



REQUEST FOR PROPOSALS

Title: Natural Resources Innovation Cluster Research and Analysis RFP	Due: April 17, 2024 No later than 5p.m. PST	Contact: Colleen McAleer Executive Director 360.461.2218 CMcAleer@clallam.org
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SCHEDULE

04/09/2024	Public announcement of Request for Proposals
04/17/2024	Proposals Due no later than 5pm PST
On or before 04/19/2024	Selection of Consultant and Negotiation of Specific Terms
06/28/2024	Contract Closed Out

*NOTE: Dates as indicated are best estimates for informational purposes only.

TABLE OF CONTENTS

Schedule	1
Submittal Instructions	3
Project Overview	3
Background.....	3
Desired Proposal	4
Scope of Work.....	4
Contract Term	5
Proposal Submittal Requirements	5
Evaluation Criteria.....	7
RFP Questions and Clarifications.....	9
Addenda	9
Submittal Effective Date.....	9
Debrief Procedures	9
Insurance Requirements and Indemnification	9
Title VI (Federal) Non-Discrimination	9
Clallam EDC Non-Discrimination	10
Other Public Agency Orders	10

SUBMITTAL INSTRUCTIONS

Electronic submittal: Submit one (1) electronic proposal and any required attachments, the Submittal Packet first page shall be digitally signed by an authorized representative of the proposer. For easy identification, please list “Natural Resources Innovations Center (NRIC) RFP” in the subject line of the email. Electronic submittals shall be sent to CMcAleer@Clallam.org and must be received by the proposal’s due date referenced on the cover page.

Proposals shall contain all required information as defined herein and be submitted to the Clallam County Economic Development Council electronically no later than the date, time, and place as stated on the cover page of this RFP or as amended. Proposals will not be accepted in any format other than as required above. Late proposals will not be accepted and will be returned to the proposers unopened.

Proposers shall be fully responsible for any and all costs incurred in the preparation and submittal of their proposals.

PROJECT OVERVIEW

The Clallam County Economic Development Council (“Clallam EDC”) is soliciting proposals from experienced individuals or firms (“Proposer” or “Proposers”) interested in providing research and analysis that addresses the items outlined in the scope of work below.

BACKGROUND

This solicitation is meant to select a contractor to conduct studies in support of the goals of the Natural Resources Innovation Center (hereinafter referred to as “NRIC”). The Clallam EDC acts as the fiscal sponsor for NRIC, a nascent non-profit organization. Ted Sturdevant of the Center for Sustainable Infrastructure serves as the NRIC Program Manager.

NRIC is one project of eight being managed by Clallam County as part of the North Olympic Peninsula Recompete Coalition. The Coalition is pursuing a US Department of Commerce grant. This work serves as a critical component for the overall project.

The Clallam EDC will evaluate responses based on the consultant’s proposal for the work and their background in the technical fields.

Further explanation regarding the North Olympic Peninsula Recompete Coalition’s (NOPRC)’s scope of work which is part of the contract with the WA State Department of Commerce, Office of Economic Development and Competitiveness Contract Number 24-71310-002 which is attached as **Exhibit 1**. This RFP stems as a small portion of the work outlined in Exhibit 1.

DESIRED PROPOSALS

The Clallam EDC desires proposals that provide professional research and analysis services that will culminate in final reports. **The total amount the Clallam EDC has for all three components for the scope of work cannot exceed \$115,000.**

SCOPE OF WORK

State Funded Securing Federal Funding Initiative (SFFI) Grant - \$115,000:

Clallam EDC was awarded, as a subrecipient of a contract through Clallam County, from the Washington State Department of Commerce's Securing Federal Funding Initiative (SFFI) a contract not to exceed \$115,000 to accomplish the three components of the Scope of Work outlined below. The specific research and analysis includes studies in three key areas of focus relative to a proposed [Advanced Cross-Laminated Timber \(ACLT\) Accessory Dwelling Unit \(ADU\)](#) which uses [thermally modified timber panels](#). For this analysis, the subject property will be a 1,000 square foot modular dwelling in [new condition \(C1\) and a quality of construction rating of Q4](#).

