



REQUEST FOR PROPOSAL

Port of Benton

C/O Sheri Collins

(509) 375-3060

collins@portofbenton.com

REQUEST FOR PROPOSAL (RFP) TITLE:

Re-Districting Services

DUE DATE: 09/01/2021 - not later than 11:00 a.m. PST

Electronic Proposals are hereby solicited
and will only be received via email:

Port of Benton
collins@portofbenton.com

Pre-proposal Conference:

There will be no pre-proposal conference for this RFP.

1. SCHEDULE

Month/Day/Year	Event
08/12/2021	Public announcement of Request for Proposals
08/19/2021	Questions due, in writing, not later than 3:00 p.m. local time
09/01/2021	Proposals due, not later than 11:00 a.m. Local Time
09/08/2021	*Short list finalists
09/15/2021	*Finalists Interviews (optional)
09/20/2021	*Begin Negotiations
09/22/2021	*Committee Recommendation for Award

*NOTE: *Estimated dates. Estimated dates are for informational purposes only.

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PRICE PROPOSAL (Submit in separate file)..... Attachment A

PRO-FORMA SERVICES AGREEMENT Attachment B

REQUEST FOR PROPOSALS

1. 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's firm. For easy identification, please list "**Re-Districting Services**" in the subject line of the email. The pricing page shall be saved and sent in a separate file. (Pricing should not be included in the submittal packet file) Electronic submittals shall be sent to collins@portofbenton.com and must be received by proposals due date referenced above.

Proposals shall contain all required information as defined herein and be submitted to the Port of Benton 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.

2. PLAN HOLDER REGISTRATION PROCESS

Prospective proposers must fill out the Professional Roster Application directly from the Official Port of Benton website <https://portofbenton.com/business-with-us/professional-roster/>

By registering, the prospective proposer will be placed on the Port's notification list for any forthcoming addendum or other official communications.

Failure to register as a prospective responder may cause a proposer's Submittal Package to be rejected as non-responsive if the Submittal Package does not include acknowledgment of issued addenda or if the responder fails to submit revised required documents.

3. PROJECT OVERVIEW

The Port is accepting proposals for Re-Districting Services to prepare a districting plan for the Port of Benton districts based on the 2020 federal decennial census to be adopted by the Port of Benton Commission. The plan must satisfy the requirements of federal, state, and local laws.

4. BACKGROUND

Every ten years following the completion of the United States Census, state law requires jurisdictions with a governing body comprised of internal director, Commissioner, or commissioner districts to redraw boundaries to equalize population among the districts. See RCW 29A.76.010.

To meet this requirement, the Port of Benton will appoint a districting consultant who is qualified by education, training, and experience to draw a districting plan.

This RFP seeks to secure the services of a qualified individual to serve as the Districting Consultant who can complete the required work within the specified time frames.

5. SCOPE OF SERVICES

1. Delineate current Commissioner districts utilizing the 2020 Census tract and block boundaries.
2. Determine the population of each current Commissioner district from the 2020 Census population figures.
3. Draw a districting plan consistent with the criteria stated in RCW 29A.76.010(4). Accordingly, districts must:
 - a. be as nearly equal in population as possible,
 - b. be as compact as possible,
 - c. be geographically contiguous,
 - d. not favor or disfavor any racial group or political party,
 - e. to the extent feasible and consistent, coincide with existing recognized natural boundaries and, to the extent possible, preserving existing communities of related and mutual interest.
4. In developing the districting plan, the following parameters may be considered for the proposed boundaries:
 - a. Previous Commissioner district boundaries will serve as the starting point for shifting district boundaries,
 - b. Existing voting precinct boundaries will be respected as much as possible,
 - c. Other political and natural boundaries will be respected as practical,
 - d. Other parameters as directed.
5. Present periodic drafts of the districting plan and progress reports for discussion with maps prepared depicting the criteria and parameters identified in Paragraphs 3 and 4. Presentations will include narrative descriptions of existing and potential districts, population analyses, visual maps and other products as required.
6. Refine drafts of the districting plan based on feedback and direction.
7. Prepare a final districting plan for adoption and filing with the Port Commission. The plan will include a narrative description of the proposed districts, a narrative legal description of each proposed district, digital maps of each district and other matters as required by the Consultant.

