

**REQUEST FOR PROPOSALS**  
**FOR LAND ACQUISITION ON 2600 NORTH STREET**  
**NORTH OGDEN CITY CORPORATION**

**I. INTRODUCTION**

North Ogden City Corporation ("City") is seeking a Statement of Qualifications (SOQ) from qualified and experienced Property Acquisition Consultants ("Consultant") to provide acquisition services for the Widening of 2600 North ("Project").

**II. SCOPE OF WORK**

**1. Location of Project**

The Project is located in North Ogden City along the current 2600 North alignment from Washington Boulevard (400 East) to 475 East and will eventually be widened eastward to approximately 550 East.

**2. Background**

WACOG has awarded North Ogden City \$1,030,000 in corridor preservation funds to widen the right-of-way on 2600 North which is the eastern extension of the intersection of 2600 North and Washington Boulevard.

This is not an advanced acquisition project. Widening of the road will commence soon after the right-of-way has been acquired. The funding source allows for acquisition of property by use of eminent domain but only at the appraised property value. It cannot be used to cover attorney fees, administrative settlements, etc. The City will provide additional funding to cover these "other costs" if they are deemed necessary.

The City has already discussed acquisition with the property owners. Residents and business owners have been given the opportunity to comment on the project and provide feedback on widening options. A preliminary alignment has been informally selected at this time as we are waiting for UDOT's plans which should arrive in the next month. UDOT's plans will govern in a large manner the alignment of this project.

**3. General Scope**

Upon completion of a survey and right-of-way (“ROW”) design the Consultant will coordinate efforts for the purchased of fee simple ownership of all property to be acquired for the widening of 2600 North between 400 East and approximately 550 East.

Applicants must be listed on UDOT’s approved consultant pool for right of way acquisition and relocation for both residential and nonresidential property. Applicants must follow the requirements imposed by state and federal law associated with the acquisition of ROW. Procedures shall conform to those established by UDOT for property acquisition as discussed in the UDOT Policy and Procedures Manual.

The property acquisition consultant will be involved in at least one public meeting in which affected property owners can ask the consultant questions regarding the property acquisition process and the establishment of property value. It is expected that the property acquisition consultant will be in attendance to answer questions and explain the process by which the City will acquire property. Professionalism in dealing with residents will weigh heavily in the evaluation of qualifications.

The surveyor consultant will provide the acquisition consultant with the title work and the documents necessary for property acquisition including ownership records, vesting documents, and title transfer documents.

The Consultant will need to utilize UDOT’s electronic Project Management (ePM) software to generate the necessary forms and provide documentation for the project.

The Consultant will be responsible to meet with and negotiate the sale of property with property owners.

The Consultant will be responsible to provide property appraisals services complete with comparables and complete an assessment package for the title company.

The City shall contract with a title company to complete the closing fees for a marketable title. The City shall request the funds to be remitted to the title company to complete the transaction.

The Consultant shall provide relocation documentation as appropriate.

It is expected that there will be 5 to 8 properties involved and one relocation depending on

the actual alignment selected. As a result, Consultants will need to be flexible as to the expected work load on the project.

#### **4. Deliverables**

- a. Consultant will make initial contact with property owners to coordinate appraisals, obtain feedback, and help circulate relevant project information.
- b. Consultant will work with the Surveyor to provide accurate legal information to property owners and other professionals involved in the process.
- c. Consultant will provide/coordinate appraisal services which are sufficient to establish the appropriate compensation to be paid to property owners for each parcel or portion thereof which is acquired to widen the ROW. Consultant shall provide a review of all appraisal reports submitted for the acquisition.
- d. Consultant will make contact with property owners, present offers, negotiate on behalf of the city, and provide all necessary real estate documents associated with the sale of property to the City.
- e. Consultant will provide the City with acquisition packets complete with title reports and warranty deeds for all parcels or portions thereof which are to be acquired for the road widening project for review and approval.
- f. Consultant will ensure that the property owner receives fully executed contracts, compensation checks, and evidence of recorded deeds.
- g. Consultant will enter all relative information in ePM following the UDOT's guidelines and procedures for ROW submittals.
- h. Other items as required by the scope of the project.

