



REQUEST FOR PROPOSALS

*THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
INVITES CONSULTANTS TO SUBMIT THEIR PROPOSALS FOR THE:*

SALINAS RAIL EXTENSION PROPERTY ACQUISITION REVIEW APPRAISER

You are invited to submit your proposal for the services to complete the above project. Proposals are due in the office of the Executive Director of the Transportation Agency for Monterey County, 55 B Plaza Circle, Salinas, CA 93901-2901 by **12:00 noon on PST on Thursday, September 22, 2016.**

Copies of the RFP and the detailed information regarding the submission of the proposal are available at the TAMC offices and may be obtained upon request. This RFP is available at the TAMC website (www.tamcmonterey.org) in Adobe Acrobat (PDF) format. You may call Michael Zeller, Principal Transportation Planner, at (831) 775-0903 to obtain a copy and for further information.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

DATE: August 24, 2016

TO: Interested Consultants

FROM: Debra L. Hale, Executive Director

SUBJECT: Salinas Rail Extension Property Acquisition Review Appraiser

INVITATION

You are invited to submit a Proposal for the referenced services together with a Fee Schedule that includes an estimate of costs per task to complete the project. Please include your estimate of other direct costs charged to this project. Please submit five (5) paper copies and one (1) digital copy of your Proposal.

Your Proposal is due in the office of the Transportation Agency for Monterey County (TAMC), **55 B Plaza Circle, Salinas, CA, 93901**, by **12:00 noon on Thursday, September 22, 2016**. Proposals received after the date and time specified above will not be considered.

Proposals shall be considered firm offers to enter into a contract, as described in this RFP for a period of ninety (90) days from the time of submittal.

Proposals and inquiries relating to this Request for Proposals shall be submitted to:

Michael Zeller, Principal Transportation Planner
Transportation Agency for Monterey County
55 B Plaza Circle, Salinas, CA 93901-2901
831-775-0903 ~ mike@tamcmonterey.org

Email inquiries relating to this Request for Proposals should include “Salinas Rail Extension Property Acquisition Review Appraiser” in the subject header.

BACKGROUND

The Transportation Agency for Monterey County (TAMC) is a state-designated public agency with regional transportation planning responsibilities that cross city-county boundaries. The Transportation Agency is committed to planning, funding and delivering transportation projects for the region. The Agency is also committed to providing information to the public about its projects, plans and activities, ensuring public participation and fostering public understanding of its functions.

TAMC's Board of Directors includes twenty-three members who consist of local officials from each of its twelve incorporated cities and five county supervisorial districts, and ex-officio members from six public agencies.

The mission of the Transportation Agency for Monterey County is to proactively fund and plan a transportation system that enhances mobility, safety, access, environmental quality and economic activities by investing in regional transportation projects for Monterey County residents, businesses and visitors.

PROJECT DESCRIPTION

The Transportation Agency for Monterey County is looking for proposals from qualified consultants to complete the Salinas Rail Extension Property Acquisition Review Appraiser process in accordance with the proposed Scope of Work (Attachment A). The Salinas Rail Extension to Monterey County project is a near-term project where the Transportation Agency will require right-of-way review appraisal services of parcels to be acquired for the rail station, where the property appraisal will be provided by Overland, Pacific, and Cutler appraisal services.

A final Scope of Work will be made a part of the professional services agreement between TAMC and the consultant. A copy of the template agreement anticipated to be used by TAMC is included in Attachment B. The applicable requirements for TAMC contracts utilizing State funding are listed in Attachment C. A single document will be prepared between the Consultant and TAMC consistent with the provisions of these attachments.

It is important that the consultant have the capability to work closely with the Transportation Agency staff. The consultant or consultant team must be prepared to undertake whatever liaison and meetings are required to satisfy this requirement.

SELECTION PROCESS

The Transportation Agency will establish a committee to review the proposals. This review may be followed by an oral interview between a review committee and the firm(s) that responds best to the RFP. Based on the recommendations of the review committee, Transportation Agency staff will meet with the most qualified consultant or consultant team and will attempt to negotiate a final Scope of Work and a Fee Schedule for the project. The final Scopes of Work will include a full description of each task, a description of deliverable products, and a schedule of the due

dates for the deliverable products and other important milestones. Upon successful completion of negotiations the consultants or consultant teams will be recommended to the TAMC Board for final selection and contract approval.

Should the most qualified consultant or consultant team and TAMC fail to successfully negotiate a final scope of work and a mutually agreed upon Fee Schedule for these consulting services, then TAMC reserves the right to enter negotiations with the next most qualified candidate for performance of the work.

Further, the Agency may, or may not, also negotiate contract terms with selected proposers prior to award, and expressly reserves the right to negotiate with several proposers simultaneously and, thereafter, to award a contract to the proposer offering the most favorable terms to the Agency. Proposals submitted, therefore, should contain the proposers' most favorable terms and conditions, because the selection and award may be made without further discussion with any proposer. The Agency will submit the proposal considered to be the most responsive and competitive to the Board of Directors for consideration and selection. The Agency reserves the right to accept or reject any and all submitted proposals, to waive minor irregularities, and to request additional information or revisions to offers, and to negotiate with any or all proposers at any stage of the evaluation.

