



RFP #781
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, JULY 29, 2020
DUE DATE: WEDNESDAY, AUGUST 26, by 1:30 pm

Request for Proposal for:

*DESIGN SERVICES for INTERSECTION IMPROVEMENTS at
NE 179th STREET and NE 29th AVENUE & NE 179th STREET and NE 50th
AVENUE*

SUBMIT:

One (1) Original
Two (2) Complete Copies
One (1) Complete Electronic Copy (USB Flash Drive)

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

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

****DO NOT PUT IN ANY DROP BOX LOCATED IN THE BUILDING****

****Hand Delivery Requires Entrance to the building using the North Door on the First Floor.**

****Anyone entering the building must wear a face mask****

Refer Questions to Project Manager:

Scott P. Sawyer, P.E.
Capital Project Manager
scott.sawyer@clark.wa.gov
564-397-4364

General Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <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: 564-397-2322
ADA@clark.wa.gov

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Design Services for Intersection Improvements at NE 179th St and NE 29th Ave & NE 179th St and NE 50th Ave

Part I Proposal Requirements

Section IA General Information

1. Introduction

The purpose of this Request for Proposal (RFP) is to obtain, in a full and open competition, proposals for design services for one or possibly both intersection improvements.

Upon review by County staff of the proposals submitted, the decision will be made whether to combine the design of each intersection into one contract or separate the intersections in two distinct contracts.

This RFP seeks proposals that address required services. Those services are generally described below in Section 1B.

Selected candidates based on the proposal review may be asked to interview to determine the final consultant selection.

2. Background

The intersection of NE 179th Street and NE 29th Avenue is located approximately 1.0-mile East of Interstate 5. NE 179th Street and NE 50th Avenue is located approximately 2.0-miles East of Interstate 5.

The project will entail the reconstruction of the existing single lane all-way stop controlled intersections to multi-lane (single-lane striped) roundabouts. All documents, engineering, plans and specifications will be completed in accordance with all applicable Federal, State and County standards. The project is funded with local County Road Funds, Traffic Impact Fees, Federal Funds, and Real Estate Excise Tax Funds.

3. Scope of Project

Support the on time and on budget delivery of this capacity & safety improvement project(s). The project involves the design/engineering, real property acquisition, environmental documentation and permitting necessary to prepare a biddable and constructible set of plans and specifications in accordance with all applicable Federal, State and County standards.

The project is anticipated to receive federal funding and will be required to follow WSDOT's Environmental Procedures Manual for compliance with the National Environmental Policy Act (NEPA). Permits from local, state and federal agencies will be required.

These projects each have a mandatory consultant UDBE goal of 0%

More information about the UDBE program can be found in Chapter 26 of the WSDOT Local Agency Guidelines.

4. Project Funding

Allocation of funds for this project is limited to the assigned and approved project budget. A portion of this project is anticipated to be funded by a federal grant.

Clark County, Washington in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

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5. Timeline for Selection

The following dates are the **intended** timeline:

Proposals Due	August 26, 2020
Proposal Review / Evaluation Period	August 26 – September 18, 2020
Interviews	September 21 – 24, 2020
Selection Committee Recommendation	September 28, 2020
Contract Negotiation / Execution	September 29 – October 30, 2020
Contract Intended to Begin	November 9, 2020

6. Employment Verification

Effective November 1, 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 **48 hours** after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new 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, or annually, which 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:

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

Note : Sole Proprietors shall submit a letter stating exempt.

Section IB

Work Requirements

1. Required Services

Clark County is requesting engineering and environmental professional services to join the in-house project team. The consultants will work closely with designated County personnel. Separate firms may provide the types of services listed below; however, the firms must be presented as a joint team for the proposal.

Subcontracting amongst firms is acceptable; however, a single firm must be identified as the "prime" and subcontracts must include the necessary clauses required by the Clark County contract (WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement).

The required services (anticipated but not necessarily limited to) are described below:

INITIATION, COORDINATION and MEETINGS

- Provide on-going consultant project management, coordination, and communication with the project design team and county staff throughout the project. Includes all coordination and communication necessary to successfully accomplish the project work.
 - o Initial kick-off meeting with Clark County
 - o Preapplication meeting with Regulatory Agencies
 - o Up to 24 project team/ progress meetings through end of project term.
 - o Up to 10 coordination meetings with the County QA/QC Design Engineer
 - o Design review meetings at 60%, 90%, and 99% preliminary plan submittals

PUBLIC OUTREACH and ACCESS HEARINGS

- Participate in public involvement activities managed by Clark County, throughout the project design phase, including:

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- o Attend up to 2 open houses
- o Provide up to 4 display boards, including photo displays and conceptual graphics depicting intersection(s) improvements

ENGINEERING SERVICES

Civil Engineering:

- All work necessary to determine geometric parameters for a final layout and produce supporting documentation in accordance with WSDOT guidelines and County Road Standards. Perform vehicle movement analysis using WB67 design vehicle.
- Design of roadway and roadway approaches, dual-lane roundabout intersection design, detour plans, drainage system and stormwater treatment facilities.
- Determine roadway horizontal and vertical alignments that minimize impacts to adjacent properties, while maximizing safety, capacity and mobility, guardrail and traffic requirements.
- Subsurface and overhead utility investigation, coordination, and conflict resolution.
- Written preliminary and final stormwater plans and Technical Information Reports.
- Compilation of plans, specifications and estimates and preparation of bidding documents. Submit plan sheets, specifications and cost estimates at 60%, 90%, 99% and final PS&E. Documents shall be biddable and constructible, taken through a QA/QC process and prepared and stamped by a professional engineer licensed in the State of Washington.
- Support Environmental Process with necessary documentation.

