



RFP # 711  
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

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Clark County Washington

**Release date: Wednesday, June 29, 2016**

Request for Proposal for:

*Working to Refine IntelliGent Highway Transportation (WRIGHT)  
WRIGHT ITS Plan Documentation*

**PROPOSALS DUE: Friday, July 29, 2016 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 and three (3) complete copies of the Proposal to:**

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

Refer Questions to:

Robert D. Klug, PE  
Public Works  
Traffic Signals Manager  
[Rob.Klug@clark.wa.gov](mailto:Rob.Klug@clark.wa.gov)

Project Manager:  
Robin A. Washington, PMP  
Public Works  
Capital Project Manager  
[Robin.Washington@clark.wa.gov](mailto:Robin.Washington@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 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.

**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](mailto:ADA@Clark.wa.gov)**

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Request for Proposals  
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Part I Proposal Requirements

Section IA General Information

1. Introduction  
The purpose of this RFP is to select a consulting firm to create the Systems Engineering Process Documentation for two discreet sub-projects of the Clark County Capital Project CRP #361422, "Working to Refine IntelliGent Highway Transportation" (WRIGHT) project.  
  
This project was a successfully funded grant application in the 2014 CMAQ call for grants. The project is federally funded. The grant includes several elements, two of which require a Systems Engineering Process, meeting the requirements of the Washington State Local Agency Guidelines, Chapter 41.3.
2. Background  
The WRIGHT project includes several specific improvements. The selected consultant will provide the Systems Engineering Process documentation to allow the County to move forward to acquire and install the equipment that is included in the WRIGHT project grant application.
3. Scope of Project  
Two specific Systems Engineering Process documents will be created by the consultant. These are for:
  - Adaptive operation of NE 139<sup>th</sup> St corridor from NE 20<sup>th</sup> Av to NW 2<sup>nd</sup> Av
  - Regional Video Sharing Pilot Project
4. Project Funding  
The anticipated cost for the services described is in the range of \$65,000.  
  
The source of funding for this project is a combination of federal grant and local funds. Funding is limited to the assigned and approved project budget.
5. Timeline for Selection  
The following dates are the **intended** timeline:

Proposals due	July 29, 2016
Proposal review/evaluation period	August 5, 2016
Selection committee recommendation	August 5, 2016
Contract negotiation/execution	August 26, 2016
Contract intended to begin	September 2, 2016
6. Employment Verification  
"Effective November 1<sup>st</sup>, 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, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: [www.dhs.gov/E-Verify](http://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. E-mail: [beth.balogh@clark.wa.gov](mailto:beth.balogh@clark.wa.gov) or [priscilla.ricci@clark.wa.gov](mailto:priscilla.ricci@clark.wa.gov)
  - 4.

*Note : Sole Proprietors are exempt.*

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#### 7. Title VI

"The (Local Agency) 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."

## Section IB

### Work Requirements

#### 1. Required Services

The Consultant shall review the project elements and prepare an Intelligent Transportation System (ITS) plan, consistent with the process outlined in the Washington State Local Agency Guidelines, Chapter 41.3.

<http://www.wsdot.wa.gov/publications/manuals/fulltext/M36-63/Lag41.pdf>

The consultant shall provide Systems Engineering Process documents for:

- Adaptive operation of NE 139<sup>th</sup> St corridor from NE 20<sup>th</sup> Av to NW 2<sup>nd</sup> Av
- Regional Video Sharing Pilot Project

The Consultant's work plan shall include a minimum of two meetings with the County and any personnel required from the approval agency to complete this documentation.

Background:

#### **Working to Refine IntelliGent Highway Transportation (WRIGHT) Project:**

The WRIGHT Project is paid for by a federally funded CMAQ grant, selected from a 2014 grant submission. The project includes multiple elements, some solely for Clark County, some elements include the City of Vancouver and the Washington State Department of Transportation (WSDOT).

The major elements of the overall WRIGHT project include:

- Adaptive Signal System operation on NE/ NW 139<sup>th</sup> St from NW 2<sup>nd</sup> Av to NE 20<sup>th</sup> Av
- Acquisition of TSP.now software module for County and City of Vancouver ATMS.now central traffic signal systems.
- Acquisition of Street Synch software module for County and City of Vancouver ATMS.now central traffic signal systems.
- Regional Video Sharing between WSDOT, City of Vancouver and Clark County

This RFP is to hire a consultant to create the Systems Engineering documentation necessary for the Adaptive Signal System and Regional Video Sharing elements of the WRIGHT grant.

The proposal shall cover requirements as described in the Washington State LAG Manual, Chapter 41.3.

#### **Adaptive Signal System**

Clark County currently owns a Trafficware ATMS.now system with multiple modules. One of the modules is the central Synchro Green module. The County already owns Synchro Green intersection licenses for several intersections.

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This project will expand the existing Synchro Green system to seven existing intersections on the NW / NE 139<sup>th</sup> St corridor from NW 2<sup>nd</sup> Av to NE 20<sup>th</sup> Av. These seven intersections operate with Trafficware Apogee V.76.x firmware. Converting these intersections to Synchro Green adaptive operation will involve purchasing the licenses for the County's existing server application, and programming the controllers. No external hardware or software is needed."

Two of the intersections are at WSDOT interchanges. These are at the I-5 NB offramp at NE 139<sup>th</sup> St and the I-5 SB onramp at NE 139<sup>th</sup> St. These interchanges are WSDOT interchanges, but the entire responsibility for maintenance and timing of the traffic signals are contractually signed over to Clark County.

