



**PIERCE COUNTY**  
**REQUEST FOR PROPOSAL NUMBER 1976**  
**REAL PROPERTY APPRAISAL AND APPRAISAL REVIEW**  
**SERVICES – LOCALLY FUNDED PROJECTS**

**RETURN PROPOSALS TO:**

Pierce County Purchasing  
950 Fawcett Avenue, Suite 100  
Tacoma, WA 98402  
Phone: 253-798-7456

**PROPOSAL DUE DATE/TIME: January 5, 2018, 4:00 PM**

Proposals must be submitted in a sealed envelope or appropriate packaging with the proposer's name and address, RFP Title and RFP Due Date clearly legible on the exterior prior to the date/time listed above.

**RFP ISSUED BY:**

Pierce County Procurement and Contract Services  
Attention: Jana Prince, Senior Buyer  
[pcpurchasing@co.pierce.wa.us](mailto:pcpurchasing@co.pierce.wa.us)  
253-798-7456

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## RFP HOLDER'S LIST

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All interested potential proposers must email the procurement contact on the front page of this RFP to request to be put on the Holder's list for this procurement in order to receive RFP addenda and additional procurement updates. By requesting to be placed on the Holders list, firms will automatically be notified when new documents or changes relating to this procurement occurs.

## EXPECTED TERM OF RESULTING AGREEMENT

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The expected term of the initial contract will be 24 months with 3 optional annual renewals.

## GENERAL INFORMATION

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The Pierce County Planning and Public Works Department is responsible for serving the transportation and utility needs of the residents of Pierce County. The Department delivers services relating to road design and construction, long range transportation planning, road maintenance and operations, ferry and airport services, sewer systems and wastewater treatment, solid waste and recycling management, public use facilities, and surface water management programs. The Department's website is a valuable resource for information about the many services provided. Please access the website at [www.piercecountywa.org/pwu](http://www.piercecountywa.org/pwu)

## DESCRIPTION OF PROJECT

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The Pierce County Planning and Public Works Department – Right-of-Way Group acquires, disposes of, and manages real estate for public use and provides those services to other departments within Pierce County government. This includes acquisitions for roads, open space, flood control, water quality, and many other purposes. Such properties can include but are not limited to: fee simple purchases; partial property interests such as easements, conservation easements, development-rights purchases; leases and residential or commercial rentals, and services that establish just compensation under Washington State eminent domain regulations. The Department is in need of property appraisal and appraisal review services to support these activities, with an emphasis on eminent domain appraisal services.

The properties to be appraised are within Pierce County and can include private and government holdings, in GMA Urban and Rural settings, some with timber resources and a few with direct waterfront access. The parcels may have limiting factors such as wetlands, slopes or other critical areas. These areas are not always delineated but may be identifiable on County GIS maps.

Appraisals may be reviewed by a third-party Review Appraiser and may be subject to correction or update as called out by the Review Appraiser's report.

## SCOPE OF WORK

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**It is the intention of this solicitation to award one or more separate contracts for each type of work (appraisal services and appraisal review services). Clearly indicate in your proposal if your firm would like to be evaluated for appraisal services, appraisal review services or both.**

Individual appraisal and appraisal review work will be issued under the resulting contract(s) on an as-needed basis, in support of current and future projects. The selected firm(s) will have the capacity to respond to requests for services on an as-needed basis.

These services will be provided in compliance with all Federal, State, and local laws. All appraisal and appraisal review work will be required to be done in a manner that maintains eligibility for federal funding.

The successful firm(s) will have a demonstrated knowledge, ability and experience performing appraisal and/or appraisal review services in accordance with:

- Chapter 4 and Chapter 5 of the WSDOT Right of Way Manual,
- The Uniform Standards for Professional Appraisal Practice (USPAP),
- Provisions of the Washington Administrative Code 468-100-102, and

- The Uniform Appraisal Standards for Federal Land Acquisitions, as applicable.

A copy of the Appraisal Report Guide can be found at the following website address: <http://www.wsdot.wa.gov/Publications/Manuals/M26-01.htm>

Appraisers and/or Review Appraisers must be on the WSDOT approved list at the time of award, if the firm(s) is not on the WSDOT approved list at the time of bid, the firm(s) will submit a paragraph detailing the firm's plan/commitment to be approved by WSDOT.

### **Appraisal Services:**

Services include but are not limited to: project funding estimates, true cost estimates, appraisals, administrative offer summaries, cost to cure bids, and market analysis for property acquisitions, surpluses and sales.

The County will only accept narrative appraisals following the WSDOT Narrative Appraisal Report format as defined by the Washington State Department of Transportation, unless prior written authorization is given by the County to the Contractor to prepare a different type of report. The WSDOT Narrative Appraisal Report is a self-contained report. All reasoning, supporting documentation and data must be included in the report. Reports identified as Summary Report will not be accepted.