A. Market Analysis

1. Perform a competitive analysis to look at how Advanced Cross-Laminated Timber (ACLT) and tiny homes compare in pricing and key attributes such as transport, on-site placement, regulatory requirements, and income approach to value. Compare costs and return on investment of ACLT ADU units and tiny homes to comparable, conventionally built units. Evaluate return on investment based on estimated capital cost for purchasing and placing ACLT ADU units relative to market rental rates and resale value. Include the price point of a custom home of a comparable size as a reference.
2. Determine the price point at which an ACLT ADU or tiny home becomes competitive in the marketplace.

B. Regulatory and Financial Analysis

1. Determine what kinds of financing options exist for ACLT ADU's and tiny homes.
2. Determine banking rules for lending on ACLT ADU's and tiny homes.
3. Determine what kinds of home insurance options exist for ACLT ADU's and tiny homes.
4. Determine building code and regulatory requirements for ACLT ADU's and tiny homes across Washington.

C. Supply Chain Analysis

1. Map the supply chain needed for procuring, producing and delivering materials, products, and services related to the manufacture of ACLT ADU's on the Olympic Peninsula.
2. Assess the availability and cost of materials, products, and services needed for ACLT ADU and tiny home construction, such as building materials, fixtures, appliances, and labor.
3. Determine the efficiency, predictability and lead times of the supply chain, reaching all the way from sourcing raw materials to delivering finished ACLT ADU components to the final assembly site.

4. Determine potential bottlenecks or constraints in the supply chain that may impact ADU or tiny home development, such as the limited availability of certain materials or skilled labor shortages.
5. Identify opportunities for streamlining and improving the supply chain to reduce costs, increase efficiency, and accelerate ACLT ADU and tiny home construction timelines.
6. Evaluate the potential for local sourcing and production of materials and components to support the development of a sustainable and resilient local ACLT ADU and tiny home supply chain.

CONTRACT TERM

This contract and any renewal must terminate **no later than 06/28/2024**.

PROPOSAL SUBMITTAL REQUIREMENTS

To ensure that all information provided is properly evaluated, please organize and label proposals in the structure provided below. Submittals shall not exceed ten (10) pages total including all required components; proposer(s) will not be graded upon the length of their proposal or effort to reach the 10-page maximum. Proposer(s) are encouraged to focus on quality and brevity in their proposal.

Proposals shall include, at a minimum, the following:

- 1) **Transmittal Letter with Original Signature:** A cover letter generally outlining the proposer's ability to perform the services outlined in this RFP, signed by an authorized individual representing the Proposer's firm in contractual obligations.
- 2) **Proposed amount per deliverable for one, two or three components:** Proposer shall provide their desired consultant rate using the table on the following page:

Component 1 – Market Analysis Deliverables	Date Due to Clallam EDC	Total
First Progress Report	April 30, 2024	
Second Progress Report	May 24, 2024	
Final Draft	June 24, 2024	
Final Report	June 28, 2024	
	Total Proposed for Component 1:	
Component 2 – Regulatory & Financial Deliverables	Date Due to Clallam EDC	Total
First Progress Report	April 30, 2024	
Second Progress Report	May 24, 2024	
Final Draft	June 24, 2024	
Final Report	June 28, 2024	
	Total Proposed for Component 2:	
Component 3 – Supply Chain Study Deliverables	Date Due to Clallam EDC	Total
First Progress Report	April 30, 2024	
Second Progress Report	May 24, 2024	
Final Draft	June 24, 2024	
Final Report	June 28, 2024	
	Total Proposed for Component 3:	

3) **Proposed Scope of Work:** Proposer shall provide a more detailed overview of the methodology and strategy they intend to employ in fulfilling the Scope of Work along with a description of the final

report.