### **III. Instructions to Applicants**

#### **1. Project Timetable**

The following timetable has been established for this project:

- a. Closing Date for Receipt of Proposals: **April 21, 2017 @ 4:00 p.m.**

- b. Interview/oral presentation (if requested): **April 30, 2017**
- c. Approximate Notice of Award: **On or before May 1, 2017**
- d. Approximate Commencement of Work: **May 15, 2017**
- e. (Approximate) Completion of Work: **To be negotiated**

## **2. Pre-Proposal Site Visit**

Applicants are strongly encouraged to visit the Project site and examine the conditions prior to submitting a Statement of Qualifications (SOQ).

## **3. Procedure**

The procedure for response to this RFQ, evaluation of qualifications, and selection of a consultant is as follows:

- a. Interested entities will prepare and submit their SOQ according to the Project Timetable contained in Subsection III-1 above.
- b. The City and/or its representatives will evaluate all submitted SOQ's in accordance with the evaluation criteria.
- c. Oral presentations may be requested by the City from selected applicants.
- d. The City will select a primary consultant based on the review of the statement of Qualifications (SOQ) and subsequent oral presentation.
- e. A Professional Services Agreement incorporating the provisions, terms, and conditions of this RFQ will be negotiated between the City and the selected applicant.
- f. This process may be repeated with other qualified applicants if an agreement cannot be reached with the primary consultant.

## **4. Submittals:**

- a. Submit eight (8) copies of the Proposal in response to this solicitation in a sealed envelope.

- b. The envelope containing the proposal must be clearly labeled "STATEMENT OF QUALIFICATIONS- LAND ACQUISITION". Mail or hand deliver to:

Annette Spendlove, MMC  
North Ogden City Recorder  
505 E. 2600 N.  
North Ogden, Utah 84414

- c. The deadline for receipt of submittals is set forth in Section III-1. Late submittals will not be accepted.
- d. Submittals must be complete in meeting the requirements of this RFQ. Additional information provided after the deadline will not be considered unless specifically requested by the City.

## **5. Submittal Organization and Content**

The comprehensive RFQ response shall include all requested information and documentation. Incomplete submittals may be deemed non-responsive. Submittals shall contain no more than 15 pages single sided, excluding transmittal letter, attachments, and resumes. The submittal shall include the following:

- a. Transmittal letter (not included in page count): The letter of transmittal shall be on official business letterhead and shall include the following:
- i) A statement of the respondent's intent to participate in the contract and comply with all terms and conditions as indicated in the RFQ or exceptions taken thereto.
  - ii) A statement of affirmative action that the respondent does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
  - iii) A certification statement to the effect that the person signing the submittal is authorized to do so on behalf of the respondent.
  - iv) Name of the key contact person with his/her title and telephone numbers. Also, indicate first and second back-up contact persons if the key contact person is not available to take a call from the City.

- b. **Work Plan and Project Approach:** This section should describe the methodology and process proposed to be used to complete the scope of work defined in Section II-3, including any potentially innovative or creative approaches or solutions for the Project. It should identify any proposed strategies to be used to control costs, maximize economy, and insure operational effectiveness; describe components to be delivered; and identify advantages of the applicant's submittal to the City. Restatement of the scope outlined in this RFQ is not necessary; however, submittals should include any suggested modifications thereto (additions, deletions, alternate ideas). This section shall also include the Consultant's policy, method, and need for gaining access onto private property, and what role, if any, the applicant would expect the City to perform regarding property access. This section should also include:
- i) Specific exclusions
  - ii) Assumptions made in preparation of the Work Plan
  - iii) Proposed Project schedule
- c. **Qualifications/Experience:** This section should describe the proposer's experience on similar projects, including the individual team members' involvement on the specific projects described. Project information and plans for the identified projects should be briefly included.
- d. **Key Personnel and Project Team:** This section should contain the following information:
- i) Organizational chart showing the team involved including individual members, all organizations, relationships, and breakdown of responsibilities. For all major participants, note the approximate hours to be devoted to the project or percent of total project to be performed by the individual.
  - ii) The percentage of the work that is expected to be performed locally. Indicate other offices/locations that might provide services along with a percentage of work to be performed at those locations.
  - iii) Resumes of principals and key staff scheduled to participate on the project.

