



RFP #714
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: **Wednesday, September 14, 2016**

Request for Proposal for:

Relocation and Real Property Acquisition Services

PROPOSALS DUE: Monday, October 17, 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, three (3) complete copies and one (1) CD 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:
Steve Hansen
Clark County Public Works, Real Property Services Manager
Steve.Hansen@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
The purpose of this "Request for Proposals" is to seek qualified Relocation and Real Property Acquisition Services firms to conduct services as required.
2. Background
The purpose of this project is to complete funding estimates, relocation and acquisition services as necessary on parcels that will be under consideration for acquisition. Clark County Public Works Department (CCPW) acquires property for the Annual Construction Program, Stormwater Program, Legacy Lands, Conservation Lands and Parks Lands as approved by the Board of County Councilors. The Annual Construction Program is the annual element of the Six Year Road Improvement Program that the County updates every year.
3. Scope of Project
The County will enter into a professional services contract with the selected firm(s). As the County is prepared to proceed with an individual assignment, a letter of commitment, known as a Task Order, will be signed by the Real Property Services Manager and the firm(s). The Task Order will specify the total cost of the particular services and the date of delivery of the assignment to the county. Services will be conducted according to schedules to be determined by the county, with all assignments to be completed as stated in the Task Order. A typical Task Order is attached. (See attachment C). Any changes to the cost, scope of work or schedule must be agreed to by the consultant and CCPW in writing as an amendment to the Task Order.
4. Project Funding
As budgeted by applicable County Programs. Allocation of funds for this RFP will be established based on the funds requested in the selected proposal.
5. Timeline for Selection
The following dates are the intended timeline:

Proposals due	October 17, 2016 by 3:00 p.m.
Proposal review/evaluation/interviews	October 17, 2016 to October 18, 2016
Selection committee recommendation	October 31, 2016
Contract negotiation/execution	November 1, 2016 to December 2, 2016
Contract intended to begin	January 1, 2017
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. E-mail: beth.balogh@clark.wa.gov or priscilla.ricci@clark.wa.gov

Note : Sole Proprietors are exempt.

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Section IB

Work Requirements

1. Required Services

ACQUISITION:

Upon notification and receipt of the Acquisition files from the County, the Consultant will commence negotiations. If it becomes apparent that negotiations have reached an impasse and sufficient time has passed for the property owner to make a settlement decision, then the Consultant will return the file to the County. The filing of condemnation proceedings is the responsibility of the County.

Acquisition staff must have a current Washington State Real Estate License.

Upon completion of negotiations with property owners the Consultant shall transmit the file to the County. The clearing of lien encumbrances, recording of instruments and payment to property owner will be the responsibility of the County, unless otherwise requested on the task order.

In performing this work, the Consultant shall:

- A. Provide in writing a detailed status report of ongoing negotiations, staff hours, and expenses as required by the Task Order.
- B. Make at least three personal contacts with each property owner(s), at the property owners' convenience, including weekend and evening appointments if necessary, to acquire the needed property rights as shown on the project right-of-way plans or as instructed in writing by the County.
- C. On the first (but no later than the second) contact with the property owner(s) verbally explain the County's offer and in writing request execution of the appropriate conveyance for the needed property rights for the consideration offered. The \$750.00 allowance for review of the offer should be explained no later than the second contact. A copy of the Title VI brochure shall be given to the property owner(s) with the offer letter.
- D. The Consultant will attach digital pictures to all Temporary Construction Permits and/or Agreements, showing the property being acquired, if applicable, and any other areas of the property that will be affected by the road project. At the completion of the acquisition of all the parcels the Consultant will provide the County with a CD of said pictures.
- E. The Consultant shall assure that negotiations shall be performed only to the limit of authority delineated by the title reports, project maps, the determination of fair market value, procedure manuals, acquisition schedule, or written instructions issued by the County.
- F. The Consultant shall provide a concise, typed diary of each contact with the property owner(s). It will include the offer amount, time, place, name of property owner who received the offer, all the parties present, that they received a copy of the Title IV brochure were notified about the \$750.00 review allowance; and owner's response in a form furnished by the County and to be returned to the County for permanent records.
- G. The Consultant, when requested, will return to the County the files for any parcels that have not been settled within the project time frame. The files shall include a diary, miscellaneous correspondence and valid conveyances pursuant to all negotiated transactions or written recommendations pursuant to future negotiations. All work shall be submitted as completed to the County for acceptance or rejections.

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(Note: County approval is required prior to hiring of subcontractors. If services are subcontracted, the consultant shall state the name and address of the subcontractor and the services to be performed. All subcontracts must contain in the same terms and conditions as this agreement.)

RELOCATION ASSISTANCE:

The Consultant will perform relocation assistance services to all persons/businesses being displaced by the project, as named in the task order and as directed by the County, as required by the Uniform Act (P.L. 91-646) and the applicable Washington State Codes (RCW 8.26). All work will conform to the WSDOT Local Agency Guide. Exceptions will be made only in those cases where Clark County determines it is not bound by the provisions of the Act or the state statutes.

Relocation staff must have a current Washington State Real Estate License.

Residential Relocation Services will include, but not be limited to

- Personally conduct occupant interview and complete all required documentation;
- Prepare Replacement Housing Study and Benefit Determination;
- Prepare Relocation Plan, as required;
- Personally present and explain Benefit Determination;
- Provide as much or as little assistance as displace requires in terms of search for replacement housing, preparation of offer to purchase or rent, completion of loan applications, etc.;
- Provide claim forms and assist in their preparation;
- Obtain Good Faith Estimate or HUD-1 and calculate estimated or actual closing costs;
- Calculate increased interest differential based on copies of executed Notes;
- Perform DSS inspection of replacement housing and arrange for home inspection;
- Arrange for commercial move or calculate schedule move and facilitate payment therefore;
- Provide general coaching and new buyer information on home purchase and loan process;
- Issue Notice to Vacate;
- Perform final inspection of vacated residence, pick up keys, and deliver to County;
- Provide such specialized assistance as is needed by special needs displaces.

