



RFP #702
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

Release date: **Wednesday, September 23, 2015**

Request for Proposal for:

Review of Hydraulic Designs and Floodplain Permits

PROPOSALS DUE: Friday, October 9, 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 paper copy and a PDF electronically 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:

Ken Lader, Engineering and Design Section Supervisor
Ken.Lader@clark.wa.gov

And

Tom Grange, Engineering & Construction Division Manager
Tom.Grange@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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Part I Proposal Requirements

Section IA General Information

1. Introduction

Clark County intends to award a single contract for professional services to be provided on an as-needed basis. The services to be provided encompass guidance for engineering practices, review of engineering design, and permit review in the following areas:

 1. Hydraulic modeling
 2. Scour calculations
 3. Scour countermeasures
 4. Stream grading
 5. Condition Letter of Map Revision application
 6. Clark County's Flood Hazard Areas Ordinance and National Flood Insurance Program (NFIP) requirements

Firms cannot partner or team with other firms or have sub-consultants in their proposal. They will be selected on their capabilities. Firms that do not follow this guideline will be eliminated from consideration.

Firms must have a certified floodplain manager on staff in order to qualify. Proposals must identify this staff member and list their qualification.
2. Background

Clark County Public Works is seeking proposals from qualified firms with demonstrated experience in all of the areas listed above. The selected firm will be used on an on-call basis to assist with projects when county staff either does not have expertise or time to do the work.
3. Scope of Project

The successful firm will be required to enter into a Washington State Department of Transportation (WSDOT) Local Agency Standard Consultant Agreement with Clark County. A copy of the agreement is included as Attachment C and should be read carefully before submitting a proposal.

There is no guarantee of any expenditure on this contract. Individual tasks will be assigned to the selected firm as project needs are identified. The scope of work, schedule and compensation for each project will be established in writing through a Task Order prior to commencement of the work. Task Orders will be issued by the county's contract administrator. Any changes to the scope of work, schedule or budget must be agreed to by the consultant and Clark County in writing as an amendment to the Task Order.
4. Project Funding

Clark County anticipates awarding a single contract for up to \$50,000. The actual amount of the contract will be determined after the proposals have been reviewed.
5. Timeline for Selection

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

Proposals due	October 9, 2015
Proposal review/evaluation period	October 12, 2015 to October 30, 2015
Selection committee recommendation	November 2, 2015
Contract negotiation/execution	November 5, 2015 to November 10, 2015
Contract intended to begin	December 1, 2015

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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.

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Section IB Work Requirements

1. Required Services The selected firm will be used on an on-call basis to assist with projects when county staff does not have the expertise or availability to complete the work. The tasks will generally be relatively small in scope and limited to review of proposed designs.

The types of services to be provided encompass guidance for engineering practices, review of engineering design, and permit review in the following areas:

- Hydraulic modeling
- Scour calculations
- Scour countermeasures
- Stream grading
- Condition Letter of Map Revision application
- Clark County's Flood Hazard Areas Ordinance and National Flood Insurance Program (NFIP) requirements

Firms must have a certified floodplain manager on staff in order to qualify. Proposals must identify this staff member and list their qualification.

2. County Performed Work For most tasks the consultant will be working closely with county staff on the project. The responsibilities of the consultant will be clearly defined in the scope of the task order.
- Typically, county staff will provide design information for each project to be reviewed.
3. Deliverables & Schedule The deliverables and schedule for each task will be clearly defined in the task order.
4. Place of Performance The place of performance may vary from task to task, but will typically be independent of project locations and can be performed at the Proposer's Facility. Occasionally, site visits and coordination with county staff in Clark County will be necessary. Such exceptions will be clearly defined in the scope of the Task Order.
5. Period of Performance A contract awarded as a result of this RFP will be for 2 years and is intended to begin in November of 2015 and end December 31, 2017.
- By mutual agreement of Clark County and the Consultant, the contract resulting from this RFP can be extended for 3 additional years in 1-year increments, with the same terms and conditions, by both parties signing a supplemental agreement prior to the contract end date.
6. Insurance/Bond Firms awarded contracts will be required to have insurance in effect as specified in the contract under Section XII Legal Relations (See Attachment C).
7. 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
2. Proposal Clarification

There will be no pre-submittal meeting or site visit scheduled for this project.

Questions and requests for clarification regarding this Request for Proposal must be directed in writing, through email, to the persons listed on the cover page. The deadline for submitting such requests 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 will be 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 4 pages, excluding resumes. E-Verify forms and resumes attached in an appendix will also be excluded from the sheet count. Sheets that are printed on both sides are considered to be two pages. A minimum font size of 10 is required. Proposers who submit more than allowed number of pages will not have the additional pages considered.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposer's 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.

3. Materials and Environmental Responsibility

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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Proposer's 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.

Section IIC

Proposal Content

1. Cover Sheet Complete and sign the attached cover sheet (Attachment A). This should be the first page of the proposal.
2. Introduction Provide a brief introduction to the firm and what makes it stand out from other firms.
3. Project Team Provide information on the individuals that will be available to work on county projects. A summary table that includes the name, title, years of experience, office location and expertise for each individual may be an appropriate format.
4. Respondent's Capabilities Provide information on projects the firm or team members have worked on that demonstrate the firm's capabilities in the areas listed in Section 1B.1. Provide information about the project teams' experience in documenting review comments and communicating information using clear and effective methods.
5. 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>

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 Board of County Councilors.
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 (concise, well organized, accurate)	10
Project Team (education and experience with emphasis on work in flood hazard analysis and NFIP)	30
Proposer's Capabilities (projects showing requested capabilities with emphasis on areas listed in Section 1B.1)	30
References and Past Performance (quality of work, responsiveness, cost effectiveness and control of budget)	30
Total Points	100

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 successful firm will be required to enter into a Washington State Department of Transportation (WSDOT) Local Agency Standard Consultant Agreement with Clark County. A copy of the agreement is included as Attachment C 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: There will not be an orientation or kick-off meeting. Once a contract is executed the firm will be available for task assignment work. The timing of task assignment work can be difficult to predict. Firms can contact the contract administrator with questions.

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.)***

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 Councilors.

Company Representative with Signatory Authority

Date

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 proposer's 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 **WSDOT Local Agency A&E Professional Services
Negotiated Hourly Rate Consultant Agreement
(Appendix 31.72 WSDOT Local Agency Guidelines)**