- e. References.
- f. Fee Proposal: The fee proposal shall not be required with the initial Statement of Qualifications (SOQ). A fee proposal will not need to be submitted until after the City has met with the applicant in an oral presentation. When requested the fee proposal shall include:
  - i) Total project cost with billing rates for proposed personnel and the approximate percentage of work to be performed by each person.
  - ii) Expected reimbursable and associated rates.

## **6. Evaluation Criteria**

A primary consultant shall be selected using the "Choosing by Advantages Decision Making Systems". The "Choosing By Advantages System of Decision Making" (CBA) is the process adopted by North Ogden City to aid in awarding contracts. CBA is based on the fundamental rule of decision making that "Decisions must be based on the importance of advantages." An advantage is defined as a positive difference between two alternatives. The advantages of a proposal are compared to the advantages found in other proposals to determine the preferred option. CBA weighs the advantages of the preferred option to the additional cost when awarding contracts. Consequently, the CBA analysis may result in awarding the project to a consultant with higher fees and associated cost.

Contract negotiations will be initiated with the highest ranking applicant based on an evaluation of the following criteria:

- a. Transmittal Letter: Complete information as requested.
- b. Work Plan and Project Approach: This category evaluates the applicant's: understanding of the project, knowledge of UDOT's right of way acquisition process, proposed project schedule, technical approach, and plan for managing the Project.
- c. Qualifications/Experience: This category deals with the proposer's performance on similar prior local projects of similar size. Experience relates to the overall assessment of the proposer's assigned personnel and previous experience with this type of project. Any applicant not having a team member in the required UDOT pool will be

disqualified.

- d. Key Personnel and Project Team: This category deals with the education, training, and experience level of key personnel proposed for this project, as well as previous experience working together as a team.
- e. References.
- f. Subsequent oral presentation.

## **7. Oral Presentation/Interview**

As part of the evaluation process, selected applicants may be invited to make oral presentations to the City and/or respond to the panel's questions. These presentations must be made by the same project team personnel who will be assigned to the project should the selected consultant be awarded the contract.

## **8. Submittal Ownership**

All SOQ's (and the information contained therein) shall become the property of the City. Applicants should carefully consider the items submitted before submitting items that would not be disposable. Submittals may be reviewed and evaluated by any person at the discretion of the City. No submittal shall be returned to the respondent regardless of the outcome of the selection process.

## **9. Acceptance of Proposal**

- a. The City reserves the right to cancel or modify the terms of this RFQ and/or the project at any time and for any reason preceding the execution of a contract and reserves the right to accept or reject for any reason, any or all submittals pursuant to this request for qualifications.
- b. The responding party agrees that the City may terminate this procurement procedure at any time and for any reason, and the City shall have no liability or responsibility to the responding party for any costs or expenses incurred in connection with this RFQ, or such party's response.

## **10. Withdrawal of Submittal**

The submittal may be withdrawn upon request by the applicant without prejudice.

### **11. Submittal Cost**

Cost for developing submittals and subsequent presentations are entirely the responsibility of the applicant and shall not be chargeable in any manner to the City.

### **12. Reservation of Rights**

The City reserves rights to:

- a. Reject any and all submittals received in response to this RFQ.
- b. Waive or modify any irregularities in submittals.
- c. Request additional information or modifications from applicants prior to award if such is in the best interests of the City.
- d. Use any ideas submitted in the submittals received, unless covered by legal patent or proprietary rights. Selection or rejection of the submittal does not affect this right.
- e. In the event of unsuccessful contract negotiations or contract termination, enter into contract negotiations with other qualified applicants that submitted acceptable statements of qualifications.
- f. Cancel or modify the terms of this RFQ and or the project at any time and for any reason preceding the execution of a contract and reserves the right to accept or reject any or all submittals pursuant to this request for qualifications.