The County will not accept any restricted use appraisal reports.

It is the policy of the County that an acquisition Determination of Value (DV) will not be prepared for less than \$500 for real estate except in the event of special benefits in which case the minimum amount of the DV is zero.

Each Narrative Appraisal Report is to be received by the County within the agreed upon time and contain at least, but not limited to, the following:

**A. Title Page**

**B. Table of Contents**

Each narrative report should have numbered pages.

**C. Certificate of Appraiser**

The Contractor shall include the project name and CRP number, project parcel number, plan identification including revision date, owner's name and address, the appraisal firm and appraiser, the firm's address and phone number.

**D. Summary of Conclusions**

**E. Statement Defining the Appraisal Problem and Appraisal Scope of Work**

**F. Owner's name and address**

**G. Address or Location of Subject Property**

The Contractor shall include site address and tax parcel number.

**H. Legal description**

**I. Neighborhood description**

**J. Delineation of Title**

The Contractor shall include all transfers of the property occurring within the previous five years. Each transfer is to be tabulated in order of occurrence showing the grantor, grantee, date of sale, Auditor's volume and page, confirmee, and the sales price.

**K. Property Rights to be Acquired and Effects of Acquisition/Project**

**L. Description of Subject Property**

Including:

- Present Use
- Accessibility and Road Frontage
- Land Contour and Elevations
- Land Area
- Land Shape
- Utilities
- Present Zoning

- Highest and Best Use of Land As If Vacant
- Highest and Best Use of the Whole Property as Improved – If vacant then so note.
- Improvements
- Specialty Items – These are items such as real estate equipment, trade fixtures, crops, etc. The owner of Specialty Items must be identified.
- Real Estate Tax
- Assessments
- Existing Lease or Rental Data
- Plot plan
- Photographs of the subject property and improvements, as applicable.

**M. Approaches to Value**

Explanation of why specific approaches were used or not used.

**N. Property Valuation Before**

- Site Analysis and Evaluation
  - a) Sales Comparison Approach - Site
  - b) Income Approach – Site (if applicable)
- Approaches to Value – Whole Property
  - a) Sales Comparison Approach
  - b) Income Approach (if applicable)
  - c) Cost Approach (if applicable)
- Correlation of Value Indications From All Approaches

**O. Remainder Evaluation (for partial acquisitions as applicable)**

- Assumptions and Limiting Conditions
- Neighborhood Factors
- Description of Subject Remainder
- Valuation of Property Remaining
- Recapitulation
- Highest and Best Use Discussion with Conclusion

**P. Explanation, Measurement, Supporting Data, and Allocation of Damages, Cost-to-Cures, and Special Benefits as applicable**

**Q. Report of Contact With Owner**

**R. Personality Realty Report**

**S. Addenda**

**Appraisal Review Services:**

The review appraiser shall analyze appraisal reports for compliance with Appendix 4-1, Appraisal Report Guide, Washington State Department of Transportation (WSDOT) Right-of-Way Manual (most recent revision), the Uniform Standards of Professional Appraisal Practice, provisions of the Washington Administrative Code 468-100-102 and the Uniform Appraisal Standards for Federal Land Acquisitions, as applicable.

The review appraiser shall follow the guidelines for appraisal review as provided in Chapter 5 of the WSDOT Right-of-Way Manual for standards and requirements for Appraisal Review as applicable to Local Agencies, the provisions of the Local Agency Guidelines, the Uniform Standards of Professional Appraisal Practice, provisions of the Washington Administrative Code 468-100-103, and the Uniform Appraisal Standards for Federal Land Acquisitions, as applicable.

It is the policy of the County that an acquisition Determination of Value (DV) will not be prepared for less than \$500 for real estate except in the event of special benefits in which case the minimum amount of the DV is zero.

## Specific Requirements

The review appraiser shall field inspect the property appraised as well as the comparable sales which the appraiser(s) considered in arriving at fair market value of the whole property and of the remainder(s), if any. If a field inspection is not made, the file shall contain the reason(s) why it was not made.

The review appraiser shall examine the Appraisal Reports to determine that they:

- a) Are complete in accordance with the Local Agency Guidelines and contain the criteria required by the *WSDOT Right-of-Way Manual*, Chapter 4, Appendix 4-1 (Appraisal Guide), as well as meet the minimum requirements for Pierce County as stated in the Appraisal Scope of Services, A through S, as noted above.
- b) Follow accepted appraisal principles and techniques in the valuation of real property in accordance with existing state law.
- c) Include consideration of compensable items, damage, and benefits, but do not include compensation for items non-compensable under state law.
- d) Clearly states the appraisal problem as influenced by the project.
- e) Incorporates specialists' opinions (e.g., value of timber, fixtures, etc.) as they contribute to the value of the whole property, rather than as arbitrary additions to the value of the real property.
- f) In the case of tenant-owned real estate (buildings, structures and/or other improvements), the specialists' opinion of value is to reflect two premises: (1) Contribution value to the whole property; (2) Value for removal (salvage value). Just Compensation for tenant-owned improvements is the greater amount.
- g) Clearly presents:
  1. An explanation of the appropriate valuation principles.
  2. The market evidence and/or other supporting evidence.
  3. A list of the items considered part of the realty as well as further comments on items that might be in a "gray area" – e.g., drapes, dishwashers, stoves, special light fixtures, etc., when applicable; or buildings, structures or other improvements to be added to the appraisal.
  4. The value estimate.
- h) Excludes non-compensable items.
- i) Neither omits nor contradicts any factual data that was available to the appraiser.
- j) Contains no conflicting statements or erroneous conclusion.

Prior to finalizing the estimate of just compensation, the reviewing appraiser shall obtain corrections or revisions of Appraisal Reports which do not substantially meet the requirements set forth in the Local Agency Guidelines or the county's appraisal requirements. These shall be documented and retained in the parcel file.

The reviewing appraiser may supplement an Appraisal Report with corrections of minor mathematical errors as long as such errors do not affect the final value conclusion. The reviewer may also supplement the appraisal file where the following factual data have been omitted:

- a. Project and/or parcel number
- b. Parties to transaction, date of purchase, and deed-book to sale of subject property and comparables
- c. Statement that there was no sale of subject property in the past five years
- d. Location, zoning, or present use of subject property or comparables

The reviewing appraiser shall initial and date corrections and/or factual data supplements to the Appraisal Report. The reviewing appraiser may conclude a value other than that concluded in the appraisal only if the conclusion is supported by relevant market data and analysis in the review document.

The reviewing appraiser shall determine whether a remainder (or any part thereof) qualifies as an "uneconomic remnant" based on the following guidelines:

1. An "uneconomic remnant" is a remainder which has little or no utility or value to the owner.
2. Even though a parcel may be considered to have little or no value in the Before situation, when the acquisition leaves a remainder, that remainder should be declared an "uneconomic remnant".
3. It is the responsibility of the review appraiser to contact the property owner to determine if the remnant is considered uneconomic to the property owner.

The reviewing appraiser shall place in the parcel file a signed and dated statement setting forth:

- a. An estimate of just compensation including, where appropriate, the allocation of compensation for the property acquired and for damages to remaining property.
- b. A listing of the buildings, structures, fixtures, and other improvements on the land which were considered part of the property to be acquired.
- c. A statement that the reviewing appraiser has no direct or indirect present or future interest in such property or in any monetary benefit for its acquisition.
- d. A statement that the estimate has been reached independently, without collaboration or direction, and is based on appraisals and other factual data.

Pierce County will be responsible for setting Just Compensation. The review appraiser shall place a statement of Agency Concurrence and Authorization (to be provided by Pierce County), and signature line at the bottom of the review appraiser's report for this purpose.

**SCOPE OF WORK CONTACT**

Kim Nix, Contracts Coordinator

Phone: 253-798-2256

Email: [pcpwcontractservices@co.pierce.wa.us](mailto:pcpwcontractservices@co.pierce.wa.us)

**TIMELINES/SCHEDULE**

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	<b>Time</b>	<b>Date</b>
Question must be submitted, in writing, to the contact listed above	4:00 PM	December 27, 2017
<b>Proposals must be received by the Purchasing Department</b>	<b>4:00 PM</b>	<b>January 5, 2017</b>
Proposals will be evaluated and, if multiple proposers are deemed capable of meeting the requirements, interviews may be held with the top proposers		Approximately three weeks after due date
Estimated date of notice of intention to negotiate a contract with the selected proposer		Approximately six weeks after due date
Estimated date of contract execution.		Approximately eight weeks after due date

## SUBMITTAL CHECKLIST

For proposals to be considered the following must be included in your submittal:

	Name, local address, email address and phone number of the firm making the proposal. Also include the name and title of the person authorized to execute a contract on behalf of the firm.
	The names and number of years the firm has been in business under current or previous names or additional assumed business names.
	A summary of your firm's appraisal and/or appraisal review experience and qualifications with providing services to municipalities of similar size and requirements. Provide up to three examples of projects that have been completed within the last three years that demonstrate the required expertise requested.
	A summary of your firm's availability and capacity to respond to requests for services on an as-needed basis.
	A resume of each appraiser and/or review appraiser detailing experience, education, eminent domain training and qualifications to perform the services requested.
	A list of up to three (3) examples for each proposed appraiser and/or review appraiser, and a brief explanation of how the example demonstrates the ability to perform the services requested.
	A listing of the professional licenses/accreditations for each proposed appraiser and/or review appraiser, including the year each licenses/accreditation was received. Include evidence of current Washington State appraisal licenses/certifications for each appraiser and/or review appraiser. Note whether they are on the WSDOT approved Appraiser and/or Review Appraiser list.
	A sample of a narrative appraisal report and/or appraisal review that was written by the proposed appraiser(s) and/or review appraiser(s). The sample provided must be a before and after appraisal (or review) that addresses severance or property damages other than cost-to-cure, must meet the minimum requirements of WAC 468 100 102 and the WSDOT R/W Manual, and must have been completed within the last five (5) years. Electronic copies of the samples will be accepted in pdf format; hard copy samples are not necessary.
	A completed <b>Attachment 1 – Cost Proposal</b>
	Names, titles, telephone numbers and email addresses of 3 previous clients / references. Include a brief description of the project and work performed. Highlight any previous work done for Pierce County.
	Any additional services or procedures of benefit to the County not specifically required by this Request for Proposal, which the Contractor offers to provide.
	A statement outlining any proposed exceptions to the County's requirements or requested clarifications to the requirements.
	The caption, cause number, Court, Counsel, and general summary of any litigation pending or judgment rendered within the past 3 years involving the proposer.
	Required Signature Page for Proposal and all Addendum(s) with a legally binding signature.
	By submitting a proposal, proposer agrees that all documents, reports, proposals, submittals, working papers, or other materials prepared by the Contractor pursuant to this proposal shall become the sole and exclusive property of the County, and the public domain, and not the property of the Contractor. The Contractor shall not copyright, or cause to be copyrighted, any portion of said items submitted to the County because of this solicitation.
	All of the items submitted to Pierce County should be printed both sides on recycled paper whenever practicable.
	Four (4) hard copies and one (1) electronic copy, in pdf format on CD, of the complete proposal. The proposals must be in a sealed envelope or appropriate packaging with the proposer's name, address, RFP title, RFP number and RFP Due Date clearly marked on the outside of the envelope/package. One copy must be marked "original" and contain a legally binding signature.



## COUNTY'S EVALUATION OF PROPOSALS

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### Reserved Rights and Procedures:

Pierce County expressly reserves the following rights:

- a. To waive any and/or all irregularities in the proposals submitted.
- b. To reject any or all proposals or portions thereof.
- c. To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
- d. To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of the County, is in the best interest of the County.

### Evaluation Criteria:

Matters relating to qualification to meet the County's needs will receive highest priority in evaluation. Matters relating to the means of meeting those needs described in the proposal will be considered secondary. Actual prices may be used to select successful offerors, and pricing methods and flexibility offered by a proposer for use in negotiation of a resulting contract may be considered in evaluation. After a proposal is selected, the County expects to negotiate the details of work to be performed based upon the proposal and the County's needs and appropriate pricing of selected tasks. If negotiations fail for any reason, including price, the County may choose to negotiate with other vendors to obtain an appropriate contract for needed services.

Firms will be evaluated on the following criteria:

#### **Appraisal Services:**

1. The experience of the firm, length of time in business, capacity, availability and other matters relating to relevant experience. .... **30 Points**
2. Experience of the individuals who will be assigned to provide the proposed services. .... **30 Points**
3. Cost factors, appropriateness and flexibility of pricing arrangements. .... **10 Points**
4. Customer references either submitted with the proposal or gathered by the County, and past performance when providing services to the County. .... **10 Points**
5. Sample Narrative Appraisal Report ..... **20 Points**

#### **Appraisal Review Services:**

6. The experience of the firm, length of time in business, capacity, availability and other matters relating to relevant experience. .... **30 Points**
7. Experience of the individuals who will be assigned to provide the proposed services. .... **30 Points**
8. Cost factors, appropriateness and flexibility of pricing arrangements. .... **10 Points**
9. Customer references either submitted with the proposal or gathered by the County, and past performance when providing services to the County. .... **10 Points**
10. Sample Appraisal Review ..... **20 Points**

**REQUIRED SIGNATURE PAGE FOR PROPOSAL**

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I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I further agree that this proposal will remain in effect for not less than sixty (60) calendar days from the date that proposals are due, and that this proposal may not be withdrawn or modified during that time.

I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Contractor or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the County to consider this proposal, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to Pierce County, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to Pierce County.

**ADDENDA:** Firm acknowledges receipt of add addenda through number \_\_\_\_\_

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

MAIN CONTACT INFORMATION, if different than named above:

Printed Name and Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CLEARLY INDICATE IF YOUR FIRM WOULD LIKE TO BE EVALUATED FOR:**

- Appraisal Services,
- Appraisal Review Services, or
- Both.

