



City of Turlock
Development Services Department
Engineering Division

**City Project No. 14-27
CML-5165 (079)
Request for Proposal:
Professional Services Agreement for
Right-of-Way and Property Appraisal Services for
Intersection Improvements at W. Taylor Rd. and N. Walnut Rd.**

The purpose of this Request for Proposal is to obtain a project specific agreement for professional right-of-way and property appraisal services.

Submit Proposals to:

City of Turlock
Development Services Department
Engineering Division
Attention: Randall Jones
156 South Broadway, Suite 150
Turlock, CA 95380

Proposal Submission Deadline

Friday, May 17, 2019
4:00 p.m. PST

Questions with regard to submissions, process or proposals can be directed to:

Randall Jones
Development Services Department
Engineering Division
156 South Broadway, Suite 150
Turlock, CA 95380
(209) 668-6021
RJones@turlock.ca.us



Introduction

The City of Turlock is accepting proposals from qualified firms to provide professional right-of-way and property appraisal services for the City of Turlock. The City will enter into an agreement with the individuals or firm selected to provide these services. All interested parties are required to submit proposals in accordance with the conditions and dates outlined in this Request for Proposal (RFP).

Statement of Work

Consultant shall provide professional residential and commercial property appraisal and acquisition services to the City of Turlock for the project specified below. These properties are partial acquisitions, rights of way, as well as residential or commercial properties that may be acquired through eminent domain. These services shall comply with standard industry appraisal requirements, as well as federal acquisition requirements as outlined in 49 CFR Part 24 and the Caltrans Right of Way Manual.

The City has a federally-funded grant to install a new traffic signal at Walnut Road and Taylor Road in Turlock. To perform this work the City will need to acquire right-of-way from 1 parcel (Attachment A). Consultant will be required to provide legals and plats for the parcel. The City, through a consultant, will review and approve the legals and plats.

The City will request a kick-off meeting when issuing the Notice to Proceed to begin the work. Kick-off meeting can either be in person or a conference call. After the kick-off meeting, Consultant shall coordinate a public meeting with the owners of the parcel. At the meeting, Consultant and City representatives shall both be at the meeting to explain the project, the right-of-way acquisition process, and answer any questions.

The City anticipates having a kick-off meeting on July 25, 2019.

The proposed scope of services would include, but would not be limited to the following:

1. Provide Consulting and/or Professional services for the project specified in this RFP;
2. Legals and Plats;
3. Appraisal of properties funded by state or federal funding sources;
4. Appraisal services that conform to eminent domain protocols;
5. Requested services may involve any one, or a combination of, the following Professional Service areas:
 - a. Review the City's requested project and/or task to be accomplished and provide preliminary consultation, research and evaluation of same;



- b. Assist the City's Engineering Division with presentations and/or recommendations to the City staff or Administration;
- c. Provide professional appraisal services;
- d. Professional services during the bid process and project construction;
- e. Third party review consultation related to documents prepared by the City or other consultants retained by the City.

Assumptions

With City Council approval, a successful Consultant shall be awarded a professional services agreement for professional right-of-way and property appraisal services. Deliverables shall be provided to the City in the form of hard copies as well as electronic copies for all specifications, reports, and all documents, including but not limited to: plans, analysis and specifications, reports, and any necessary technical data.

The City Engineer, or his designee, will be the main point of contact to facilitate the various services requested. The selected Consultant shall have or obtain a City of Turlock business license prior to performing any of the work listed in the Agreement.

The City will screen and evaluate proposals primarily on the basis of demonstrated professional expertise. The Consultant shall be chosen on the basis of the firm's demonstrated competence, abilities and overall professional Proposal. The City reserves the right to enter into agreements with multiple consultants.

Requests for Information (RFI) must be addressed in writing and directed to the contact person specified on the front page of this RFP. An RFI sent to any other contact person may be subject to delay or may not be received at all. Each RFI must be received at least (72) hours prior to the stated proposal submission deadline.

If the City determines that a response to an RFI is necessary for clarification, then a response will be issued in writing as an addendum for the benefit of all interested consultants. The City will not respond to an RFI received less than (72) hours prior to the proposal submission deadline, as this does not provide prospective consultants enough time to make modifications to their proposals. The City will not respond to an RFI with verbal clarification; all City responses to an RFI shall be in writing.



