



REQUEST FOR PROPOSAL

to provide

ON-CALL RIGHT-OF-WAY SERVICES

for

Federal and State Funded Projects

in the

City of Highland, CA

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ATTACHMENTS

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- Sample Cost Proposal (Exhibit 10-H)
- Sample Professional Services Agreement

All attachments are available at:

http://cityofhighland.org/Downloads/#On-Call_Right-of-Way_Services

I. EVENTS CALENDAR

Proposals Due (Before 2:00 p.m.)	6/26/17
Consultant Selection	7/3/17
Consultant Interviews (if necessary)	7/11/17
Contract Award	8/8/17
Notice of Contract Award/Notice to Proceed	8/9/17

II. INTRODUCTION

The City of Highland is requesting a proposal from qualified firms to contract as Turnkey Consultant to the City of Highland on a time-basis method to perform all right-of-way (R/W) functions that are necessary to obtain R/W Clearance from Caltrans for multiple local agency sponsored federal-aid transportation projects (off State Highway System) in the City of Highland.

The Consultant must meet all of the qualification requirements of Caltrans for providing all right-of-way services that may be required for projects using state or federal funds. The successful Consultant will provide on-call right-of-way services simultaneously on multiple federal and state funded projects that may include, but are not limited to, those listed in Section IV (Scope of Work).

All right-of-way activities must be conducted in accordance with the Caltrans Right Of Way Manual, including compliance with the Federal Disadvantaged Business Enterprises (DBE) goals, when required, and the prevailing wage rates and their payment in accordance with the California Labor Code.

The term of the contract shall be for three (3) years from City Council approval, with up to one 12 month extension to be exercised at the sole discretion of the City.

No sub-consultant shall be utilized without prior authorization by City.

III. INQUIRIES

All inquiries regarding this request for proposals (RFP) shall be addressed in writing, preferably via E-mail, to:

Carlos Zamano P.E., Assistant Public Works Director
City of Highland
27215 Base Line
Highland, CA 92346
Fax No. (909) 862-3180
Phone (909) 864-8732, Ext. 254
E-mail address: czamano@cityofhighland.org

IV. SCOPE OF WORK

A. On-Call Right-Of-Way Services

The scope of work for on-call right-of-way services may include, but is not limited to:

1. Participate in the Caltrans Monitoring Process (if required).
2. Participate in staff qualification reviews with Caltrans as necessary.
3. Provide staff qualified to perform R/W functions up to and including Level 3 per Caltrans Local Assistance Procedures Manual (LAPM).
4. Provide Contract Management to act as official representative of the City.
5. Subcontracting and managing as necessary to complete the R/W process. (No sub-consultant shall be utilized without prior authorization by City)
6. Provide a review appraiser with a valid general license issued by the state Office of Real Estate Appraisers.
7. Assist in obtaining authorization from Caltrans (E-76) to begin R/W work on federal-aid projects.
8. Perform preliminary studies as necessary to evaluate R/W acquisition requirements.
9. Attend field reviews as necessary.
10. Attend public hearings as necessary.
11. Attend meetings as necessary.
12. Coordinate with Caltrans as necessary to perform all required R/W activities.
13. Complete R/W estimates including any liability for utility relocation.
14. Appraise R/W to be acquired for Permanent and/or Temporary Construction Easements, determine fair market value.
15. Prepare Appraisal Waiver Valuations when appropriate.
16. Assist in R/W acquisition including determination of need; obtaining property information and title reports, preparation of appraisal reports, appraisal reviews, property owner negotiations, written offers, escrow coordination, utility coordination, and any other activities as may be required.
17. Prepare R/W Certification forms and assist in obtaining R/W Clearance from Caltrans.
18. Upon project completion, prepare a Final Report of R/W Acquisitions and Expenditures.

B. General Requirements

The Consultant shall submit to the City copies of all correspondence, contracts, appraisal and all other reports prepared in connection with the On-Call Right-of-Way Services performed.

Appraisal reports must comply with standards established by the Appraisal Institute and the Uniform Standards of Professional Appraisal Practice.

All R/W services and deliverables must adhere to current Caltrans requirements for projects funded with federal funds. For projects not funded with federal funds, deliverables shall be prepared in accordance with applicable local and regional standards, policies and procedures.

VI. INSTRUCTIONS AND CONDITIONS

A. General Conditions

1. The City shall not, in any event, be liable for any pre-contractual expenses incurred by the consultant in:
 - ...Preparing the proposal and submitting the proposal to the City
 - ...Preparing and participating in City interview process
 - ...Negotiating with City related to this proposal; and
 - ...Any other expenses incurred by consultant prior to an executed agreement
2. Any proposal received prior to the date and time specified above for receipt of proposals may be withdrawn for modification by written request of the proposer. To be considered, however, the modified proposal must be received by the time and date specified in this RFP.
3. Proposals received within the prescribed deadline become the property of the City and all rights to the contents therein become those of the City.
4. Before the award of the contract, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the award of the contract (or if not awarded, after rejection of all proposals), all proposals will be regarded as public records and will be subjected to review by the public. Any language purporting to render all or portions of the proposals confidential will be regarded as non-effective and be disregarded.
5. The City reserves the right to withdraw this RFP at any time without prior notice. Further, the City makes no representations that any agreement will be awarded to any consultant responding to this RFP. The City expressly reserves the right to postpone reviewing the proposals for its own convenience and to reject any and all proposals responding to this RFP without indicating any reasons for such rejection.
6. Any contract to be awarded as a result of this RFP will be awarded without discrimination based on race, color, religion, sex, or national origin.
7. Prospective consultants are encouraged to promptly notify the person designated in Section III of this RFP, in writing, of any apparent inconsistencies, problems or ambiguities in the Scope of Work or any other section of this RFP. If deemed

necessary, the City shall issue addenda to clarify such circumstances prior to the final submittal date.