Traffic Engineering:

- Design of signing and striping plans
- Lighting /Illumination design plans
- Submit plan sheets, specifications and cost estimates at 60%, 90%, 99% and final PS&E. Documents shall be biddable and constructible, taken through a QA/QC process and prepared and stamped by a professional engineer licensed in the State of Washington.

Hydraulic Engineering:

- Fish passage compliant culvert design
- Knowledge of HEC-13 and HEC-23
- Evaluate streambed and bank protection needs, shear stresses and scour, streambed stone gradations and stream corridor design in accordance with FHWA Hydraulic Engineering Circulars;
- Analyze the associated floodplain and prepare floodplain permit application with supporting documentation.
- Submit plan sheets, specifications and cost estimates at 60%, 90%, 99% and final PS&E. Documents shall be biddable and constructible, taken through a QA/QC process and prepared and stamped by a professional engineer licensed in the State of Washington.
- Support Environmental Process with necessary documentation including fish passage and WDFW's stream design.

Geotechnical Engineering:

- Conduct geotechnical investigations and analysis to evaluate subsurface conditions, slope stability hazards, walls and structures; groundwater evaluation; stream bed material analysis; evaluate subsurface conditions for stormwater treatment facilities. Determine roadway pavement section requirements.
- Provide design parameters and make recommendations for culvert foundation design;
- Provide necessary information for environmental documentation.
- Provide support during construction with design clarifications, submittal reviews, change order drawings, etc. During construction, design lead team members must be available either in person, by phone, or by email. Design lead team members must be able to attend weekly on-site construction meetings in person.

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Structural Engineering:

- Design of other structures including retaining walls.
- Coordinate with Geotech with soil parameters.
- Submit plan sheets, specifications and cost estimates at 60%, 90%, 99% and final PS&E. Documents shall be biddable and constructible, taken through a QA/QC process and prepared and stamped by a professional engineer licensed in the State of Washington.
- Support Environmental Process with necessary documentation.
- Provide support during the bid period with response to inquiries, preparation of addendums, etc.
- Provide support during construction with design clarifications, submittal reviews, change order drawings, etc. During construction, design lead team members must be available either in person, by phone, or by email. Design lead team members must be able to attend weekly on-site construction meetings in person.

ENVIRONMENTAL SERVICES

- Provide environmental documentation and permitting support for County project manager and permit coordinator.
- Advise manager and coordinator of permits required for project.
- Attend team meetings on an as needed basis.
- Develop permit application materials, exhibits and supporting documents that meet the requirements of federal, state, and local regulations. These will be submitted by county.
- Meet with agency personnel, property owners, and other consultants as requested by the County.
- Develop Stormwater Pollution Prevention Plan.
- Conduct wetland delineations, critical/sensitive area assessments.
- Prepare documents in accordance with Endangered Species Act compliance.
- Carry out cultural resource surveys and prepare documentation in accordance with Section 106 of the Historic Preservation Act.
- Develop Mitigation Plans as necessary including the development of bid items, contract plan sheets, and special provisions.
- Ensure NEPA and SEPA procedures are followed during all phases of the project in accordance with WSDOT's Environmental Procedures Manual and Environmental Classification Summary Guidebook.
- Coordinate and complete necessary documentation for a NEPA Documented Categorical Exclusion.
- Adhere to the project schedule.

All consultants should be prepared to attend public meetings and hearings to present project information as representatives of Clark County Public Works.

Note that the list of services described in this Request for Proposal is for informational purposes and is subject to change following final selection of a consultant.

2. County Performed Work

The work to be performed by County staff is listed below.

- Management of the overall project, including the internal and consultant project teams.
- Needed surveys – topographic and boundary.
- 30% preliminary intersection design layout.
- Traffic counts.
- Assist with the development and review of specifications and other bid documents.
- Coordinate public involvement.
- Acquire all property rights necessary for the projects.

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- Administer grants and project funding.
- Coordinate all environmental permitting submittals and correspondence with federal, state, and local agencies.
- Manage construction of the projects and provide inspection.

3. Deliverables & Schedule

The following schedule is preliminary and subject to change but provides a rough framework of timelines and expectations.

