

Request For Proposals

For:

On-Call Real Estate Services



KLICKITAT COUNTY PUBLIC WORKS DEPARTMENT

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SECTION 1

GENERAL INFORMATION

1.0 Project Background

Klickitat County intends to set up one on-call, negotiated hourly rate, agreement for Real Estate Services with companies that specialize in performing real estate acquisitions for public agencies. The firm performing real estate services must have a strong ability to provide complete real estate services beginning at scoping and conceptual levels, to appraisals, through negotiations up to submission of the final documentation.

The professional capabilities of consultants, directly involved with real estate services must include Professional Registration or Licensure in the State of Washington, where appropriate, and a demonstrable expertise in the specialized areas necessary to accomplish the services required. For these services, the consultant is expected to furnish all equipment and consumables necessary to accomplish the services required.

1.1 Scope of RFP

The objective of this Request for Proposals is to have a firm available for various land acquisitions associated with the various proposed roadway, bridge reconstruction projects, and rock quarry sites that Klickitat County has planned. Currently there is not a defined work list for this agreement.

The Scope of Work to be performed by the consultant may include, but not be limited to, the following:

- A. Real Estate Acquisition
- B. Real Estate Relocation Services
- C. Real Estate Appraisal Services
- D. Real Estate Appraisal Reviews
- E. Administrative Offer Summaries
- F. Legal Description Preparation
- G. Property Transfer Document Preparation
- H. Escrow Services
- I. Temporary Construction Easements

Deliverables may include:

- A. Appraisals
- B. Administrative Offer Summaries
- C. Settlement Agreements
- D. Perpetual Easements
- E. Warranty Deeds

- F. Agent Diaries
- G. Road Construction Agreements
- H. Temporary Construction Permit
- I. Tax Payer Identification Form
- J. Offer Letter
- K. Right of Entry Forms
- L. Agent Declaration Forms

1.2 Consultant's Responsibilities

The selected Consultant will be required to assume responsibility for all services outlined in the proposal whether the Consultant or their representative produces them. The Consultant's person-in-charge of the project must have the experience necessary to complete the tasks outlined above.

The Klickitat County Public Works Dept. in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

1.3 Payment Schedule

Payment for any agreement entered into as a result of this RFP will be made monthly upon receipt of the Consultant's billing statement for work executed under individual task orders. The billing statement must include a summary of progress made through the date of billing.

SECTION 2 PROPOSAL INSTRUCTIONS

2.0 General Information

- A. The Consultant must submit a definite and specific proposal for the end results that are set forth in the RFP. The proposal must describe the qualifications of the Consultant, the intended performance of the Consultant on the activities prescribed, and the resources required to perform the activities as outlined in section 1.1. The selected Consultant must have demonstrated experience in all the items listed under section 1.1 above and the following items:

- Working with the Public and Public Agencies.
- Acquiring right of way for a federally funded road project as outlined in the WSDOT LAG manual and Right of Way Manual

B. All parts of the proposal shall be in a sealed envelope plainly marked "ON-CALL REAL ESTATE SERVICES RFP", and show the name and address of the Consultant.

2.1 Closing Date for Submittal of Proposals

Four copies of the proposal must be received no later than 2:00 p.m. on January 19, 2022, at which time proposals will be opened and evaluated by the County.

2.2 Proposal Acceptance

Sealed proposals will be received by:

Seth Scarola, P.E.
Klickitat County Public Works Department
Mailing Address: 115 West Court Street, MS-303
Goldendale, WA 98620
Physical Address: 115 West Court Street, Room 302
Goldendale, WA 98620
Email: seths@klickitatcounty.org
Fax: (509) 773-5713

2.3 Right of Award or Rejection

Proposals shall specifically stipulate that all terms and conditions contained in the RFP are included in the proposal and accepted by the Consultant. It is understood that all proposals will become a part of the public file on this matter without obligation to the County. The County may reject any proposal not in compliance with prescribed solicitation procedures and requirements and other applicable laws, and the County may reject for good cause any or all proposals upon the County's finding that it is in the public interest to do so.

2.4 Incurring Costs

The County is not liable for any costs incurred by prospective Consultants in the preparation or presentation of proposals.

2.5 Inquiries

Questions that arise during preparation of the proposal will be handled by Seth Scarola at the Klickitat County Public Works Department and will be accepted by either email or fax. See section 2.2 for contact information. The proposal shall list a responsible person, with phone number, for contact if necessary during the proposal review process.