4) **Licensing:** A Unique Entity Identifier (UEI) number obtained from Sam.gov and Unified Business Identifier (UBI) number issued by Dor.wa.gov will be required prior to contract execution with Clallam EDC. Clallam EDC staff will aid in obtaining these registrations if requested.

5) **Debarment Statement:** Proposer must not be debarred, suspended or otherwise ineligible to contract with Clallam EDC. Applicant shall show proof they are not debarred to contract with the federal government. The proof is obtained through Sam.gov. The Clallam EDC will help obtain proof the applicant is not on the debarment list if requested.

6) **Statement affirming the contractor will not receive duplicative reimbursements:** The Proposer may not be reimbursed by multiple funders for the same cost (double-dipping). No duplicate payments or supplanting of other costs are allowed.

7) **Ability to Contract:** Proposer shall have the ability to negotiate a contract with the Clallam EDC based on the exceptions/changes requested to the Pro-Forma Agreement outlined in the Scope of Work.

8) **Experience:** List the Proposer's top three (3) business references for the type of work most relevant to the content of this RFP. Listing for each reference should provide the references business name or d.b.a., lead staff contact, staff contact phone, staff contact email, and a short description of the services rendered. Proposer should supply examples of prior reports if applicable and relevant to the Scope of Work. Reports with redacted information are acceptable.

9) **Legal Action:** Disclose any current or recent (within past five years) legal action in progress or taken against the firm or individuals.

10) **Disclosure:** List all business transactions and relations within the past five years that may create or be perceived to create a conflict of interest. Any business dealings or recommendations of a product or firm that may conflict with this project shall be disclosed.

EVALUATION CRITERIA	
Criteria	Value
Transmittal Letter with Original Signature	Required
Proposed Rate for Deliverables:	20%
Proposed Methodology that you will employ and the explicit form the answers take	30%
Professional Credentials and Qualifying Experience	50%
Licensing (Does the business have applicable licenses – UEI & UBI or provide complete application to obtain?)	Y or N
Ability to Contract (Is the proposer and their business able to contract during the period?)	Y or N
Legal Action (Does a legal action exist?)	Y or N
Disclosure (Does a conflict exist?)	Y or N

- 1) The Clallam EDC may choose to invite one or more of the proposers to further explain their methodologies with the Clallam EDC RFP Selection Committee.
- 2) The Clallam EDC reserves the right to award a contract with the single highest rated proposer without conducting interviews or demonstrations.
- 3) Ownership of Material - Ownership of all data, materials, and documentation originated and prepared for the Clallam EDC pursuant to the RFP shall belong exclusively to the Clallam EDC and be subject to public inspection after award by the Commission in accordance with the Washington State Public Records Act (RCW 42.56). Trade secrets or proprietary information submitted by the Respondent shall not be subject to public disclosure under the Public Records Act, unless otherwise required by law or a court. However, the Proposer must invoke the protection of the Public Records Act, in writing, either before or at the time the data or other material is submitted. The written notice must SPECIFICALLY identify the data or materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the proposal.
- 4) With regard to submittal of a proposal (individually and collectively referred to as “response”), the proposer agrees to and hereby waive any and all claims it has or may have against the Clallam EDC, and its director’s, persons, officers, commissioner’s , committee’s, employees, or agents arising out of or in connection with (1) the administration, evaluation, or recommendation of any response; (2) any requirements under the solicitation, the RFP, or related documents; (3) the rejection of any response or any part of any response; (4) waiver by the Clallam EDC of any technicalities in the RFP package or any response; (5) waiver or change in any non-material provision of the RFP solicitation package or materials that do not adversely and specifically affect the previously submitted response; and/or (6) the award of a contract, if any.
- 5) The Clallam EDC reserves the right to reject any or all responses, to waive any irregularities and/or technicalities in response received or not award. The Clallam EDC, in its sole discretion, will determine whether any or all the responses are responsive and reserves the right to make a determination as to whether any one or more Proposals are qualified. The submission of a response to this RFP is an offer by the Proposer to contract only and does not constitute a contract. There will be no contractual obligations on the part of the Clallam EDC to any Proposer, nor will any Proposer have any property interest or other right in the contract unless and until all terms of the contract have been agreed upon by the Clallam EDC, including, without limitation, all provisions of the contract have been negotiated to the satisfaction of the Clallam EDC; the contract is unconditionally signed by the Clallam EDC and the selected Proposer the contract is delivered by all parties; and all conditions to be fulfilled by the Proposer prior to contracting have either been fulfilled by the Proposer or waived in the writing by the Clallam EDC.