### Attachment 1 - Cost Proposal

	Fee Range Flat Rate per Parcel						Average Turn Time		
	1-10 Parcels		11-50 Parcels		50 + Parcels		1-10 Parcels	11-50 Parcels	50 + Parcels
	Low	High	Low	High	Low	High			
<b>WSDOT Narrative Format*</b>									
Unimproved Land									
Single Family Residence									
Multi Family Residence									
Improved Commercial									
Permanent Easements									
Temporary Easements									
<b>Project Funding Estimates</b>									
<b>True Cost Estimates</b>									
<b>Administrative Offer Summary</b>									
<b>Appraisal Review Services</b>									

\* For the purpose of the RFP assume all appraisals are non-complex.

Substantially the following additional provisions will be incorporated into any negotiated contract resulting from this RFP:

1. Scope of Contractor's Services:

The Contractor agrees to provide to the County services and any materials set forth in the project narrative identified as Exhibit "A" during the Agreement period. No material, labor, or facilities will be furnished by the County, unless otherwise provided for in the Agreement.

2. Accounting and Payment for Contractor Services:

Payment to the Contractor for services rendered under this Agreement shall be as set forth in Exhibit "B." Where Exhibit "B" requires payments by Pierce County, payment shall be based upon billings, supported unless otherwise provided in Exhibit "B," by documentation of units of work actually performed and amounts earned, including where appropriate, the actual number of days worked each month, total number of hours for the month, and the total dollar payment requested. Unless specifically stated in Exhibit "B" or approved in writing in advance by the official executing this Agreement for Pierce County, (hereinafter referred to as the "Contracting Officer",) the County will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract.

Where required, the County shall, upon receipt of appropriate documentation, compensate the Contractor, no more often than monthly, through the County voucher system for the Contractor's service pursuant to the fee schedule set forth in Exhibit "B."

3. Assignment and Subcontracting:

No portion of this contract may be assigned or subcontracted to any other individual, firm or entity without the express and prior written approval of the Contracting Officer.

4. Labor Standards and Contract Assistance:

The Contractor shall comply with the provisions of Exhibit "C", attached hereto, titled "Contract Compliance For Professional, Technical, Supply or Services".

5. Independent Contractor:

The Contractor's services shall be furnished by the Contractor as an independent Contractor and nothing herein contained shall be construed to create a relationship of employer-employee or master-servant, but all payments made hereunder and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent Contractor.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Exhibit "B" and the Contractor is not entitled to any County benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, or any other rights or privileges afforded to Pierce County employees. The Contractor represents that he/she/it maintains a separate place of business, serves clients other than the County, will report all income and expense accrued under this contract to the Internal Revenue Service, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

Contractor will defend, indemnify and hold harmless the County, its officers, agents or employees from any loss or expense, including but not limited to settlements, judgments, setoffs, attorneys' fees or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph.

6. No Guarantee of Employment:

The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.

## **GENERAL CONDITIONS OF PERSONAL SERVICE CONTRACTS**

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7. Taxes:

The Contractor understands and acknowledges that the County will not withhold Federal or State income taxes. Where required by State or Federal law, the Contractor authorizes the County to make withholding for any taxes other than income taxes (i.e., Medicare). All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accordance with the applicable IRS regulations. It is the responsibility of the Contractor to make the necessary estimated tax payments throughout the year, if any, and the Contractor is solely liable for any tax obligation arising from the Contractor's performance of this Agreement. The Contractor hereby agrees to indemnify the County against any demand to pay taxes arising from the Contractor's failure to pay taxes on compensation earned pursuant to this Agreement.

The County will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Contractor must pay all other taxes including, but not limited to: Business and Occupation Tax, taxes based on the Contractor's gross or net income, or personal property to which the County does not hold title. The County is exempt from Federal Excise Tax.

8. Regulations and Requirement:

This Agreement shall be subject to all laws, rules, and regulations of the United States of America, the State of Washington, and political subdivisions of the State of Washington, and to any other provisions set forth in Exhibit "D."

9. Right to Review:

This contract is subject to review by any Federal or State auditor. The County or its designee shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the Contracting Officer. Such review may occur with or without notice, and may include, but is not limited to, on site inspection by County agents or employees, inspection of all records or other materials which the County deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for 3 years after contract termination, and shall make them available for such review, within Pierce County, State of Washington, upon request.

10. Modifications:

Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.

11. Termination for Default:

If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract until all work called for has been fully performed. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the County in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

## **GENERAL CONDITIONS OF PERSONAL SERVICE CONTRACTS**

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### **12. Termination for Public Convenience:**

The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County.

### **13. Defense & Indemnity Agreement:**

The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elected officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons, and for damages to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her Subcontractors, its successor or assigns, or its or their agent, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees.