2.6 Technical Proposal Format

Four copies of the proposal shall be submitted to the County. Proposals must not exceed 8 pages. Page count does not consider a cover letter, but does include resumes. One page is defined as one side of a single 8-1/2" x 11" page, with 12-point minimum font size for the substantive text. Proposals must include, at a minimum, the following items:

- A. The name of the person(s) authorized to represent the Consultant in any negotiations and to sign any Agreement that may result.
- B. A statement that the proposal recognizes and includes all terms and conditions of the RFP.
- C. Signature of an authorized representative empowered to bind the Consultant.

SECTION 3 PROPOSAL EVALUATION

3.0 General Information

- A. The County will select the Consultant whose proposal is deemed most advantageous to the public. The County may enter into discussions with the top ranked proposers to get a best and final offer, and in those discussions, the County may not disclose information derived from proposals submitted by competing proposers.
- B. Proposals received will be evaluated by a panel of employees of the Klickitat County Public Works Department.
- C. The County may cancel this procurement or reject any and all proposals in accordance with procurement laws.

3.1 Technical Proposal Evaluation

Evaluation of the proposal will be based, in part, on the following criteria:

- A. Description of the Consultant's firm, including organization, and type and scope of services provided. **10 Points**
- B. The names of the key professional persons who will perform the work, current assignment and location, and a current resume including a description of qualifications, skills, and responsibilities in the project. **20 Points**
- C. Proximity to Klickitat County. Consultants located within 1 hour travel time (60 miles) of Klickitat County are preferred but not necessary. **10 Points**
- D. General knowledge and experience with acquiring right of way for a federally funded road project as outlined in the WSDOT LAG manual and Right of Way Manual. **30 Points**
- E. Experience and ability working with public agencies. **10 Points**
- G. A statement of experience with similar types of work, including specific examples of similar projects successfully completed, with client references including current contact information. Projects should be similar both in type and size. **30 Points**
- H. General appearance of the proposal and conformity to the above proposal instructions. **20 Points**

By submitting a proposal, the respondent to this RFQ authorizes past clients to supply information requested by Klickitat County within the scope of this Request for Qualifications.

3.2 Selection

A final selection will be made by the evaluating panel following review and ranking of the proposals. Said selection is not binding until agreement execution.

3.3 Pre-Agreement Clarification

The apparent selected Consultant will be required to review its proposal with the County. The County reserves the right to require any clarifications or alterations it deems necessary in the Consultant's work plan, assignment of resources, or the project cost to clarify the Consultant's approach to the scope of work and the County's needs and expectations. This review and any changes will be made prior to agreement execution and will become part of the final agreement.

3.4 Agreement Execution

The County intends to enter into a Local Agency Standard Consultant Agreement with the successful consultant for any or all of the tasks described in the proposal. The Local Agency Standard Consultant Agreement can be found in Chapter 31 of the *Local Agency Guidelines Manual* printed by the Washington State Department of Transportation or can be found in the digital form at <http://www.wsdot.wa.gov/LocalPrograms/LAG/CAI.htm>.

The maximum amount to be set up for this agreement is \$50,000.00. The selected firm will be contracted by Klickitat County for a term beginning February 1, 2022 and ending December 31, 2022. Individual tasks will be negotiated as stand-alone task assignments terminating when the task budget is exhausted or the task time frame has expired.

Within seven (7) days of agreement on the negotiated cost, the Consultant will be required to execute an agreement and meet all terms, including insurance requirements as stated in the Local Agency Standard Consultant Agreement, and "hold harmless" provisions contained therein.

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until 2:00 p.m. on January 19, 2022 at which time proposals will be opened and evaluated by the County.

Proposal documents may be found on the Klickitat County Public Works Department's website at <http://www.klickitatcounty.org/1230/Goods-Services-Bidding-and-Bid-Results> or by going to <http://bxwa.com> and clicking on: Posted Projects; Goods & Services; Klickitat County Goods & Services; and Projects Bidding. Bidders are encouraged to "Register" in order to receive automatic email notification of future addenda and to place themselves on the self registered "Bidders List." This on-line plan room provides Bidders with fully usable on-line documents; with the ability to: download, print to your own printer, order full / partial plan sets from numerous reprographic sources (on-line print order form), and a free on-line digitizer / take-off tool. Contact Builders Exchange of Washington at 425-258-1303 should you require assistance.

The Klickitat County Public Works Dept. in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.