RFP QUESTIONS AND CLARIFICATIONS

Questions shall be submitted to the Clallam EDC by email to: CMcAleer@clallam.org no later than the date and time referenced in the Schedule on the title page. Please reference the “Natural Resources Innovations Center (NRIC) RFP” in the subject line when submitting questions via email.

Oral questions will not be answered. Questions must be in written form, by email. To the extent any oral questions are answered, those answers will be considered non-binding. An addendum to this RFP may be issued by the Clallam EDC as a result of the questions generated under this competitive solicitation to all plan holders.

ADDENDA

If at any time, the Clallam EDC changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the Clallam EDC will issue a written addendum to the RFP. Proposer must register for this RFP to be notified of addendum and new documents on this RFP. It is the Proposer’s responsibility to check for addenda and other new documents on-line.

SUBMITTAL EFFECTIVE DATE

The submittals shall remain in effect for 20 days after the RFP due date, unless extended by mutual agreement between the Clallam EDC and the applicable proposers.

DEBRIEF PROCEDURES

After award, submitters may contact the Clallam EDC to request a phone or in person debrief conference.

INSURANCE REQUIREMENTS AND INDEMNIFICATION

Evidence of financial stability and credit worthiness; ability to meet Clallam EDC's insurance requirements is mandatory. The contractor is required to carry *commercial general liability* insurance in the amount determined by the contractor to be adequate to cover the activities outlined in the subcontract. The insurance and contract terms will be covered during contract negotiations.

Clallam EDC, Commerce and the State of Washington will not be liable for claims or damages arising from the Program Manager’s performance.

TITLE VI (FEDERAL) NON-DISCRIMINATION

The Clallam EDC assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, as amended, and the Civil Rights Restoration Act 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Clallam EDC sponsored program or activity. The Clallam EDC further assures every effort will be made to ensure nondiscrimination in all of its programs and

activities, whether those programs and activities are federally funded or not.

CLALLAM EDC NON-DISCRIMINATION

By signing and submitting a response to this RFP, the proposer (firm or individual) certifies that, in the event it is awarded a contract under this competitive solicitation (i.e., becomes the “successful proposer”), and as of the date of contract award, it shall comply with the “Anti-Discrimination Clause” provided below:

Non-discrimination. Clallam EDC complies with applicable federal civil rights and Washington state civil rights laws and does not discriminate on the basis of race, color, national origin, religion, sex, families with children, marital status, honorably-discharged veteran or military status, sexual orientation, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, in the administration of its programs and activities.

The Vendor shall comply with the substantive requirements of RCW 49.60, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Vendor of the Vendor's compliance with the requirements of Chapter RCW 49.60. If the Vendor is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter RCW 49.60, this Agreement may be subject to a declaration of default and termination at the Clallam EDC's discretion. This provision shall not affect the Vendor's obligations under other federal, state, or local laws against discrimination.

OTHER PUBLIC AGENCY ORDERS

The Washington State Interlocal Cooperative Act, RCW 39.34, provides that other governmental agencies may purchase goods or services on this RFP or contract in accordance with the terms and prices indicated herein if all parties agree. The Clallam EDC does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.