There is a wide variety of traffic going through the corridor. The traffic patterns include interlaced traffic between the 139<sup>th</sup> St arterial traffic, and the crossing and entering traffic at NE 20<sup>th</sup> Av, the two interchanges and NE 10<sup>th</sup> Av.

The current corridor is running with a central traffic responsive operation. This works well with the overall flows of traffic, but can not respond quickly to the ebbs and flows of the interlaced traffic. The system would be changed from the central traffic responsive system to Synchro Green, to allow the corridor to more efficiently operate with the variations of traffic.

The corridor is included in the County's Signal Timing Evaluation, Verification and Enhancement (STEVE) project. The STEVE project has installed 2070-1C CPU's with high resolution data logging for Purdue type analysis, and will install Bluetooth readers along the corridor to measure travel time and some origin / destination data. The STEVE project also includes developing Measures of Effectiveness (MOE's) and Performance Measures (PM's) for this corridor. Those MOE's and PM's will be used to evaluate different types of adaptive timing patterns along, crossing and entering the corridor.

#### **Regional Video Sharing Pilot Project**

Clark County, WSDOT and the City of Vancouver have agreed that sharing video between agencies, and allowing other agencies to receive the video from Pan / Tilt / Zoom (PTZ) cameras will benefit the region.

The traffic signal sections of Clark County, WSDOT and the City of Vancouver worked with RTC via the normal Vancouver Area Smart Trek (VAST) process to select a central camera system which would allow sharing of video between the different partner jurisdictions with video feeds, and to other jurisdictions which would consume video feeds such as C-Tran, Washington State Patrol (WSP), Clark County Sherriff's Office (CCSO), the 911 call center, and different maintenance and operations groups of the partner agencies.

The VAST process vetted the specific type of video sharing and the group, with the assistance of DKS and Associates and IBI Group agreed upon the TKH SENSE program (formerly known as DIVA) to be the regional video sharing platform. The documentation from this process will be made available to the successful consulting firm.

The system described in the grant application includes purchasing servers and server software to run the TKH SENSE software as a pilot project to include 40 WSDOT cameras, 80 Clark County cameras, and 8 City of Vancouver cameras.

This Systems Engineering document will document for the federal process, the decisions that were made between the three partner agencies and RTC to select the specific hardware and software.

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2. County Performed Work The County will provide information that explains the explanation of the decisions made to date. The Consultant will need to request all information that the County must provide to facilitate the Consultant's work to generate these documents.

3. Deliverables & Schedule The Consultant shall provide at a minimum, one draft working paper and one unique final document for each Systems Engineering plans.

The Consultant shall provide edits to the final document as required by the reviewing agency.

The Consultant shall have the draft working papers ready for review within 60 calendar days of the notice to proceed. The final document shall be delivered within 45 calendar days of the County returning edits to the working paper to the Consultant.

4. Place of Performance The meetings shall be held at either the Clark County Public Works offices at 1300 Franklin Street, Vancouver, WA, or at a location that is determined to be appropriate for the stakeholders.

All other Consultant work will occur at the Consultant's offices.

5. Period of Performance A contract awarded as a result of this RFP will be for approximately five months and is intended to begin on September 2, 2016 and end January 31, 2017.

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. Proof of Insurance**

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

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

## Part II Proposal Preparation and Submittal

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.

### Section IIA

#### Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting

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

2. Proposal Clarification

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is seven calendar days prior to the due date for proposals (unless otherwise specified in section 1A-5).

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>

### 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.

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2. Proposal Proposals must be clear, succinct and not exceed 30 pages, excluding example document, 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.

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.

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.

## Section IIC

### Proposal Content

1. Cover Sheet This form is to be used as your proposal Cover Sheet. **See Cover Sheet - Attachment A**
2. Project Team The proposal shall include a description and resumes or CV of the project team. This description shall include the principals working on the project along with the team members who will be performing the majority of the work. The project team description shall include the specific roles and responsibilities that each member will perform on the project.
3. Management Approach The proposal shall include a detailed description of how the project will be managed, including specifics of how the consultant will work through the process of creating Systems Engineering documents which will be approved by the granting agencies.
4. Respondent's Capabilities The proposal shall include resumes and descriptions of the project team's capabilities in developing Systems Engineering documents.  
  
The proposal shall include a sample Systems Engineering document created by the specific team members of the proposed team. The page count of the sample Systems Engineering document will not be counted in the 30 page proposal. The submittal shall also include the approval letter by the approval agency. The sample Systems Engineering document shall be for a similar type of project such as Adaptive Signal Systems, or other closely related project. The sample document should be consistent with the process required in the current Washington State Local Agency Guidelines, Chapter 41.3.
5. Project Approach and Understanding The proposal shall include a detailed discussion of considerations which will be given to develop specific automated performance measures for traffic signals, including how specific criteria should be developed to set thresholds for quality of service and other statistical measures for delay, travel time, and other measures to determine the operation of the arterial system.
6. Proposed Cost Cost will be negotiated once the final firm has been selected.

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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>

## 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 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:**

*Define how you will evaluate each proposal and the point allocation per section.*

*Consider:*

Proposal approach/quality	25
Creativity / Experience	25
Example	25
References	25
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 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.*

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

An orientation / Kick-off meeting will be held within fourteen calendar days of the signing of the Contract. This meeting will allow the consultant to provide their proposed schedule and communicate any data requirements from the County.

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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 Councilors.

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

\_\_\_\_\_  
Date

**Vendor/Contractor:**

Have you or any of your employees who will be directly compensated retired from a Washington State Retirement System using the 2008 Early Retirement Factor?

Yes  No

If yes, please provide the name and social security number for each retiree to Clark County Purchasing.

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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 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](mailto: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.