

## **Request for Proposals**

**Lead Agency: Cowlitz-Wahkiakum Council of Governments**  
**207 N. 4<sup>th</sup> Avenue**  
**Kelso, Washington, 98626**  
**Ph: 360-577-3041**  
**Fax: 360-425-7760**  
**Staff Contact: Steve Harvey**  
**Email: [steveharvey@cwkog.org](mailto:steveharvey@cwkog.org)**  
**Executive Director**

The Cowlitz-Wahkiakum Council of Governments (CWCOG) is seeking qualified planning consultant firms to develop and implement a public involvement process for the update of the Cowlitz County Comprehensive Plan. The selected consultant will meet with a project steering committee, staff and local officials to develop a public involvement plan, arrange for and carry out public involvement activities, and help craft a vision, goals and policies to guide plan development. The consultant should have substantive experience in comprehensive planning and public involvement in a rural environment.

Interested firms should contact Steve Harvey and the CWCOG office for additional information and the complete RFP. The deadline for RFP submittal is Friday, February 26 by 4:00 p.m. into the CWCOG office in formats noted in the RFP. The complete RFP can be found at [www.cwkog.org](http://www.cwkog.org).

# **COWLITZ-WAHKIAKUM COUNCIL OF GOVERNMENTS REQUEST FOR PROPOSALS**

## **Cowlitz County Comprehensive Plan Update Public Involvement**

### **INVITATION**

The Cowlitz-Wahkiakum Council of Governments, hereby referred to as “CWCOG”, working on behalf of the Cowlitz County Department of Building and Planning, hereby referred to as “County”, seeks proposals, no later than **Friday, February 26, 2010** for qualified Consultants experienced in developing and implementing a public involvement process for the update of the Cowlitz County Comprehensive Plan. The Consultant will:

- Meet with CWCOG and County staff and the project Steering Committee to develop a public involvement plan that will include methods and approaches appropriate for this project, a schedule, format of public sessions and techniques and responsibilities of the Steering Committee, staff and consultants.
- Work with staff and Steering Committee representatives to arrange for public involvement sessions and carry out other, agreed upon elements of the public involvement plan.
- Conduct agreed upon series of public involvement sessions, soliciting input to establish a vision for the comprehensive plan, along with values, issues, priorities and preferences.
- Work with the Steering Committee to craft a vision statement and county wide goals to guide plan development and eventual implementation. The Steering Committee and staff will utilize public involvement results to refine the overall project scope of work, if necessary.
- Produce a final report as noted in the scope of work, Exhibit 2.

Proposal requirements and details are outlined below. Questions are to be directed to the Cowlitz-Wahkiakum Council of Governments, 207 North 4<sup>th</sup> Avenue, Kelso, WA, 98626, telephone (360) 577-3041. A copy of the Request is also available on the Cowlitz County Department of Building and Planning website at: [www.co.cowlitz.wa.us/buildplan/default.htm](http://www.co.cowlitz.wa.us/buildplan/default.htm).

### **SCOPE OF WORK**

The Consultant shall perform the tasks more specifically identified in the Exhibit 2: Scope of Work.

### **QUALIFICATIONS**

Minimum qualifications for firms submitting proposals:

- 1) Have qualified and responsible person(s) with appropriate education, experience and credentials assigned to the project.

- 2) Experience with similar projects in the region; familiarity with this region of Washington State a plus.
- 3) Demonstrated experience and expertise working with the public, public officials, community groups, special interests, the business community and a broad array of stakeholders commonly involved in the comprehensive planning process.
- 4) Demonstrated experience and expertise with web based applications for public involvement.
- 5) Have ability to complete the project within the established time frames and provide the desired deliverables.

**PROPOSAL SCHEDULE**

Action	Date	Time
RFP Issued	2/9, 2010	
Notice of Request for Proposals Published in Trades	2/9-15, 2010	
Questions Concerning RFP from Consultants	2/19, 2010	5:00 pm
RFP Responses Due	2/26, 2010	4:00 pm
RFPs Opened	3/1, 2010	1:00 pm
Interviews, if necessary	TBD	
Approve/reject proposals	4/2, 2010	5:00 pm
Contract Negotiations	4/5+, 2010	
Begin Work	4/19, 2010	
Anticipated Completion	12/31, 2010	

**PROPOSAL SUBMITTAL**

A) **Information Required:** The following information is to be submitted as part of the proposal. The proposal is to be **not more than twenty (20) single-sided pages in length** including single page resumes of persons to be assigned to the project. **Six (6) copies** of the proposal are to be provided. Other materials may be attached as deemed appropriate. The proposal is to be organized into the following categories:

- 1) **Approach to the Project:** Describe your approach to this project and any special ideas, techniques or suggestions that you think might make the project proceed smoothly.
- 2) **Experience:** Describe the experience of the firm and the individuals assigned with related projects of a similar nature. Include resumes of persons to be assigned to the project.
- 3) **Qualifications:** Describe your staff's unique qualifications, experience and training for this type of work.