Business Relocation Services will include, but not be limited to

- Personally conduct occupant interview and complete all required documentation;
- In conjunction with displace, develop a moving plan;
- Arrange for bids and estimates to perform elements of moving plan;
- Arrange for contractors to perform work covered by moving plan;
- Arrange for all aspects of removal and reinstallation of personal property;
- Prepare or assist with preparation of claim forms;
- Assist in application for required permits and approvals;
- Provide such specialized assistance as is needed for the particular type of business being displaced.

Maintain a relocation diary for each displacement, and provide such other professional tools and work products as are required, either by professional practices or by Clark County.

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2. County Performed Work
County staff will meet with the consultant and provide such information as required. CCPW has assigned a contract administrator who will oversee the work and provide support as needed. The County will provide the consultant with the scope of work for the assignment.
3. Deliverables & Schedule
Deliverables shall be considered those tangible resulting work products which are to be delivered to the County. Deliverables and schedule for each specific project or task shall be agreed upon prior to a task order being issued.
All deliverable and resulting work products from this contract are the property of Clark County Public Works, and may not be used for other purposes without permission. This will be set out and agreed upon in the Task Order.
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. Period of Performance
A contract awarded as a result of this RFP will be for a 24 month period and is intended to begin on January 1, 2017 and end December 31, 2018.
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.
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.
 - 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

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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.

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.

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Part II Proposal Preparation and Submittal

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 (or insert date) prior to the due date for proposals.

An addendum will be issued no later than six calendar days (or insert date) 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 one (1) original, three (3) copies, and one (1) CD must be received no later than the date and time, and at the location, specified on the cover of this RFP.

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 25 pages, including resumes and qualifications. Section dividers, title page, and table of contents do not count in the overall page count. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

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.

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

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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 that 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.

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.

Organization of Proposal

Proposers must provide all information as requested in this RFP. Responses must follow the format outlined in this RFP. Additional materials in other formats or pages beyond the stated page limit may not be considered. The County may reject a non-responsive at its sole discretion any proposal or any part thereof, which is incomplete, inadequate in its response, or departs in any substantive way from the required format. Proposal responses shall be organized in the following manner:

1. Cover Letter
2. Project Team
3. Management Approach
4. Respondent's Capabilities
5. Project Approach and Understanding
6. Proposed Cost

Section IIC

Proposal Content

1. Cover Sheet

By submitting a response, the Proposer is accepting the general instructions and conditions of this RFP (reference second page of the RFP).

The Cover letter must include the following:

- RFP number and project Title
- Name(s) of the person(s) authorized to represent the Proposer in any negotiations
- Name(s) of the person(s) authorized to sign any contract that may result
- Contract person's name, mailing address, phone and fax numbers and e-mail addresses

A legal representative of the Proposer, authorized to bind the Proposer in contractual matters, must sign the Cover Letter.

2. Project Team

This relates to the project principal, project manager, and key staff. The basic question is: How well do the staff's qualifications and experience relate to the types of projects/professional services requested?

This section should describe:

- Extent of Principal involvement
- Names of key members who could be expected to perform work under this contract, and:
- Their responsibilities
- Current assignments and locations
- Experience on similar or related projects

Task specific qualifications

3. Management Approach

Acquisition and Relocation Methodology

Estimated time needed to complete all acquisitions and/or relocations, including all related services.

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4. Respondent's Capabilities
 - Provide resumes for each staff person (include professional certifications/licenses)
 - Provide details of similar projects performed in southwest Washington within the last three years, which best characterize capabilities, work quality, and cost control
 - Provide details of similar projects with other Washington government agencies
 - Provide two references for those projects identified above. Include the contact person's name and phone number
 - List Eminent Domain partial taking services completed (include date completed), noting which were within Clark County
5. Project Approach and Understanding
 - Briefly describe your understanding of this contract and how the task orders will be assigned and handled.
6. Proposed Cost
 1. General costs for relocation services and real property acquisitions, including all services required by the Scope of Work set forth above.
 2. Other miscellaneous fees, i.e. Hourly Rate - Superior Court Testimony, etc.
 3. Salaries and wages (identify individual position(s) salary)
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>

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Part III Proposal Evaluation & Contract Award

Section IIIA Proposal Review and Selection

1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Board of Councilors.

The successful Proposer shall be selected by the following process:

- a. An evaluation committee will be appointed to evaluate submitted written proposals.
- b. The committee will score the written proposals based on the information submitted according to the evaluation criteria and point factors.
- c. The committee will require a minimum of two weeks to evaluate and score the written proposals.
- d. A short list of Proposers, based on highest scores, may be selected for oral interviews, if necessary. The County reserves the right to increase or decrease the number of Proposers on the short list, depending on the scoring and whether the Proposers have a reasonable chance of being awarded a contract.
- e. If oral interviews are necessary, the scores from the written proposals will be considered preliminary. Final scores, based on the same evaluation criteria, will be determined following interviews.

All communications shall be through the contact referenced on the cover of this RFP.

2. Evaluation Criteria Scoring: Each proposal shall be evaluated on the following evaluation criteria, weighing and maximum points, as follows:

- Proposer's Qualifications	50
- Similar Projects	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 terminate or suspend 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 Proposers 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: There are no plans for an orientation or kick off meeting.

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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.)**

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.

By: _____
Principal

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.

Request for Proposal
Relocation and Real Property Acquisition Services

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