



## **REQUEST FOR PROPOSALS:**

### **NE SEWER EXTENSION EASEMENT APPRAISAL, NEGOTIATION, AND CLOSING**

The City of Milwaukie, Oregon, will receive sealed proposals until **4:00 PM, Tuesday, May 5, 2009** at Milwaukie Public Services Building, 6101 SE Johnson Creek Blvd., Milwaukie, OR 97206. Sealed proposals are to be sent to Attn: Jason Rice, Associate Engineer, at the 6101 SE Johnson Creek Blvd., Milwaukie, OR 97206 address. All proposals should be easily reproducible and recyclable.

General questions and packet requests for this project may be directed to Jason Rice at (503) 786-7605. Requests for interpretations shall be made in writing, no later than ten (10) days prior to the submission date. Any and all such interpretations will be mailed to all prospective proposers (at the respective address furnished for such purposes) not later than three (3) days prior to the submittal deadline.

The specifications for this project may be obtained at the City of Milwaukie RFP website which is located at <http://www.ci.milwaukie.or.us/notices/rfpbq.html>

## **SCHEDULE**

|                           |                |
|---------------------------|----------------|
| RFP ADVERTISED            | April 17, 2009 |
| PROPOSAL SUBMITTALS       | May 5, 2009    |
| TARGET AWARD DATE:        | May 19, 2009   |
| TARGET NOTICE-TO-PROCEED: | May 22, 2009   |

## **SPECIFICATIONS**

The City of Milwaukie, Oregon, hereafter referenced as “City”, is seeking the services of a qualified firm to provide appraisal, negotiation, and acquisition services. Property to be acquired are permanent easements for sanitary sewer transmission lines and one pump station; and temporary easements for construction activities related to installation of the project. Project is funded by a CWSRF loan. All property acquisition activities shall be carried out in compliance with the Federal Uniform Relocation Act.

## **BACKGROUND**

The City of Milwaukie is constructing a sewer extension project to serve approximately 250 single family residences between Johnson Creek Blvd. and King Road, immediately east of the current City limits. The City seeks easements from 29 properties, including a total of 28 temporary and 19 permanent easements. The northerly 13 properties shall be a priority for completion. A list and map of the properties are attached.

## **PROJECT SCOPE**

### **A. Appraisal.**

- City will provided property owners formal notice of intent to acquire property
- Project engineer has had informal conversations with owners of 10 properties, including all of those where the needed easement is not at the edge of the property.
- City/project engineer shall provide contractor with legal property descriptions of all easements in written and graphic formats.
- Contractor shall appraise all easements (47 easements over 29 properties). Appraisal approach shall comply with relevant federal rules and shall be documented.
- Deliverable 1. An appraisal for each of the 47 easements shall be prepared. Attached shall be a description of the appraisal method and data related to

comparables used to develop the appraisal. Appraisals shall include both the value of the lost value of the land due to the easement and any incidental property or landscaping to be removed in order to construct the project.

B. Offer Sheet.

- City shall provide legal instrument for transaction.
- Deliverable 2. Contractor shall prepare offer sheets for each property owner (29), summarizing the offer and the basis for the offer.

C. Negotiations.

- Contractor shall carry out negotiations with each property owner at time(s) and location(s) of their choosing.
- City shall provide transaction agreement language and format.
- Contractor and City shall jointly set Contractor's ability and flexibility to negotiate.
- Deliverable 3. Signed transaction agreements from all willing sellers.

D. Closing & Escrow Services.

- Contractor and/or their title company shall complete all transactions necessary to complete purchases, secure notarization, and record instruments.
- City shall provide payment for purchase price of easements independent of all other appraisal and negotiation costs.
- Deliverable 4. Recorded instruments.

E. Records

- Contractor shall maintain clearly and accurately records of all contacts and communications with property owners necessary to comply with federal rules and laws.
- Deliverable 5. Summary file for each property owner with records of all communications, including copies of any written communications.

TENTATIVE SCHEDULE

Delivarables 1a, 2a, 3a, 4a, and 5a refer to deliverables related to properties N1 to N9, and S1 to S4.

Deliverables 1b, 2b, 3b, 4b, and 5b refer to deliverables related to properties S5 to S20.

|                       |                    |
|-----------------------|--------------------|
| Notice-to-proceed:    | May 22, 2009       |
| Deliverable 1a:       | July 1, 2009       |
| Deliverable 2a:       | July 15, 2009      |
| Deliverable 3a:       | August 15, 2009    |
| Deliverables 4a & 5a: | September 15, 2009 |
| Deliverable 1b:       | August 1, 2009     |
| Deliverable 2b:       | August 15, 2009    |
| Deliverable 3b:       | September 15, 2009 |
| Deliverables 4b & 5b: | October 15, 2009   |

## **PROPOSAL CONTENTS**

### **Cover Letter**

A one-page cover letter shall be submitted containing the name and address of the corporation or business submitting the proposal and the name, address, telephone number and title of the person authorized to represent the bidder. Cover letter should be signed by legal representative of corporation or partnership or individual making proposal.

### **Understanding and Proposed Approach**

A delineation of proposed services, project understanding, and the consultant's approach to the project. Identify key challenges and issues to address.

### **Proposer Capabilities**

This section should demonstrate specific capabilities for fulfilling the requirements according to similar previous experience. Specific examples of similar projects will be critical for evaluating this section. This section shall also provide information on the key individual(s) that will be assigned to this project, along with subconsultants and their roles in the project.

## References

Please provide names and contact information for similar work (easement appraisal and acquisition) for 3 projects conducted for federal-aid projects within the past 3 years.

## Schedule and Fee

This section shall describe the scope, proposed schedule, and estimated fee to provide the proposed services. Please detail fee schedule by hourly rate and number of hours per deliverable. Timeliness on administrative items such as provision of proof of insurance are expected to critical to project success. Contractor will be expected to accept standard City contract language and procedures.

## **AWARD CRITERIA**

The following criteria will be considered in evaluating all proposals. A major deficiency in any one category can disqualify a contractor.

### **1. Content**

**0-5 points**

Submitted proposals must contain all items listed in “Proposal Contents”. Adherence to the RFP requirements and directions will be evaluated.

### **2. Understanding and Proposed Approach**

**0-15 points**

The understanding and approach offered by the proposer will be evaluated in terms of its applicability to the requirements specified in this RFP. Include key issues to be resolved.

### **3. Proposer Capabilities**

**0-25 points**

The experience of the proposed lead analyst or project manager in like projects and history of the company or individual will be considered.

### **4. References**

**0-20 points**

Reported satisfaction of previous clients and similarity of projects.

### **5. Fee, and Schedule**

**0-35 points**

All proposals will be evaluated on the fee and schedule required to meet the requirements in this RFP.

**TOTAL POINTS**

**0-100**