- 4) **Budget, Hours and Schedule:** Identify a proposed budget and cost schedule with the work hours of key personnel, hourly rates, estimates for materials and other resources, and the schedule for the work. Completion of the project is dependent upon the availability of local funds.
- 5) **References:** Document representative clients currently or recently served these types of services, providing current names and contact information of those clients. Preference is for clients served by the project team members and services you are proposing for this project.
- 6) **Certifications:** Complete, sign and submit a copy of Exhibit 1 with your submittal.
- 7) A copy of your proposed professional services contract may be attached. Provide evidence of Professional Liability Insurance.
- 8) Other information and materials as may be relevant, appropriate and helpful to the evaluation team.

**B) Deadline for submission of proposals:**

- 1) Interested firms should submit proposals no later than **4:00 pm** on **February 26, 2010** to:  
Cowlitz-Wahkiakum Council of Governments  
207 North 4<sup>th</sup> Avenue  
Kelso, WA, 98626  
Attention: Steve Harvey

Proposals received after this date and time will not be considered. Oral, telephonic, telegraphic, facsimile, digital or other electronic transmitted proposals will not be accepted.

- 2) Proposals should be marked:  
*Cowlitz County Comprehensive Plan Public Involvement Process*

C) **Questions:** Consultants' questions regarding the Request for Proposals (RFP) should be made no later than **February 19, 2010** by **5:00 pm**. As determined by the CWCOG, addenda with written responses to questions may be provided to all interested parties. Questions submitted after the deadline may not receive written addendum responses.

D) **Site Visit:** If requested, a site visit will be conducted to discuss the project.

**E) Other Important Information:**

**Complete Responses:** Responses submitted by Consultants that do not comply with all of the requirements of this Request for Proposals may be considered non-responsive.

**Ambiguous Statements:** All responses to Proposal Requirements should be stated as concisely as possible. Ambiguous statements, such as “All reasonable efforts to provide”, and the like, may be grounds to declare the proposal non-responsive.

**Proprietary Information:** If a proposal contains information that the Consultant does not wish disclosed to the public, or used for any purpose other than the evaluation of this proposal, all such information must be submitted with indications on each page that the material is “Proprietary”, “Confidential” and/or “Trade Secret.” CWCOG will take reasonable steps within the limitations of Public Disclosure laws to assure that information contained in the proposal will remain confidential throughout the proposal evaluation process.

*Note: the Cowlitz-Wahkiakum Council of Governments is subject to Public Disclosure laws, and dealing with the CWCOG and confidentiality covenants must qualify under this law.*

**Proposed Contracts May be Submitted:** Consultant shall provide any and all statements in the proposals that they desire to be included in a professional services agreement. Exceptions to any terms and conditions may be made, at CWCOG’s option, subject to negotiation. However, the inability to contractually agree to any term may result in elimination from this proposal process.

**Preparation and Delivery Costs:** The CWCOG will not be liable for any costs incurred in the preparation and delivery of the proposal. The Consultant is encouraged to use the most economical means to prepare and deliver the proposal.

Consultants shall assume full responsibility for timely delivery of proposals at the specified location and time.

Once submitted, all proposals become the property of the CWCOG.

Proposals may not be modified, withdrawn or cancelled after the time set for opening or before award of a contract unless award is delayed for a period exceeding ninety (90) days from opening the proposals. Prior to the time and date designated for receipt of proposals, the proposal may be modified or withdrawn by written notice to the CWCOG at the place designated for receipt of proposals. Proposals that are withdrawn may be resubmitted up to the date and time designated for the receipt of proposals, provided the revised proposal is in full conformance with the Request for Proposals.

**Limitations:** This request for proposals does not commit CWCOG to award a contract or pay any costs incurred in the preparation of a proposal in response to this request.

**Rejection of proposals:** The CWCOG reserves the right to reject any or part of any and all proposals, to re-advertise this request, to postpone or cancel at any time this Request for Proposals process, or to waive any irregularities in this request or immaterial irregularities in the proposal(s) received as a result of this request. Also, the determination or criteria and process whereby proposals are evaluated, the decision as to which organization(s) shall

receive a contract, or whether or not a contract shall ever be made as a result of this request, shall be at the sole discretion of the CWCOG. All decisions of the CWCOG are final.

**Background Investigation:** By submitting a proposal in response to this Request for Proposals, you are giving permission to the CWCOG to investigate your company and background with regard to any matter bearing on the desirability of the CWCOG doing business with you. The results of the investigation may be taken into consideration by the CWCOG in making its decision.

**No Oral Agreements:** No oral agreement or conversation with the CWCOG or any official, employee or agent of CWCOG, either before or after execution of a contract, shall affect, modify or add to any of the terms or obligations contained in the contract documents. Any such oral agreement or conversation shall be considered as unofficial information and in no way binding upon CWCOG, unless subsequently put in writing.

**Clarifications and Oral Presentations:** The CWCOG reserves the right to contact Consultants to clarify responses. Subsequent to the initial evaluation by the CWCOG, a request for an oral presentation may be made. The CWCOG will not be liable for any cost incurred in the preparation and delivery of any oral presentations.