8. Prepare and submit to the Elections Division of the Benton County Auditor’s Office datasets and digital map products relating to the final plan in formats and projections consistent with the county’s geographic information system.
9. Attend and participate in public meetings and hearings as requested by Port Commissioners or Staff.
10. The Elections Division of the Benton County Auditor’s Office will serve as a technical resource for the Districting Consultant and as the day-to-day administrative liaison between the Port Commission and the Districting Consultant.
11. Performance Schedule: The performance schedule will be determined by the Districting Consultant or Benton Commission consistent with legal requirements and dependent on the receipt of the 2020 U.S. Census data. A preliminary, non-binding schedule is set out below:

Deadline Date	Activity
4/1/2021 – 7/31/2021	Port receives the 2020 U.S. Census Data
8/12/2021	RFP issued
9/1/2021	RFP responses due
9/22/2021	Port Scoring Committee meets and selects Districting Consultant
10/13/2021	Districting Consultant contract approved by Commission
9/22/2021 – 10/20/2021	Districting Consultant submits information regarding communities of related or mutual interest
10/13/2021 – 11/09/2021	Districting Consultant draws and submits plan to Port Commission
11/10/2021 – 11/17/2021	Public hearing(s) held on districting plan
11/24/2021	Districting Consultant recommendations received by Commission
12/08/2021	Public hearing on districting ordinance and adoption

6. CONTRACT LENGTH

The contract term will be effective upon the date of contract execution for the work described above with an option to renew monthly as needed subject to the “Time of Performance” and the “Termination” provisions of the Port’s “Pro Forma” Agreement. Contract prices shall remain firm fixed during the first year of the contract term.

7. PROPOSAL (SUBMITTAL) REQUIREMENTS

To ensure that all information provided is properly evaluated, please organize and label proposals in the structure provided below (7A, 7B, 7C, etc).

Proposals (submittals) shall include, at a minimum, the following:

- A. **Transmittal Section & Original Signature:** The first page of the Submittal Packet, completed and included in the Proposal Submittal Packet. The first page is to be digitally signed by an authorized agent of the proposer’s firm.

B. Experience/Similar Projects:

Describe the firm's qualifications experience at providing these products and services. Include the number of years the firm has been in business and any previous or additional names underwhich the firm has conducted business. List previous projects that utilized the same or similar products and services completed in the past five (5) years.

C. References:

Provide at least three (3) references from local or similarly sized customers. Briefly describe each of the three projects, note the similarities and provide up-to-date contact information including name, title, e-mail address, and phone number. Provide information on the contract length and whether the contract is currently active.

D. Methodology/Plan

Provide a detailed narrative of the proposer's methodology to successfully meet the tasks identified herein and provide the services described herein. A detailed plan and timeline for implementation, training, and on-going support shall be included which includes the scope and resources for both the proposer and the Port.

E. Ability to Adhere to Proposal Requirements

Proposer's ability to follow, complete, and submit proposal in accordance with RFP.

F. Price/Cost:

The proposer shall provide pricing to be expressed as a lump sum payment for all defined deliverables with a not to exceed amount. Proposer shall also provide hourly rates for each appropriate position if additional work is needed.

Proposer to provide invoices no more than once per month. Proposers shall not assume that the Port has existing resources that may be available for this project. Proposer shall completethe pricing sheet provided in Attachment A. The pricing sheet shall be saved in a separate file (not included in the Submittal Packet file) and submitted with the Submittal Packet file in the same email.

G. Ability to Contract:

Ability to negotiate a contract with the proposer based on the exceptions/changes requested tothe Pro-Forma Agreement.