Factors to be considered in selecting the consultant(s) are indicated below:

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| 1) Experience in the review of right-of-way appraisals | 40 points |
| 2) Previous experience with public transportation projects, particularly rail | 30 points |
| 3) Availability to complete the project on schedule; | 20 points |
| 4) References; and | 5 points |
| 5) Cost. | 5 points |

QUESTION & ANSWERS, REQUESTS FOR CLARIFICATION OR EXCEPTIONS, ADDENDA

This Request for Proposals and any addenda will be posted on the Transportation Agency's website (www.tamcmonterey.org). Questions and answers regarding the request for proposals will also be posted on the website. All potential bidders are responsible for checking the website for any addenda to the bid documents. To receive email notifications of addendums to this Request for Proposals, prospective proposers must submit an email request to the Project Manager.

Any requests for clarification or exceptions to requirements in this Request for Proposals must be received by the Agency no later than **12 noon, Pacific Standard Time, on Thursday, September 1, 2016**, to guarantee response or consideration. Responses to questions concerning this Request for Proposals posed before this deadline will be posted on the Agency's website (www.tamcmonterey.org).

SUBMITTAL REQUIREMENTS/PROPOSAL FORMAT

All interested firms are required to submit five (5) hard copies and one (1) digital copy of their Proposal to perform the requested consulting services. The Proposal must include the names and qualifications of all personnel to be employed on the project. The Proposal should provide a short description of the firm's experience with projects that relate to this Scope of Work. A list of relevant past clients should be included.

A. Project Team

The Proposal shall clearly identify a Project Manager and include the names and qualifications of all personnel of the proposed team to be assigned to the contract and a chart representing the proposed organizational structure of the team. The Proposal shall demonstrate that the key personnel have the time available to work on the project. The Proposal shall include the estimated number of hours individual personnel will dedicate to the project.

B. Demonstrated Knowledge

The Proposal shall include the assigned project team's demonstrated knowledge of, expertise and experience with providing similar services and completing similar types of contracts.

C. Work Plan

The Proposal shall include the consultant's proposed approach to the development and implementation of the scope of work, broken out by tasks which demonstrate the consultant's knowledge and understanding of the project and the constraints and challenges associated with performing the tasks outlined in the scope of work.

D. Cost Proposal

The Proposal must include a cost proposal. The total not-to-exceed budget for the project is Fifteen Thousand Dollars (\$15,000). The Proposal must contain an overall cost for the project as well as cost by task. An estimate of hours by task is also required.

E. Proposed Schedule of Work and Deadlines

The Proposal must include availability of the Project Team to conduct work within the anticipated timeframes.

F. References

The Proposal shall include at least three (3) recent references from past clients for similar types of work.

All Proposals must be submitted to the office of Michael Zeller, Principal Transportation Planner, Transportation Agency for Monterey County, 55 B Plaza Circle, Salinas, CA 93901-2901 **by 12:00 noon on Thursday, September 22, 2016.**

PROPOSED SCHEDULE

Date/ Timeframe	Task
August 24, 2016	Distribute RFP
September 1, 2016	Deadline for requests for clarification or exceptions
September 22, 2016	Proposals due
September 26, 2016	Review and rank proposals
September 30, 2016	Interviews (if necessary)
October 3, 2016	Select top ranked consultant, negotiate contract
October 26, 2016	Present consultant contract to TAMC Board for approval

MISCELLANEOUS**A. Modification or Withdrawal of Submittals**

Any Proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, however, the modified Proposal must be received by the time and date specified above.

B. Property Rights

Any Proposals received within the prescribed deadline become the property of TAMC and all rights to the contents therein become those of TAMC.

C. Confidentiality

Before award of the contract, all Proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or if not awarded, after rejection of all Proposal), all responses 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 Proposal confidential will be regarded as non-effective and will be disregarded.

D. Amendments to Request for Qualifications

TAMC reserves the right to amend the Request for Proposals by addendum before the final Proposal submittal date.

E. Non-Commitment of TAMC

This Request for Proposals does not commit TAMC to award a contract, to pay any costs incurred in the preparation of a Proposal for this request, or to procure or contract for services.

All products used or developed in the execution of any contract resulting from this Request for Proposals will remain in the public domain at the completion of the contract.

F. Conflict of Interest

The prospective consultant shall disclose any potential financial, business or other relationship with TAMC that may have an impact upon the outcome of this contract or TAMC construction project. The prospective consultant shall also list current clients who

may have a financial interest in the outcome of this contract or TAMC projects that will follow. In particular, the prospective consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on TAMC projects.

