

CLARK COUNTY
REQUEST FOR PROPOSALS



408

MIXED USE PROJECTS
DESIGN STANDARDS AND ORDINANCE

ISSUING AGENCY:
Clark County Office of Purchasing

ISSUED ON BEHALF OF:
Clark County Community Development

RELEASED: March 7, 2005

CLOSES: April 1, 2005

PROPOSALS MUST BE SUBMITTED NO LATER

THAN 4:30 P.M. TO:

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

FOR ALTERNATIVE FORMATS



**Clark County ADA Office; V (360) 397-2025;
TTY (360) 397-2445; ADA@Clark.wa.gov**

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Request for Proposal # 408
MIXED USE PROJECTS DESIGN STANDARDS AND ORDINANCE

1.0 Introduction, Background, and General Information

1.1 General

Clark County is seeking the services of a qualified consultant or consulting team to provide community **charettes**, design standards and analysis, draft zoning ordinance, and related services for the countywide application of a Mixed Use Ordinance.

During the recent update of the county's Comprehensive Growth Management Plan, the Mixed Use Ordinance was identified as a key ingredient toward accomplishing the community's goals and vision. The Vancouver Urban Growth Area identifies six new mixed use areas in addition to existing mixed use locations (approximately 400 acres). The Clark County Board of Commissioners appointed an eight member Advisory Committee representing development, financing, neighborhood, and smart growth interests to refine the current Mixed Use Ordinance.

In December 2004, the Clark County Board of Commissioners adopted an interim Mixed Use Ordinance (CCC 40.230.020) to allow the Advisory Committee the opportunity to develop a more comprehensive mixed use code that better reflects community values and to respond more effectively to the county's suburban environment. A copy of the adopted mixed use ordinance and location maps for the six new areas is in Appendix A. Additional information can be found at <http://www.clark.wa.gov/longrangeplan/projects/mixed-use.html>.

The Advisory Committee's has initially identified four types of mandatory mixed use developments: mixed use residential, mixed use commercial, mixed use employment, and mixed use redevelopment. Each type of mixed use blends land uses together – commercial, residential, industrial, recreational, educational, and others while creating a sense of place that is convenient, visually attractive, and pedestrian oriented. It must also be economically feasible and provide for a range of choices. In preparation for the design work below, the Advisory Committee will visit each of the new mixed use areas and perform a Strengths Weakness Opportunity Threat (SWOT) analysis to refine the four types of mixed use.

1.2 Program Description and Objectives

The Department of Community Development Long Range Planning Division (LRP) Mixed Use Project Manager will be the primary source of contact for the consultant.

The Project Manager is the primary source of contact between the consultant and the Mixed Use Advisory Committee.

The consultant will assist the Mixed Use Advisory Committee in creating a community vision for each type of mixed use. It is not the intent of the Advisory Committee to develop a Master Plan for the six mixed use areas, but to use them as representative samples of the types of mixed use areas within the county. The consultant will be provided the SWOT summary prepared by the Advisory Committee and an updated description of the types of mixed use to consider for this project.

- 1.2.1. The consultant should allocate six to eight hours for design charette(s) held with representation from developers, architects, and site engineers who specialize in successful suburban mixed use developments. The consultant will be provided a list of proposed charette(s) participants and expected to complete this task.

The goal of the charette(s) is to refine design principals/elements and economic feasibility for each type of mixed use. At the completion of this process, the consultant should include a presentation to the Mixed Use Advisory Committee.

Deliverables: Executive Summary of the Design Charette(s), all materials/visuals used for the charette(s), and materials used for the Mixed Use Advisory Committee.

- 1.2.2. The consultant will hold, at a minimum, one Community Open House and provide a one hour PowerPoint presentation during a Planning Commission work session to present the proposed design principles/elements for refinement.

Deliverables: Open House Summary and all materials/visuals. The Planning Commission work session PowerPoint presentation.

- 1.2.3. The consultant will present a draft Mixed Use Ordinance for review by the Advisory Committee reflective of the design charette(s), open house, and Planning Commission work session.

Deliverables: Draft Mixed Use Ordinance including design standards. Provide the option for multiple drafts and review and a Final Mixed Use Ordinance.

The consultant will prepare a brief Developer's Packet (summarizing overall vision, principles/elements, how to calculate site requirements such as FAR, example diagrams and pictures for each type of mixed use alternative), Design Review Application, submittal requirements, and other information as needed. This information is to be provided through the county's web site.

