



RFP # 701
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: **Wednesday, September 30, 2015**

Request for Proposal for:

Feasibility Study of the Clark County Law Enforcement Center

PROPOSALS DUE: Thursday, November 12, 2015 by 3:00 p.m.

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Company name.

Submit one (1) original, ten (10) complete copies, and one (1) write protected electronic copy of the Proposal to:

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington 98660
(360) 397-2323

Refer Questions to:

Project Manager:
Ric Bishop
Chief, Clark County Sheriff's Office
Cntysheriff.jailadministration@clark.wa.gov

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 proposer's 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.

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 proposal 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.

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 (360) 397-2025;
TTY (360) 397-2445; ADA@Clark.wa.gov

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Feasibility Study of the Clark County Law Enforcement Center

Part I Proposal Requirements

Section IA General Information

1. Introduction

The Clark County Sheriff's office is interested to contract with an architectural firm to provide a feasibility study and cost analysis to renovate the main jail based on the current business model. The feasibility study will include an analysis of the existing building's lifespan, structural, HVAC, plumbing and lighting capacities. It will also study the current building and fire, life, safety codes. Plus, a study of phasing the construction and relocating the inmate population and staff shall be identified in this first phase of the project
2. Background

The Clark County Law Enforcement Center was constructed in 1983 and occupied in 1984. It's located in downtown Vancouver and is adjacent to the county courthouse. The facility is 124,318 square feet on 3 floors. 37,595 square feet of the building is offices and 86,203 square feet of the building is housing for the inmates and the intake operation. Services such as laundry and kitchen are located off-site and transported to the main jail facility. The report shall include these services moving into the main jail from the off-site facility the JWC (Jail Work Center).

Over the years, the facility has been updated and reconfigured based upon best practices at the time and budget constraints. The building currently has many challenges such as; water leaking, accommodating bed space, the intake area and medical treatment areas are too small etc. It is the mission and objective of the sheriff staff to transition the current way of doing business from custody to corrections (re-entry into the community). The building must be renovated to improve the current state of doing business.
3. Scope of Project

Our goal is to have an updated report, conceptual floor plan and costs associated with the renovation and expansion of the main jail. The renovation would accommodate additional services and the changing needs of a maximum security facility. This report would ultimately go to the Clark County Council for direction on next steps. If funds are identified for the expansion, the project would continue to the next phase of design development, relocation planning, construction documents and then construction.

Scope of services to include but not limited to:

 - Develop program requirements based staff input, tours, and previous reports.
 - Develop up to three conceptual plans for review and approval to move forward to cost estimating.
 - Analyze building envelop and structural lifespan of building; seismic upgrades if any, mechanical, electrical, lighting, data and plumbing efficiencies and lifespan.
 - Conduct a building code review and provide recommendations.
 - Provide cost estimates for one conceptual plan and to bring the building up to current codes. Cost estimate to include; relocation services, construction, professional service fees, permitting and FF&E.
 - Provide a recommendation on construction phasing and relocation services.

Presentation to county staff and elected officials
4. Project Funding

The anticipated cost range for the services described herein is \$250,000 - \$300,000. The Proposers proposal shall include the Proposers true estimated cost to perform the work irrespective of the budgeted funds for this work.

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5. Timeline for Selection

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

Proposals Release	September 30, 2015
Clearance Due for Mandatory Tour	October 13, 2015 by 5 PM
Mandatory Facility Tour	October 20, 2015
Proposals Due	November 12, 2015
Recommendations for Top Tier Candidates	December 2, 2015
Presentations for Top Tier Submittals	January 7, 2016
Selection committee recommendation	January 8, 2015
Contract negotiation/execution	January 8 – 22, 2016
Contract intended to begin	February 15, 2016
Final Work Product submitted to the County	July 31, 2016

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, 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:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. Fax to (360) 397-6027, or;
3. Call Purchasing at (360) 397-2323 for a current email address.

Note : Sole Proprietors are exempt.

Section IB

Work Requirements

1. Required Services

Professional services to include architectural team engineering (mechanical, electrical, structural and plumbing), cost estimator and permit services.

Using testing, visual inspections, existing drawings and constructions, engineering and architectural knowledge provide a detailed and technical report of the residual life expectancy of the Clark County Law Enforcement Center (Clark County maximum security jail) include all systems within the building as well as the structure itself. Systems to include but not be limited to: HVAC, electrical, plumbing, lighting, data wiring, and building envelope (windows, doors, roof).

Using the previous two reports and existing Clark County Corrections Reentry business plans please provide programming/space needs estimate to maintain current population levels (if not increase) while adjusting for various currently unmet spatial needs for special populations. This needs to include a component for support services to be performed at the downtown location.

2. County Performed Work

The successful bidder will have access to maps/drawings/as built as they exist and have been managed by Facility Management. Successful bidder will also have access to building and personnel of the Sheriff's Office. Successful bidder will have access to the business realignment plan as it exists for the change in philosophy and direction of the Corrections Branch of the Clark County Sheriff's Office. Also will have access to previous reports and proposals on this subject.

Any person entering the facility will be subject to a criminal history check prior to being granted clearance to the facility. Typical timeline for clearance is 10 days.