The preceding paragraph is valid and enforceable only to the extent of the Contractor's negligence where the damages arise out of services or work in connection with or collateral to, a contract or agreement relative to construction, alteration, repair, addition to, subtraction from, improvement to, or maintenance of, any building, highway, road, railroad, excavation, or other structure, project, development, or improvement attached to real estate, including moving and demolition in connection therewith, a contract or agreement for architectural, landscape architectural, engineering, or land surveying services, or a motor carrier transportation contract and where the damages are caused by or result from the concurrent negligence of (i) the County or its agents or employees, and (ii) the Contractor or the Contractor's agents or employees."

### **14. Insurance Requirements**

The insurance coverages specified in this paragraph (14.) are required unless modified by Attachment A of this agreement. If insurance requirements are contained in Attachment A they take precedence

The Contractor shall, at the Contractor's own expense, maintain, with an insurance carrier authorized or eligible under RCW Chapter 48.15 to do business in the State of Washington, with minimum coverage as outlined below, commercial automobile liability insurance, and either commercial general liability insurance, or, if any services required by the contract must be performed by persons authorized by the State of Washington, professional liability insurance:

Commercial Automobile Liability	Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000 each occurrence OR combined single limit coverage of \$2,000,000, with not greater than a \$1000.00 deductible.
Commercial General Liability	Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000 each occurrence OR combined single limit coverage of \$2,000,000, with not greater than a \$1000.00 deductible.
Professional Liability Insurance	Shall include errors and omissions insurance providing \$1,000,000.00 coverage with not greater than a \$5,000.00 deductible for all liability which may be incurred during the life of this contract.

Pierce County shall be named as an additional insured on all required policies except professional liability insurance, and such insurance as is carried by the Contractor shall be primary over any insurance carried by Pierce County. The Contractor shall provide a certificate of insurance to be approved by the County Risk Manager prior to contract execution, which shall be attached to the contract.

## **GENERAL CONDITIONS OF PERSONAL SERVICE CONTRACTS**

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Such insurance policies or related certificates of insurance shall name the Pierce County as an additional insured on all general liability, automobile liability, employers' liability, and excess policies. The Contractor may comply with these insurance requirements through a program of self insurance that meets or exceeds these minimum limits. The Contractor must provide Pierce County with adequate documentation of self insurance prior to performing any work related to this contract and treat the County as an insured under the indemnity agreement. Should the Contractor no longer benefit from a program of self-insurance, the Contractor agrees to promptly obtain insurance as provided above. A forty-five (45) Calendar Day written notice shall be given to prior to termination of or any material change to the policy(ies) as it relates to this Agreement.

Pierce County shall have no obligation to report occurrences unless a claim is filed with the Pierce County Auditor; nor shall Pierce County have an obligation to pay premiums.

In the event of nonrenewal or cancellation of or material change in the coverage required, thirty (30) days written notice will be furnished Pierce County prior to the date of cancellation, change or nonrenewal, such notice to be sent to the Pierce County Risk Manager, 955 Tacoma Ave South, Suite 303, Tacoma, WA 98402."

15. Industrial Insurance Waiver

With respect to the performance of this Agreement and as to claims against the County, its officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. This waiver is mutually negotiated by the parties to this Agreement.

16. Venue and Choice of Law:

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the courts of the State of Washington in and for the County of Pierce. This Agreement shall be governed by the law of the State of Washington.

17. Withholding Payment:

In the event the Contracting Officer determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the Contracting Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than 10 days after it determines to withhold amounts otherwise due. A determination of the Contracting Officer set forth in a notice to the Contractor of the action required and /or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provisions of the Disputes clause of this Agreement. The County may act in accordance with any determination of the Contracting Officer which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount so paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Contractor by reason of good faith withholding by the County under this clause.

## **GENERAL CONDITIONS OF PERSONAL SERVICE CONTRACTS**

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18. Future Non-Allocation of Funds:

Notwithstanding any other terms of this Agreement, if sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the County will not be obligated to make payment for services or amounts after the end of the fiscal period through which funds have been appropriated and allocated, unless authorized by county ordinance. No penalty or expense shall accrue to the County in the event this provision applies.

19. Contractor Commitments, Warranties and Representations:

Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to fulfill such a commitment shall render the Contractor liable for damages to the County. A commitment includes, but is not limited to any representation made prior to execution of this Agreement, whether or not incorporated elsewhere herein by reference, as to performance of services or equipment, prices or options for future acquisition to remain in effect for a fixed period, or warranties.

20. Patent/Copyright Infringement:

Contractor will defend and indemnify the County from any claimed action, cause or demand brought against the County, to the extent such action is based on the claim that information supplied by the Contractor infringes any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against the County in any action. Such defense and payments are conditioned upon the following:

- a. That Contractor shall be notified promptly in writing by County of any notice of such claim.
- b. Contractor shall have the right, hereunder, at its option and expense, to obtain for the County the right to continue using the information, in the event such claim of infringement, is made, provided no reduction in performance or loss results to the County.

