public engagement. The legislative process is to be complete by year-end of 2021.

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
A contract awarded as a result of this RFP is intended to begin on March 1, 2020 and end by November of 2021.

6. Public Disclosure
This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.

If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY. If a request is made for disclosure of such a portion, the County will determine whether it should be made available under the Act. If the county determines that such a record(s) is subject to disclosure, 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.

7. Insurance/Bond
A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

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B. Professional Liability (aka Errors and Omissions)

The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$2,000,000 per occurrence, with a maximum deductible of \$25,000. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

C. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled, or reduced without a 30 day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

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

8. Plan Holders List

All proposers are required to be listed on the plan holders list.

- ✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

- If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.
- Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

Part II Proposal Preparation and Submittal

Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting There will be no pre-submittal meeting or site visit scheduled for this project.
2. Proposal Clarification Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is January 17, 2020.

An addendum will be issued no later than January 22, 2020 to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

Section IIB Proposal Submission

1. Proposals Due Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

Proposals shall not be submitted by E-mail or Fax.

2. Proposal Proposals must be clear, succinct and not exceed 10 pages, excluding resumes, E-Verify documentation, coversheet, and Attachment C – Additional Attachments – Sample Work (optional). Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

Request for Proposal #770

Housing Options Study and Action Plan

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents should be included with each copy unless otherwise specified.

Section IIC

Proposal Content

1. Cover Sheet
This form is to be used as your proposal Cover Sheet
See Cover Sheet - Attachment A
2. Project Team
The proposal will specify who the project manager is and who is proposed to be on the project team.
3. Management Approach
The consultant's project manager will correspond with the county's project manager on all aspects and phases of the project.
4. Respondent's Capabilities
The proposal will include information as to how the organization(s) and the team are qualified to undertake the contract in terms of related work experience and demonstrated knowledge of the subject matter. We are looking for a consultant team that brings the following strengths:
 - Creative, inclusive, and effective community engagement experience
 - Effective group facilitation: a team who can manage contending interests, can keep the group within project scope, and is very experienced in consensus building approaches to implement stakeholder interviews, convening, joint fact finding, and knows how to mediate and help a group strive to reach unanimous support on a set of recommendations
 - Great at communicating with a variety of audiences (from county project team to PAG to elected officials and members of the public)
 - Technical background and expertise in housing data analysis
 - Great data communication skills – can paint clear picture of what is going on with the housing data, including data synthesis and visualization
 - Technical background and experience in WA land use and zoning, including writing or implementing development regulations
 - Experience and background to create graphic/visual materials that may be needed as part of the recommendations, i.e. graphics included in development code, or creation of materials to help communicate housing options available in the county
5. Project Approach and Understanding
Please see Respondent's Capabilities above and summarize experience in work similar to Work Requirements in Section 1B. If needed, use Attachment C to provide sample work as supporting documentation for your proposal.
6. Proposed Cost
The proposal will include a cost proposal that details costs broken out by task, and that includes team hourly rates, expenses, and overhead.
7. Employment Verification
Please refer to section 1A.6. – e-Verify
IMPORTANT NOTE: Include this portion of the response immediately **AFTER** the cover page, if not already on file with Clark County. Current vendors on file can be viewed at:
<https://www.clark.wa.gov/general-services/purchasing-overview>

Part III Proposal Evaluation & Contract Award

Section IIIA Proposal Review and Selection

1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Council.
2. Evaluation Criteria Scoring: Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

A one hundred (100) point system will be used, weighted against the following criteria:

Proposal presentation – The information is presented in a clear, logical manner. All required information was provided.	10
Qualifications and experience – Has the proposal demonstrated a level of expertise for the scope of the project? (Include references for projects of a similar nature.)	35
Approach to work – The vendor’s approach will achieve the project objectives and outcomes. The approach is thoughtful and creative. The proposed process includes a consensus-based approach and inclusive community engagement.	35
Capacity and availability – The vendor has the resources and commitment to provide timely services.	15
Cost – Pricing seems reasonable and is within the maximum amount.	5
Total Points	100

Those selected to proceed to the final phase of evaluation will be invited to an interview to demonstrate their experience and capability to successfully complete the project.

Section IIIB Contract Award

1. Consultant Selection: The County will award a contract to the highest scoring Proposer. Should the County not reach a favorable agreement with the highest scoring Proposer, the County shall suspend or terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.
2. Contract Development: The proposal and all responses provided by the successful Proposer may become a part of the final contract.

The form of contract shall be the County’s Contract for Professional Services.
3. Award Review: The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a ‘trade secret’ will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.
4. Orientation/Kick-off Meeting: Following the Clark County Council’s authorization of the contract, a kick-off meeting with the project team will be scheduled.

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Attachment A: COVER SHEET

General Information:

Legal Name of Applicant/Company/Agency _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

Tax Identification Number _____

ADDENDUM:

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

None 1 2 3 4 5 6

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

Total Funds Requested Under this Proposal \$ _____

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.

Signature, Administrator of Applicant Agency

Date

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Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email address _____

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

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

Clark County web link:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

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: ADDITIONAL ATTACHMENTS

Sample Work – (optional)