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

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

8. EVALUATION CRITERIA: Described in Submittal Requirements, Section 7A. to I.

A	Transmittal Section & Original Signature	Y or N
B	Experience/Similar Projects	20%
C	References	10%
D	Methodology/Plan	25%
E	Adhere to Proposal Requirements	10%
F	Price/Cost	35%
G	Ability to Contract	Y or N
H	Legal Action	Y or N
I	Disclosure	Y or N
	Total Written Score	100%

9. PROPOSAL EVALUATION

- A. The Port will evaluate proposals using the criteria set forth in Section 7 and 8 of this RFP. The Port reserves the right, in its sole discretion, to reject all proposals, waive informalities and irregularities in responses, or not award.

- B. The Port may choose to invite one or more of the proposers to demonstrate their solutions or interview with the Port and/or may issue Clarifications or Best and Final Offers to the highest rated proposers.

- C. The Port reserves the right to award a contract with the single highest rated proposer without proceeding interviews or demonstrations.

10. RFP QUESTIONS/CLARIFICATIONS

Questions shall be submitted to the Port of Benton by email to: collins@portofbenton.com, **not later than the date and time referenced in the Schedule on the title page**. Please reference the “Re-Districting Services” in the subject line when submitting questions via email.

- A. Oral questions will not be answered. Questions must be in written form, by email. An addendum to this RFP may be issued by the Port as a result of the questions generated under this competitive solicitation to all plan holders.

- B. A Silent Period is established between the time the Port develops the RFP and the time that the Port recommends award of the RFP. The Silent Period includes the issuance, submittal receipt, and evaluation of the RFP. All proposers, consultants, or individuals acting on their behalf are hereby prohibited from contacting or lobbying any Port employee, official, or representative regarding this RFP during the Silent Period other than the emailed questions to collins@portofbenton.com. All communication regarding this RFP shall be directed to the email defined above. Failure to observe to the Silent Period may disqualify the proposer and/or delay or void the RFP.

11. ADDENDA

If at any time, the Port changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the Port 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.

12. SUBMITTAL EFFECTIVE DATE

The submittals shall remain in effect for 180 days after the RFP due date, unless extended by mutual agreement between the Port and the applicable proposers.

13. DEBRIEF PROCEDURES

After award, submitters may contact the appropriate buyer or purchasing manager to request a phone or in person debrief conference.

14. INSURANCE REQUIREMENTS AND INDEMNIFICATION

Insurance and contract terms will be covered in Phase II of this RFP as described in Section 9: Proposal Evaluation.

15. TITLE VI (FEDERAL) NON-DISCRIMINATION

The Port of Benton 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 Port sponsored program or activity. The Port of Benton 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.

16. PORT ANTI-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 vendor"), and as of the date of contract award, it shall comply with the "Anti-Discrimination Clause" provided below:

Non-discrimination. Port of Benton 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 Port's discretion. This provision shall not affect the Vendor's obligations under other federal, state, or local laws against discrimination.

17. FEDERAL SUSPENSION AND DEBARMENT CERTIFICATION

Federal Executive Order 12549 prohibits federal, state and local public agencies receiving grant funding from contracting with individuals, organizations, or companies who have been excluded from participating in federal contracts or grants.

The purpose of this certification is for the contractor/vendor to advise the Port of Benton, in writing, of any current Federal Suspension and Debarment.

Debarment Certification. By signing and submitting a response to this competitive solicitation, I certify that this firm and its principals are not currently suspended or debarred by any Federal Department or Agency from participating in Federal Funded Contracts.

18. PUBLIC DISCLOSURE

Submittals received by the Port of Benton in response to this solicitation become public records and are subject to Chapter 42.56 RCW, the Public Records Act. The proposer should clearly identify in its proposal any specific information that it claims to be confidential or proprietary. If the Port of Benton receives a Public Records Act request to view the information so marked in the Proposer's proposal and the Port determines that it must produce that information in response to the Public Records Act request, its sole obligations shall be to notify the proposer (1) of the request and (2) of the date that such information will be released to the requester unless the Proposer obtains a court order to enjoin that disclosure pursuant to RCW 42.56.450. If the Proposer fails to timely obtain a court order enjoining disclosure, the Port of Benton will release the requested information on the date specified.