The Consultant should provide an option for additional meetings with the Clark County Planning Commission, Mixed Use Advisory Committee, the Clark County Board of Commissioners, and/or other persons as directed.

All materials should be provided on CD and in formats compatible with county software.

1.3 Funds Available and Source of Funding

Funds for this project are provided by Clark County.

1.4 Authorized receipt of RFP

All Proposers shall be listed on the Plan Holders List to be considered responsive. To be listed you may contact Clark County Purchasing via e-mail: linnea.larocque@co.clark.wa.us or call (360) 397-2323.

1.5 Duration of Contract

A contract awarded as a result of this RFP is intended to start as soon as possible and shall have an initial one-year term. Clark County reserves the right to extend the contract resulting from this RFP for a period of two (2) one (1) year periods, with the same terms and conditions, by service of a written notice of its' intention to do so prior to the contract termination date.

1.6 Type of Contract

Professional Service Contract

1.7 Property Procurement and Management

All non-expendable property procured with funds under this RFP is subject to terms and conditions of the funding authority.

1.8 Prospective Contractor's Administration

Any organization operating a program funded by Clark County shall have demonstrated administrative and accounting capabilities necessary to safeguard all public funds.

2.0 General Requirements

2.1 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.

2.2 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. All proposals submitted become the property of Clark County. It is understood and agreed that the prospective contractor claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted.

2.3 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.

2.4 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.

2.5 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.

2.6 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.

2.7 Equal Opportunity

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.

No person shall, on the grounds of race, color, religion, sex, handicap, national origin, age, citizenship, marital status, political affiliation or belief, be denied employment or benefits, or be discriminated against as a consumer, administrator or staff person under any program or activity receiving funds under this RFP.

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.

2.8 Award of Contract

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.

2.9 Debarment and Suspension

The contractor must certify that they are not debarred or suspended or otherwise excluded from or are ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension". The contractor must also certify that it will not contract with a subcontractor that is debarred or suspended.

2.10 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. Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, 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.

2.11 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.

3.0 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.

3.1 Single Audit Requirements

Any contract awarded as a result of this RFP may include the agreement to annually audit any contracts with Clark County. Audits shall be performed in accordance with OMB Circular A-133 as appropriate and shall be received by Clark County within the 12 month period following the close of each fiscal year. Agencies not covered by federal single audit requirements may be responsible for an independent agency audit which meets general accepted auditing standards.

3.2 Other Audit/Monitoring Requirements

In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County:

- a. Fund accountability;
- b. Contract compliance; and
- c. Program performance.

3.3 Insurance

Prior to the signing of a contract, the contractor(s) selected must show evidence of a certificate of commercial liability for a minimum of \$ 1,000,000 combined single limit.

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

4.0 Proposal Development

4.1 Proposal Format

Directions for developing a proposal are included in Attachment A. Acceptance of proposals is based, among other criteria, on detailed adherence to the directions outlined in Attachment A. Clark County reserves the right to reject proposals not in compliance with this requirement.

4.2 Proposal Content

At the time of submission, the proposal must provide a full description of all services following the outline presented in Attachment A. The proposal must enable readers to understand how the agency intends to use these public funds and what measurable outcomes are expected to be achieved. (See instructions in Attachment A for more information.)

Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from Proposers at the discretion of Clark County. Those proposals determined to not be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed.

The information and proposed budget for the agency selected for contract award will form the basis for negotiation of a contract. Clark County reserves the right to issue a contract without further negotiation using the data contained in the RFP. Failure of a prospective contractor to accept this method of contract development will result in cancellation of the award.

5.0 Proposal Submission

5.1 Schedule

The original proposal package (with the appropriate number of copies) must be delivered to the following **location no later than 4:30 p.m. on April 1, 2005.**

Clark County Purchasing Department
1300 Franklin Street – 6th floor, Suite 650
Vancouver, Washington 98660

Original documents and appropriate copies must be delivered to the Clark County Purchasing Department in sealed package(s). Include RFP# and Name/Organization visibly located on outside of package.

Proposals received with insufficient copies cannot be properly disseminated to the Review Committee and other reviewers for necessary action and therefore may not be processed.

COPIES REQUIRED: **One (1) Original and Six (6) copies**

5.2 Late Proposals

A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

5.3 Verbal Proposals

Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

5.4 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.