Permit Plans (60%) Submittal	April 16, 2021
Environmental Documentation – WSDOT LP Approval	April 19, 2021
90% Design Submittal	March 25, 2022
Permitting Process (complete)	June 6, 2022
Right-of-Way Acquisition	May 2021 – May 2022
PS&E Completed	January 13, 2023
Bid Opening	April 4, 2023
Construction (excluding planting, if any)	June 2023 – April 2024

4. Place of Performance

Contract performance may take place in the County's facility, the Proposer's facility, a third-party location, project site or any combination thereof.

5. Period of Performance

A contract awarded as a result of this RFP will be for approximately three (3) years.

Clark County reserves the right to extend the contract resulting from this RFP for a period of two (2) additional years, in one (1) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

6. Prevailing Wage (Davis Bacon)

Pursuant to State of Washington RCW 39.12, all payment for salaries and wages shall conform to State of Washington Department of Labor and Industries as prevailing wage rates. For this project select the Clark County rates that apply on the bid opening date from either of these sites:

<http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm>

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates>

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.

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 bid items of this contract

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7. Debarred/Suspended Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.

All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matter" form with their proposal to be eligible to participate.

8. 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.

9. Insurance/Bond Firm awarded the contract will be required to have insurance in effect as specified in the contract under Section XII Legal Relations (See Attachment D WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement).

10. 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:

View the Plan Holders List at the link below:

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

If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion. See Attachment B.

Proposals received by Clark County from 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 not be a pre-submittal meeting or site visit scheduled for this RFP.

2. Proposal Clarification

Questions and Requests for Clarification regarding this Request for Proposal shall be directed in writing, via email, to the person listed on the cover page.

The deadline for submitting such questions/clarifications is August 19, 2020.

An addendum will be issued no later than August 20, 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.

2. Proposal

Proposals must be clear, succinct and not exceed **15** pages: excluding resumes, E-Verify and coversheet. 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.

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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.

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, such as sales brochures, should be included with each copy unless otherwise specified.

Section IIC

Proposal Content

1. Cover Sheet Attachment A is to be used as the proposal Cover Sheet

2. Project Team Provide a summary describing the joint team organization, including the prime consultant and any sub-consultants. The summary should contain an organizational chart showing areas of responsibilities, professional titles of pertinent positions and which team member will be the “lead” in each area (archaeological, endangered species act, wetlands, roundabout design, structural, geotechnical, environmental, hydraulics, etc.). If the team includes members from different firms, please include any past experience working together.

3. Management Approach Provide a resume for all key team members that details professional standards in areas of expertise. Also include a list of all other team members that will work on the project – including technical expertise, title, years of experience and relevant project work. Describe how the team will be managed internally as well as within the overall County/Consultant project team. Include information about QA/QC processes.

4. Respondent's Capabilities Provide three reference projects that demonstrate experience and competence in performing the type of work requested as identified in Section IB-1. Each discipline should be represented in three reference projects, either in combination with other disciplines or individually. Include name of project owner, address, telephone number, project title and contact person. Projects demonstrating efforts with joint consultant/local agency teams are preferred.

5. Project Approach and Understanding Provide a description of the work to be performed based on the Required Services described in Section IB and project schedule provided. **Include a description of key issues and challenges anticipated to be addressed during the development and execution of the specific project.**

6. Proposed Cost N/A

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>

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Part III Proposal Evaluation & Contract Award

Section IIIA

Proposal Review and Selection

1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may 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 Quality	10
Project Team / Management Approach	30
Respondents Capabilities	30
Project Approach and Understanding Including Schedule	30
Total Points	100

The scoring of the proposal will determine the number of consultants selected for the interview phase. Final consultant selection will be determined by the interview scoring only.

Section IIIB

Contract Award

1. Consultant Selection: The County will award contract(s) to the highest scoring Proposer(s) based on the scoring of the interview process. 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: Each successful firm will be required to enter into a Washington State Department of Transportation (WSDOT) Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement with Clark County as written. A copy of the agreement can be found at <https://www.wsdot.wa.gov/LocalPrograms/LAG/CAI.htm> and should be read carefully before submitting a proposal.
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 Clark County Council authorization of the contract, a kick-off meeting with the entire project team will be scheduled.

Request for Proposal #781

Design Services for Intersection Improvements at NE 179th St and NE 29th Ave & NE 179th St and NE 50th Ave

Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm _____

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.

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, Company Representative with Signature Authority

Date

Printed Name

Title

Request for Proposal #781

Design Services for Intersection Improvements at NE 179th St and NE 29th Ave & NE 179th St and NE 50th Ave

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.

Request for Proposal #781

Design Services for Intersection Improvements at NE 179th St and NE 29th Ave & NE 179th St and NE 50th Ave

Attachment C



Clark County, Washington

Certification Regarding Debarment, Suspension and Other Responsibility Matters

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

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

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

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

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

Request for Proposal #781

Design Services for Intersection Improvements at NE 179th St and NE 29th Ave & NE 179th St and NE 50th Ave

Attachment D: WSDOT Local Agency Negotiated Hourly Rate Consultant Agreement

<https://www.wsdot.wa.gov/LocalPrograms/LAG/CAI.htm>