21. Disputes

a. General

Differences between the Contractor and the County, arising under and by virtue of the Contract Documents shall be brought to the attention of the County at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Except for such objections as are made of record in the manner hereinafter specified and within the time limits stated, the records, orders, rulings, instructions, and decisions of the Contracting Officer, shall be final and conclusive.

b. Notice of Potential Claims

The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Officer or the County, or (2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the County. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the Work performed, labor and material used, and all costs and additional time claimed to be additional.

c. Detailed Claim

The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.



## **GENERAL CONDITIONS OF PERSONAL SERVICE CONTRACTS**

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22. Ownership of Items Produced

All writings, programs, data, public records or other materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of the County.

23. Confidentiality:

The Contractor, its employees, subcontractors, and their employees shall maintain the confidentiality of all information provided by the County or acquired by the Contractor in performance of this Agreement, except upon the prior written consent of the Pierce County Prosecuting Attorney or an order entered by a court after having acquired jurisdiction over the County. Contractor shall immediately give to the County notice of any judicial proceeding seeking disclosure of such information. Contractor shall indemnify and hold harmless the County, its officials, agents or employees from all loss or expense, including, but not limited to settlements, judgments, setoffs, attorneys' fees and costs resulting from Contractor's breach of this provision.

24. Notice:

Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, notice shall be given by the Contractor to the department head of the department for whom services are rendered, and to the County Purchasing Agent, 615 S. 9th, Tacoma, WA 98405-4673. Notice to the Contractor for all purposes under this Agreement shall be given to the address reflected below. Notice may be given by delivery or by depositing in the US Mail, first class, postage prepaid.

25. Severability:

If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.

26. Waiver:

Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

27. Waiver of Non Competition:

Contractor irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to Pierce County, and Contractor further promises that it will not in the future, directly or indirectly, induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to Pierce County.

28. Survival:

The provisions of paragraphs 5, 7, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 25, and 26, and the provisions of any non-collusion affidavit required by paragraph 4, shall survive, notwithstanding the termination or invalidity of this Agreement for any reason.

29. Entire Agreement: This written contract represents the entire Agreement between the parties and supersedes any prior oral statements, discussions or understandings between the parties.

## **GENERAL CONDITIONS OF PERSONAL SERVICE CONTRACTS**

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30. Cooperative Purchasing. The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods and services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties are willing. The Contract maximum for this contract per annual term, or for any renewal period, is for Pierce County's use only. Other agencies may use this contract up to their contract limits, if any, exclusive of and in addition to the County's contract maximum. By ordering and providing service under terms of this contract to any other governmental agency or jurisdiction, the governmental agency and the Agency agree to indemnify, defend and hold harmless Pierce County and District Court from any and all obligations, claims, or expenses, including attorney's fees, arising out of such action.

## **CONTRACT COMPLIANCE FOR PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICES**

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It is the policy of Pierce County to foster an environment that encourages economic growth and diversification, business development and retention, increases competition and reduces unemployment. In support of that policy, Pierce County reaffirms its commitment to maximize opportunities in public contracting for all contractors including minority and women owned business enterprises.

Bidders are encouraged to utilize qualified, local businesses in Pierce County and Washington State where cost effectiveness is deemed competitive. In addition, Bidders are encouraged to subcontract with firms certified by the Washington State Office of Minority and Women's Business Enterprises (MWBE).

### **A. MWBE DIRECTORY ASSISTANCE**

A directory of MWBE firms is published quarterly by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Copies of the directory are available from the State OMWBE (360-753-9693) or may be viewed at the Public Works Department, 2702 S 42<sup>nd</sup> St Suite 201, Tacoma 98409, and the Tacoma Public Library, 1102 Tacoma Avenue South, Tacoma, 98402. Contact the Contract Compliance Office for additional information at (253) 798-7250.

### **B. EQUAL EMPLOYMENT OPPORTUNITY:**

1. Upon execution of this contract, the Contractor shall comply with the Equal Employment Opportunity requirements set forth below. The Contractor shall not violate any of the terms of Chapter 49.60 of the Revised Code of Washington, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination.
2. No person or firm employed by the Contractor shall be subject to retaliation for opposing any practice made unlawful by Title VII of the Civil Rights Act, the Age Discrimination in Employment Act (29 U.S.C. 621 et seq.), the Equal Pay Act (29 U.S.C. 206(d), the Rehabilitation Act (29 U.S.C. 791 et seq.), the Americans with Disabilities Act of 1990, or for participating in any stage of administrative or judicial proceedings under those statutes.
3. The Contractor shall take all reasonable steps to ensure that qualified applicants and employees shall have an equal opportunity to compete for advertised or in-house positions for employment. Applicants and employees shall be treated fairly without regard to race, color, religion, sex, age, disability, or national origin. Equitable treatment shall include, but not be limited to employment, upgrading or promotion, rates of pay increases or other forms of compensation, and selection for training or enrollment in apprenticeship programs.