19. 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 Port does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

**SUBMITTAL PACKET
Re-Districting Services**

Port of Benton
c/o Sheri Collins
509-375-3060

Proposers shall complete and submit the entire Submittal Packet

scollins@portofbenton.com

7A. Transmittal Section & Original Signature

BIDDERS SHALL COMPLETE AND SIGN THE FORM BELOW

We acknowledge that all Addenda () through () have been examined as part of the Proposal documents.

Company Name:			
Address:		City/State/Zip Code:	
Original Signature:		Authorized Representative / Title (Please Print Name and Title):	
E-mail:	Phone:	Fax:	

Please complete the following information:

Is your firm a:

- | | | | |
|--|------------------------------|----------------------------------|------------------------------|
| Women Business Enterprise (WBE)? | Yes <input type="checkbox"/> | Small Business Enterprise (SBE)? | Yes <input type="checkbox"/> |
| Minority Business Enterprise (MBE)? | Yes <input type="checkbox"/> | Veteran Owned Business (VOB)? | Yes <input type="checkbox"/> |
| Disadvantaged Business Enterprise (DBE)? | Yes | | |

Do you have a certification number? Yes

If yes, please provide certification number and state or entity who issued the number below:

Certification No.:	State or Entity Issued:
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7B. Experience/Similar Projects:

Describe the firm's qualifications experience at providing these products and services Include the number of years the firm has been in business and any previous or additional names under which the firm has conducted business.

List previous projects that utilized the same or similar products and services completed in the past five (5) years.

7C. References:

Provide at least three (3) references from local or similarly sized customers. Briefly describe each of the three projects, note the similarities and provide up-to-date contact information including name, title, e-mail address, and phone number. Provide information on the contract length and whether the contract is currently active.

	Reference 1	Reference 2	Reference 3
Project			
Similarities			
Company			
Contact Name			
Contact Title			
Contact email			
Contact phone			
Number of users			
Contract length			
Contract Active?			

7D. Methodology/Plan

Provide a detailed narrative of the proposer’s methodology to successfully meet the tasks identified herein and provide the services described herein. A detailed plan and timeline for implementation, training, and on-going support shall be included which includes the scope and resources for both the proposer and the Port.

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7E. Adhere to Proposal Requirements.

Follow, complete, and submit all information required by RFP.

7F. Cost

Complete Attachment A. Cost Proposals shall be sealed in a separate file and submitted with the Submittal Packet.

7G. Legal Action

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

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7H. 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.

Please complete Non-Disclosure Request on next page.

Non-Disclosure Request

If you believe any statements or items you submit to the Port of Benton as part of this submittal/response are exempt from public disclosure under the Washington Public Records Act (PRA), you must identify and list them below. You must very clearly and specifically identify each statement or item, and the specific exemption that applies. If awarded a Port contract, the same exemption status will carry forward to the contract records.

The Port will not exempt materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. You may not identify the entire page, unless the entire page is within the exemption scope. Only records properly listed on this Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

- I do not request any information be withheld
- I request the following specific information be withheld. I understand that all other information will be considered public information.

For each statement or item you intend to withhold, you must fill out every box below. You should not request an entire page withheld; only request the specific portion subject to the exemption.

Document Page: Specify the page number on which the material is located within your submittal package	Statement: Repeat the text you request to be held as confidential, or attach a redacted version	RCW Exemption: Specify the RCW exemption including the subheading

For this request to be valid, you must specify the RCW provision or other State or Federal law that designates the document as exempt from disclosure. For example, potential RCW exemptions include the following:

1. RCW 42.56.230.3 - Personal information - Taxpayer
2. RCW 42.56.230.4 - Personal information - Credit card numbers and related
3. RCW 42.56.240 - Investigative, law enforcement and crime victims
4. RCW 42.56.250 - Employment and licensing - specify the applicable subheading
5. RCW 42.56.260 - Real estate appraisals
6. RCW 42.56.270 (Items 1- 17) – specify applicable subheading
7. RCW 42.56.420 - Security