5.5 Rejection of Proposals

Clark County reserves the right to reject any or all proposals received and to negotiate with any or all prospective contractors on modifications to proposals.

6.0 Proposal Evaluation and Selection

6.1 Evaluation and Selection Process

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 Commissioners.

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

____Yes ____No

6.2 Evaluation and Selection Criteria

Each proposal received in response to the RFP will be objectively evaluated and rated according a specified point system.

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

Each proposal received in response to the RFP will be objectively evaluated and rated based on the criteria state below.

Proposal Rating Criteria

POINTS

a.	Has the proposal addressed all of the needs? Is the proposal presented in an organized and professional manner?	10
b.	Has the proposal demonstrated a level of expertise in keeping with the requirements of this project? Does the proposal include expertise in mixed use developments and charettes? (Include references for projects of a similar nature.)	50
c.	Consistency of program design and the degree to which the agency demonstrates an understanding of the intent of the program.	25
d.	Effectiveness of proposed services demonstrated by strategies to obtain realistic projected measurable outcomes.	10
e.	Basis for costs - Reasonableness of the proposal cost versus services provided.	5
	<i>Total Points</i>	100

6.3 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.

Attachment A

Directions for Developing a Proposal

These instructions were developed to aid in proposal development. They also provide for a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

An original and each copy of the proposal package must include all of the sections in the order indicated; attachments should be clearly referenced and identified to facilitate the review process.

Part I: The "Proposal Summary" form is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form, nor substitute letterhead paper for it. If additional space is needed plain paper may be attached behind this form. Special bindings are not required for submittal of your proposal. This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency.

Part II: The "Project Description and Design" should be developed in response to the specific criteria and questions listed. Please label the document Part II: Project Description and Design. The information presented will provide a basis for contract negotiation and may be contained within the contract document.

Part III: The "Budget Summary" section includes your agency's line item budget for this service. A computer spreadsheet which addresses the minimum line item elements is desired. Please label the document Part III: Budget Summary.

Part IV: The "Statement of Qualifications" provides needed information on your agency's administrative and fiscal qualifications to receive a contract award with Clark County. These qualifications must be maintained during the entire course of any grant or contract. Misrepresentation of the information submitted in response to this section may result in the immediate termination of further business relationships with the proposer.

**REQUEST FOR PROPOSALS - #408
MIXED USE PROJECTS DESIGN STANDARDS AND ORDINANCE**

Part I PROPOSAL SUMMARY

General Information:

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

E-mail address _____

Tax Identification Number _____

Total Funds Requested Under this Proposal \$ _____

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 Commissioners.

Signature, Administrator of Applicant

Date

Print Name, Administrator of Applicant

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MIXED USE PROJECTS DESIGN STANDARDS AND ORDINANCE

Part II PROJECT DESCRIPTION AND DESIGN

Proposers should consult Section 1.2 Program Description and Objectives of the RFP when responding to the following questions.

1. Provide a narrative describing your understanding of the project.
2. Describe the approach for the completion of the project including charette design, task milestones, and deliverables. The RFP includes a tentative timeline and deliverable outline. Please revise the material to produce the most effective work program for implementation in the shortest reasonable time period.
3. Identify individuals and their associated positions for this project. Specifically, identify the project manager who will be the primary contact for the county.
4. Describe your expectations of county staff, the Mixed Use Advisory Board, or the Board of County Commissioners; if any, in each task.
5. Identify data or technical constraints you believe will be important to the successful implementation of this project.

Part III BUDGET SUMMARY

Please organize the budget summary to include the following breakdown. Each breakdown should be grouped by task milestones as described in Part II Project Description and Design and referenced in Section 1.2.

1. Salary and Wages

Salary and wages should be listed by each individual, rate, hours, and total fee per individual.

2. Reimbursable Expenses

Itemize reimbursable expenses by type, quantity, and total.

3. Travel Expenses

Itemize travel expenses by type, quantity, and total.

Part IV STATEMENT OF QUALIFICATIONS

Please provide the follow Statement of Qualifications.

1. Resume of Project Personnel

Provide resumes of personnel who are to be working on the project. Resumes should include brief professional work history of relevant projects with client reference.

2. Background of Firm

Provide a brief description of relevant projects with current references.

3. Is your agency/firm currently involved in or does it have pending legal actions?
Has your firm filed for bankruptcy in the past five years?

_____ NO _____ YES (If yes, please explain.)