### **C. CERTIFICATION OF NONSEGREGATED FACILITIES**

The Contractor shall submit with its proposal a Certification of Nonsegregated Facilities. All requests to sublet or assign any portion of this contract, at any level, shall be accompanied by evidence of this certification in all subcontract agreements.

### **D. SUBMITTAL REQUIREMENTS**

1. Certificate of non-segregated facilities: Contractor shall submit with proposal, each subcontractor shall submit when work is sublet.
2. Professional and Technical Workforce Data Form: Contractor is encouraged to submit with proposal, each Subcontractor is encouraged to submit the form when work is sublet.
3. Subcontractors Participation Form: Check the appropriate box indicating the firm who will perform the work of the contract. Submit the completed form with the proposal documents.

## **CERTIFICATION OF NONSEGREGATED FACILITIES**

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The contractor certifies that no segregated facilities are maintained and will not be maintained during the execution of this contract at any of contractor's establishments.

The contractor further certifies that none of the contractor's employees are permitted to perform their services at any location under the contractor's control during the life of this contract where segregated facilities are maintained. The contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained.

The contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom, or otherwise.

The contractor agrees that identical certifications from proposed contractors will be obtained prior to the award of any subcontracts. Contractor will retain a copy of any subcontractor's certification and will send original to Contract Compliance Division.

## **NON-COLLUSION & DEBARMENT AFFIDAVIT**

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State of Washington, County of \_\_\_\_\_

As an authorized representative of the firm of \_\_\_\_\_, I do hereby certify that said person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

I further certify that, except as noted below, the firm, association or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any federal agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years; does not have a proposed debarment pending; and has not been indicted, convicted or had a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

I further acknowledge that by signing the signature page of the proposal, I am deemed to have signed and have agreed to the provisions of this affidavit.

Note: Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate above to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

"A suspending or debarring official may grant an exception permitting a debarred, suspended, or excluded person to participate in a particular transaction upon a written determination by such official stating the reason(s) for deviating from the Presidential policy established by Executive Order 12549..." (49CFR Part 29 Section 29.215)

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the special provisions for this project.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**SUBCONTRACTORS PARTICIPATION FORM FOR PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICE PSAS**

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Check appropriate statement below:

- Our firm will perform all contracted scope of work tasks.**
- Our firm will subcontract a portion of the work tasks.** The following firms were contacted and will be utilized in the performance of the work as indicated below.

List all potential subcontracting firms. Do not mark "N/A" unless the Bidder will perform all work or provide all supplies or services for this contract.

Firm Name/Address/Phone	Work Item(s) Solicited	Proposal Amount	Awarded? (yes/no)

1. List full name, address, and phone number of each firm listed to be utilized.
2. List specific work to be accomplished, supplies to be furnished and the amount proposed for each subcontract.
3. Contact the Pierce County Contract Compliance Officer at (253) 798-7250 if you have questions.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_





### E-VERIFY DECLARATION

Firm Name: \_\_\_\_\_

Contract No. \_\_\_\_\_

Pierce County requires that, as a condition for the award of any County contract for public works in excess of \$100,000.00 or any other County contract in excess of \$25,000.00, and the duration of the contract is greater than 120 days, the business entity or contractor shall enroll in the E Verify program, or its successor, and thereafter shall provide the County documentation affirming its enrollment and participation in the program. The requirement extends to every subcontractor meeting the same criteria. The Prime Contractor must provide certification of enrollment with bid submittal. The Prime Contractor is responsible for verification of every applicable subcontractor. Pierce County reserves the right to require a copy of a Memorandum of Understanding between the Prime or any Subcontractor and Department of Homeland Security upon request at any time during the project verifying the contractor's enrollment. Failure to provide this document could result in suspension of the project.

The Federal E-Verify Program is a web-based application that can be accessed at: [www.dhs.gov/everify](http://www.dhs.gov/everify).

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The undersigned declares, under **penalty of perjury** under the laws of Washington that:

1. That the above named firm is currently enrolled in and using the E-Verify system implemented on March 1, 2010 as outlined in PCC 2.106.022 and will continue to use the E-Verify system for so long as work is being performed on the above named project.
2. I certify that I am duly authorized to sign this declaration on behalf of the above named bidder/proposer.
3. I acknowledge that Pierce County reserves the right to require a copy of the Memorandum of Understanding between the contractor listed above and the Department of Homeland Security certifying enrollment in the E-Verify program at any time. Failure to provide the required Memorandum of Understanding within 10 days of request could lead to suspension of this contract.

Dated at \_\_\_\_\_ Washington

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_