Information Requested

The City is seeking a qualified consultant that demonstrates extensive knowledge and experience in providing professional right-of-way and property appraisal services. Each proposal must contain a statement of Proposal that includes the following information:

1. General Information – Provide the name, address, and telephone number of the individual or firm, as well as the name of the person authorized to negotiate contract terms and make binding agreements. Include the professional Proposal necessary for completing the work (i.e. copies of California State Appraiser Licenses and Certificates);
2. Background – Provide background and history of the company’s consulting experience which specifically addresses the organization’s knowledge and experience. Use of a resume attachment is acceptable;
3. Services and History– Provide a list of available services as well as a listing and description of work completed. Describe experience working within the Northern California real estate market in general and the Turlock real estate market in particular;
4. Response Time – Description of individual or firm’s resources that allow for a timely delivery of services, including the names and Proposal of the firm’s staff that will be working with the City of Turlock. This section should include a description of the firm or individual’s access to and use of computerized databases as a means of reducing costs and insuring timely delivery of services. Include the expected length of time from the time the service is requested to the delivery of the completed appraisal;
5. Fees – In a separately sealed envelope, provide a fee schedule. Each proposal shall provide an overall not to exceed amount further broken down by grouped tasks as well as hourly rates of staff. This information will not be used as a determining factor as to which firm we will enter into an agreement with. After identification of the top firm, the City will not open the sealed envelope containing the fees;
6. Public Agencies – Include narrative description of experience with public agencies, if any;



7. References – Provide three or more references that can supply information on the quality of your services during the past two years. In addition, provide at least three samples of work, with confidential information redacted, of such services to be reviewed for form, clarity, and thoroughness.

Proposal Content

The City requires each Consultant to submit a proposal clearly addressing all of the requirements outlined in the RFP. The proposal shall be limited to 30 pages (not including a cover page) and must include a minimum of five recent or current client references, which include the address and telephone number of each reference. Resumes and a company qualification brochure may be added to the 30-page proposal, provided they are located in an Appendix at the back of the proposal. Material contained in appendices will not be used for evaluation purposes in the scoring of proposals. Though the Consultant may submit a proposal organized according to his preference, it must be clear and concise.

Should a consultant have concerns about meeting any requirements of this RFP they may include a clearly labeled subsection within an appendix with individual statements specifically identifying their concerns and exceptions. If no exceptions are stated the City shall assume the consultant understands all of the requirements of the RFP, including the professional services agreement, and takes no exceptions to them. The requirements and expectations stated within this RFP shall be included in the Agreement as an exhibit.

Proposal Submission

The consultant shall provide the information requested within the RFP. The consultant's proposal to this RFP consists of the consultant's response to the information requested. Proposals should provide a straight forward and concise presentation adequate to satisfy the requirements of this RFP. Consultants may attach relevant information and documentation not specifically requested.

The consultant shall hand-deliver or mail their proposal to the City at the address listed on the front page of the RFP so that the proposal is received no later than the date and time specified. This time and date is fixed and extensions will not be granted. The City does not recognize the U.S. Postal Service, its postmarks or any other organization as its agent for purposes of receiving proposals. All proposals received after the deadline will be rejected.

The consultant shall provide two printed, bound copies of their proposal as well as one electronic copy (in PDF format) of their proposal on CD, DVD, or USB flash drive to be



considered responsive. All materials submitted will become property of the City and returned only at the City's option.

Proposal Selection

Proposals will be reviewed by City staff and evaluated to determine which proposal best meet the criteria of the RFP. The final selection will be based on completeness, experience with agencies, technical merit, cost competitiveness and time to perform. It is the City's intention to select one firm that has sufficient expertise to handle the requirements for the project as specified.

The City reserves the right, without qualification, to:

1. Reject all proposals.
2. Exercise discretion and apply its judgment with respect to any proposals submitted
3. Select proposals which qualify based on the following factors (50 points max):
 - a. Understanding of the work to be done (12 pts),
 - b. Experience with similar kinds of work (12 pts),
 - c. Familiarity with state and federal procedures (7 pts),
 - d. Quality of staff for work to be done (5 pts),
 - e. Capability of developing innovative or advanced techniques (5 pts),
 - f. Demonstrated technical ability (5 pts),
 - g. Financial responsibility (4 pts),
4. City staff will review and rank all proposals received from consultants and recommend the consultant to receive the project specific agreement for the work type specified within this RFP.

A City contract for the consultant services will be brought to the City Council for its approval. City staff shall notify the selected Consultant of the final approval of the contract by the City Council. Once submitted all proposals become public records and subject to disclosure, either in part or in whole, under the California Public Records Act.

Selection Interviews

The City reserves the right to hold selection interviews with any consultant submitting a proposal under this solicitation. These interviews will be held solely at the discretion of the City and after the proposal scoring process. The intent of the City is to hold interviews only with top-scoring consultants based on the proposal selection process. The interviews would be attended by representatives of the City as well as the Consultant's staff member that would most likely be assigned to work on projects identified by the City. The selection



DEVELOPMENT SERVICES
ENGINEERING DIVISION

156 S. BROADWAY, SUITE 150 | TURLOCK, CALIFORNIA 95380 | PHONE 209-668-5520 | FAX 209-668-5563

interview will be used to gain further insight into the consultant's capabilities for the purpose of making a selection recommendation.

Anticipated Schedule of Award

Staff anticipates scoring written proposals by May 24th, conducting interviews (if needed) by May 31st, and providing recommendations to the City Council for consideration of award at the regularly scheduled city council meeting on Tuesday, July 9, 2019.