**Independent Contractor:** It is specifically understood and agreed by and between the parties hereto that Consultant is an independent contractor and not an agent or employ of the CWCOG. The Consultant shall have the sole obligation to employ, direct, control, supervise, manage, discharge and compensate all of its employees and subcontractors, and the CWCOG shall have no control of or supervision over the employees of the Consultant or any of the Consultant's subcontractors.

The Consultant shall have no authority whatsoever to obligate the CWCOG to make any payments to another party or make any promises or representation of any nature on behalf of the CWCOG, without the specific written approval of the CWCOG. In the event the CWCOG incurs any liability with regard to the matters set forth in this section, the Consultant shall indemnify the CWCOG and hold it harmless.

Note: Whenever the term "Consultant" is used in this document, it means a person, firm or entity that submits a proposal. "CWCOG" means the Cowlitz-Wahkiakum Council of Governments in Washington State. "County" means Cowlitz County government, specifically the Department of Building and Planning.

### **SELECTION OF CONSULTANT**

Proposals will be evaluated by a committee made up of members of the project Steering Committee, the Cowlitz County Director of Building and Planning and the CWCOG Executive Director.

Proposals will be evaluated on the basis of experience, qualifications, approach to the project, proposed budget, and innovative ideas.

Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews of closely scored consultants. The committee will select the consultant they conclude is best qualified to perform this project. The CWCOG, on behalf of Cowlitz County, will be the contracting agency.

### **EVALUATION CRITERIA**

- 1) The ability of the Consultant to complete the contemplated scope of work. The Consultant's anticipated approach to this work, including compliance with requirements, innovative approaches and services offered and other related matters.
- 2) The experience of the Consultant with similar projects, size of firm, length of time in business, staff availability, and relevant experience.
- 3) Experience of the individuals assigned to the project, their interpersonal relationship skills, and their visions of what comprises an effective public involvement process.
- 4) Proposed cost, budget and schedule, with the allocation of personnel, hours of work and project resources and expenses.
- 5) References, either submitted with the proposal, or otherwise known to the CWCOG and the County.
- 6) Past performance of work provided to CWCOG or the County.
- 7) Other information and factors as appropriate for the project.

**Exhibit 1**  
**RESPONSE FOR REQUEST FOR PROPOSALS**  
**COWLITZ-WAHKIAKUM COUNCIL OF GOVERNMENTS**

**Cowlitz County Comprehensive Plan Update**  
**Public Involvement Process**

To:  
Cowlitz-Wahkiakum Council of Governments  
207 North 4<sup>th</sup> Avenue, Adm. Annex  
Kelso, WA 98626-4195

**Due: On or before**  
**February 26, 2010** no later  
than **4:00 pm**

From:  
Entity or Individual \_\_\_\_\_  
Submitting Proposal \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Response Prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

The undersigned, as a Consultant, declares that he/she/they/it have carefully examined all terms and conditions of the Request for Proposal and hereby propose to provide the services requested as outlined in the response.

The Consultant, by signature below, further represents as follows:

- 1) The undersigned declares, that consistent with the proposed submitted with this Response Form, he/she/they/it desires to enter into an agreement with CWCOG for services to be rendered.
- 2) The undersigned is duly authorized to submit the enclosed proposal on behalf of the above named Consultant.
- 3) That no director, officer, agent or employee of CWCOG is personally interested directly or indirectly in this work or the compensation to be paid hereunder, and that no



## **Exhibit 2 Scope of Work**

### **Cowlitz County Comprehensive Plan Update Public Involvement Process**

1. The CWCOG will hire a consultant who specializes in public involvement planning, development and implementation for a comprehensive planning process.
2. The consultant will meet with CWCOG and County staff and the project Steering Committee to develop a public involvement plan that will include methods/approaches appropriate for this project, an implementation schedule, format of public sessions and responsibilities of the Steering Committee, staff and consultants.
3. Work with staff and Steering Committee representatives to schedule and make arrangements for public involvement sessions and carry out other, agreed upon elements of the public involvement plan.
4. Conduct agreed upon series of public involvement sessions, soliciting input to establish a vision for the comprehensive plan, along with values, issues, priorities and preferences.
5. Work with the Steering Committee to apply the public input to craft a vision statement and county wide goals to guide plan development and eventual implementation. The Steering Committee and staff will utilize public involvement results to refine the overall project scope of work, if necessary.
6. The consultant will work with the Steering Committee and staff to propose and design possible web based applications for use in gathering input and keeping the public informed of comprehensive plan development.

#### **Deliverables**

7. A public involvement plan that will document methods/approaches appropriate for this project, an implementation schedule, format of public sessions and responsibilities of the Steering Committee, staff and consultants. Digital format with a minimum of 20 copies, to be specified in contract.
8. Implementation of public involvement sessions and methodologies.
9. A vision statement and county wide goals and policies to guide plan development and eventual implementation.
10. Written and verbal reports to CWCOG and County staff and the Steering Committee regarding the status and progress of the program. Number of copies to be determined.
11. A final report, summarizing the conduct of the public involvement plan, its key findings and results, and recommendations for future activity by the County. Digital format; number of copies to be determined in contract.