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3. Deliverables & Schedule
- In consultation with the successful proposer, the owner representative will determine a schedule of deliverables for the following specific areas:*
- *Complete technical report of the residual lifespan of the existing building*
 - *Complete technical report of the cost estimates and timelines to upgrade the existing building to current codes (building, seismic, building capacity, fire and life safety standards of housing facilities, ADA, PREA, RLUIPA etc.) noting that the building would be owner occupied and all the work would be staged.*
 - *Conceptual plan for new or remodeled structure to include current parking levels and to localize existing remote operational infrastructure systems*
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. Public Safety
- 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.
- All contractors' personnel inside the facilities will be required to wear and display appropriate and Jail Administration approved identification badges.
6. 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.
- B. Automobile
- If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.
- C. 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.

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D. 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 will be primary.

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 the 'Letter of Interest' to ensure your inclusion. See Attachment B.

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

One *mandatory* conference and tour of the facility will be provided for the purposes of proposal development. The date and time of the one conference and tour will be October 20th, 2015 at 1:00 PM in Classroom One of the Clark County Law Enforcement Center located at 707 West 13th Street, Vancouver, WA 98660. All bidders attending the conference must submit for and successfully obtain facility clearance by October 13, 2015. The clearance form is attachment C. Only two representatives for each bidder will be allowed to attend the tour. No other conferences will be scheduled or conducted.

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 seven calendar days prior to the due date for proposals.

An addendum will be issued no later than six calendar days prior to the proposal due date 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>

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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 100 pages. 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.

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

This form is to be used as your proposal Cover Sheet
See Cover Sheet - Attachment A

2. Project Team

Ideal Respondents and/or their team will be able to demonstrate specific knowledge of and experience in the following disciplines:
HVAC, Fire Safety, Structural Engineer, Architect, Plumber, Electrician, and a Jail design and operation,

Any combination of experience, expertise, knowledge, and/or skill will be taken into consideration.

Provide the name, a brief history and CV of each person included in the work group
Please list the disciplines and importance to the group of each that is included in this work group. Include the *lead's firm's* most recent annual report. Specify experience in similar typed projects

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3. Management Approach
 - Please list similar projects of which team members have had a significant role.
 - Please provide timeline and sample work product
 - Please specify systematic approach to gather all information requested for report

4. Respondent's Capabilities

Similar Work. Respondents must provide at least three (3) reference accounts to which they are presently providing like service. Included must be the name of the government or company, individual to contact, phone number, street address and e-mail address. Preference may be given to Respondents providing government accounts similar in size to Clark County.

Financial Surety. Capable of providing a letter of credit or other required financial security.

Experience. At least five (5) years of experience

5. Project Approach and Understanding

The project will kick off with a meeting of the project team and County staff, the purpose of which will be to establish a working process and assure that all team members understand the County's desired outcomes for the project and timelines. During the meeting, we will discuss the proposed schedule and plan, the role of each member, and the preliminary goals and objectives. While our process is a vision-based process, it is important that a good understanding of existing conditions be developed. We anticipate the compilation of existing data in numerous categories and the placement of that data into a useable report.

6. Proposed Cost

As part of the submission please provide an expected progress payment schedule with the final payment being after acceptance of the final work product.

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: <http://www.clark.wa.gov/general-services/purchasing/documents/e-verifylog.pdf>

*Please put this **after the cover page.** (See section 1A.6)*

Part III Proposal Evaluation & Contract Award

Section IIIA Proposal Review and Selection

1. Evaluation and Selection:

The criteria listed in the Request for Proposal will be used in evaluating the Response. The County reserves the right to accept other than the lowest priced Response. Responses will be evaluated by a committee of Clark County departments and others. Requests for presentations or clarification of portions of the Response may be considered. A summary evaluation will be prepared by this committee with an objective ranking of the Responses.

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 two tier rating system will be used. Those who place in the top tier in the scoring of the written proposals will be invited to present for a second score. A two hundred (200) point system will be used, weighted against the following criteria:

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<i>Written proposal criteria</i>	
Proposal approach/quality	25
Creativity / Experience	10
Work history / Examples	10
Product Demonstration	15
Cost	5
References	25
Criteria Specific to your project needs	10
Total Points	100

<i>Presentation criteria</i>	
Contractor's Comprehension of the required Scope of Services	35
Contractor Qualification	20
Total Proposed Price	20
Client References	10
Team discipline make up	15
Total Points	100

Section IIIB

Contract Award

- 1. Consultant Selection** Contracts awarded pursuant to the provisions of this section will not be solely on price, but will include and be limited to evaluation criteria listed in the Request for Proposal. 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 Profession Services, Attachment D
- 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** Contact negotiations will be completed following the presentations on **January 7, 2015**. CCSO intends to complete negotiations late **January 2016**. Following Clark County Council and Administrator authorization of the contract, scheduling for transition will begin.

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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 insert number of each Addendum received. If no addendum received, please mark "**NONE**".

No. _____ Dated: _____ No. _____ Dated: _____ No. _____ Dated: _____.

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

→ Does the proposal comply with the requirements contained within the RFP?
A "No" response may disqualify the proposal from further consideration.

Yes No

→ Did outside individuals or agencies assist with preparation of this proposal?

Yes No (if yes, describe.)**

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 Board of Commissioners.

Signature, **Administrator of Applicant Agency***
(*Enter the appropriate signature title)

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.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: Beth.Balogh@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: Jail Clearance Request Form

Attachment D: Sample of Contract for Professional Services