8. Prospective consultants and their sub-consultants are required to pay California State Prevailing Wages for all applicable services. California State Prevailing Wages can be obtained from the Department of Industrial Relations at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>.

B. Proposals Format and Content

The proposal shall be bound with 8-1/2” by 11” sheet sizes for text and figures and no larger than 11” by 17” sheet sizes for any fold out drawings. Proposals shall be limited to 25 total pages, excluding outside covers, cover letter, resumes, and dividers (which do not contain any promotional or Project-related information). Each proposal shall be enclosed in a sealed envelope and be plainly marked on the upper left corner with the name and address of the proposer and bear the following marking:

ON-CALL RIGHT-OF-WAY SERVICES

The proposal shall include the following information:

1. **COVER LETTER** - A brief introduction of the consultant’s proposal. Identify team members and their roles in right-of-way appraisal and acquisition services. Include the full mailing address, telephone, and FAX numbers for the prime consultant. Identify the primary contact person and provide the e-mail address.
2. **UNDERSTANDING AND APPROACH** - The consultant’s understanding of the right-of-way services the City is seeking. Provide the methodology and approach proposed to accomplish the services as defined in the Scope of Work.
3. **SCOPE OF WORK** - A comprehensive description of the activities proposed to complete each requested Service, an approximate schedule for each Service, and identify all the steps within each Service needed to achieve the City’s objectives.
4. **PROJECT TEAM** - Describe the Project Team and include an Organizational Chart identifying the Project Manager and Support Staff (including those of sub-consultants). Provide resumes for all key personnel proposed for the services.
5. **QUALIFICATIONS AND EXPERIENCE** - The prospective firms must have a minimum of five (5) years of experience providing right-of-way appraisal and acquisition to municipalities of similar size and complexity with individual consultants having a minimum of three (3) years of relevant experience. Specifically, experience should include, but not be limited to pre-condemnation planning, instructions to appraisers, coordination of relocation services and compliance with relocation regulations, preparation of offers to purchase land interests and real

property acquisition agreements, escrow instructions and deeds for parcels acquired by negotiation, etc.

Summarize specific experience and qualifications for similar projects. Describe the services you performed such as studies, reports, etc. List at least three (3) references with telephone numbers, a listing of proposed project personnel, including personal experiences and resumes for prime and sub-consultants. Provide a list of specific examples of appropriate experience, including the size and scope of work completed and any relevant past or ongoing work. Include the names, addresses and telephone numbers of your past and current clients who have contracted with your firm for similar services during the last five (5) years.

5. **WORK PLAN AND SCHEDULE** - Include a description of how each Service will be conducted, identification of deliverables for each Service, and implementation schedule for each Service. The work plan should include sufficient detail to demonstrate a clear understanding of the Project. Discuss the consultant team's approach for completing the Service on time.
6. **PROPOSED FEE SCHEDULE** – a cost proposal shall be provided in a separate, sealed envelope, which will not be opened until the on-call consultant ranking process is complete. The proposed hourly fee shall be for each class of personnel and type of services.

C. Consultant Selection Process

Consultant selection for the On-call Right-Of-Way Services will be by the One-Step RFP Method (i.e., proposal followed by interview). A selection committee will be assembled, which will consist of City staff and may include members of other public agencies. The committee will evaluate the written proposals based on criteria listed in Exhibit 10-B (Consultant Evaluation Sheet) and may invite the firms for interviews, which will result in final ranking of the consultants.

After ranking of the consultants, the cost proposal envelopes will be opened and reviewed. A negotiation meeting between the number one-ranked consultant and the City will be arranged for the purpose of determining an agreed hourly fee and scope for the services.

If negotiation of an agreed fee schedule and scope for the services fails with the highest ranked consultant, the consultant will be notified that negotiations are terminated, and the negotiating process will begin with the next ranked consultant. The successful consultant will be required to enter into a Professional Services Agreement. A sample of the Professional Services Agreement is attached herewith.

VII. SUBMITTAL INFORMATION

Consultants interested in providing On-Call Right-Of-Way Services shall submit a proposal to:

Carlos Zamano, Assistant Public Works Director
City of Highland
27215 Base Line
Highland, CA 92346

All proposals shall be received at the above address no later than 2:00 pm on Monday, June 26, 2017. Five copies of the proposal and two copies of the cost proposal (in separate, sealed envelope) shall be submitted.