G. Nondiscrimination

The prospective consultant must certify compliance with nondiscrimination requirements of TAMC pertaining to the development, implementation and maintenance of a nondiscrimination program. The prospective consultant's signature affixed to and dated on the cover letters shall constitute a certification under penalty of perjury under the laws of the State of California that the proposer has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

H. Final Selection and Protests

The RFP process is considered concluded when a letter is sent to all participating consultants indicating which consultant will be recommended for Board approval. The firm recommended is not a final selection and no contract is certain until approved by TAMC Board of Directors.

Protestants shall submit a detailed written statement of protest to:

Transportation Agency for Monterey County
55-B Plaza Circle
Salinas, CA 93901

no later than five (5) business days after the letter indicating the recommended consultant is sent to enable proper consideration by the Board.

QUESTIONS

If you need assistance or have any questions, please call Michael Zeller, Principal Transportation Planner, at (831) 775-0903.

Attachments:

- A. Scope of Work
- B. Sample TAMC Standard Agreement for Professional Services
- C. Requirements for Contracts Using State Funds
- D. Sample of Cost Proposal

ATTACHMENT A

SCOPE OF WORK

Work on each task, or portion of a task on a parcel-by-parcel or group of parcels basis, will be initiated by the Transportation Agency for Monterey County when it issues a separate deliverable-related written Notice to Proceed to the consultant.

Costs and work hours are estimated for each task, but the contract allows the Transportation Agency Project Manager to shift hours or funds between tasks and deliverables as needed.

PARCELS

The following five (5) parcels have been identified for potential acquisition, and will require an appraisal review:

Address	Parcel	Acquisition	Relocation
19 Station Place	002-171-008	Full / Fee / Permanent	Vacant
17 Station Place	002-171-007	Full / Fee / Permanent	Multi-residential occupants
42 W Market St	002-171-005	Full / Fee / Permanent	Vacant building. Personal property move only.
18 Station Place	002-171-023	Full / Fee / Permanent	Vacant
26 W Market St	002-172-002	Full / Fee / Permanent	1 business relocation

The following ten (10) parcels have been identified for potential acquisition, but are not required for appraisal review at this time. These parcels should be considered future optional tasks and should be included in a separate budget for informational purposes:

Address	Parcel	Acquisition	Relocation
15 Station Place	002-171-006	Full / Fee / Permanent	Vacant
54 W Market St	002-171-011	Full / Fee / Permanent	Vacant building. Personal property move only.
52 W Market St	002-171-010	Full / Fee / Permanent	Vacant building. Personal property move only.
21 Happ Place	002-031-030	Partial / Fee / Permanent	Business
	002-031-028	Partial / Fee / Permanent	Business
21 New St	002-021-009	Partial / Fee / Permanent	Business
320 W Market St	002-021-008	Partial / Fee / Permanent	Business
330 W Market St	002-021-007	Partial / Fee / Permanent	Business
346 W Market St	002-021-006	Partial / Fee / Permanent	Business
356 W Market St	002-021-005	Partial / Fee / Permanent	Business

The selected consultant(s) shall be able to provide right-of-way review appraisal services, which may include one or more parcels and sub-parcels, all of which may entail dual appraisals. The consultant(s) shall review project maps and other documentation, conduct site visits as necessary, review Appraisal Reports provided by TAMC and by other consultants and prepare Review Appraisal Reports. The review appraisals shall conform to the standards prescribed by the Federal and State Uniform Relocation Assistance and Real Property Acquisition Policies Acts, the Federal Transit Administration or Federal Highway Administration procedures, and Caltrans procedures. During preparation of the review appraisal, the consultants shall make written requests as necessary for clarification to the original appraisers and shall coordinate with the original appraisers, consultant(s), Caltrans, and TAMC's legal advisors to resolve any comments. Review appraisals shall be documented with a review appraisal report, accompanied by a review certificate

TASKS

- Once given a notice to proceed, the consultant shall review all documents and materials provided by the Transportation Agency related to the existing and on-going property negotiations.
- Within 30 days consultant shall prepare a schedule for conducting the property review appraisals in sufficient detail to show the individual steps. Consultant shall provide written monthly reports on the status of reviews for all the parcels, as well as verbal updates as necessary, to Transportation Agency staff.
- The consultant shall conduct review appraisals in accordance with Caltrans standards, the Uniform Relocation Assistance and Real Property Acquisition Policies Act, and appropriate Uniform Standards of Professional Appraisal Practice (USPAP) guidelines. The work shall begin upon notice to proceed and be completed within 30 days of receipt of the appraisal report and hazardous materials assessment provided by TAMC.
- Per Federal and State regulations (Uniform Act), qualified reviewing appraisers shall examine all appraisals to assure that they meet applicable appraisal requirements and the consultant shall make all necessary corrections or revisions. The consultant shall ensure the appraisals meet all Federal and State regulations.
- Consultant represents that Consultant and its agents, subcontractors and employees performing work hereunder are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required by this Agreement.
- Consultant, its agents, subcontractors, and employees, shall perform all work in a safe, skillful, and professional manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.

- Consultant shall furnish, at its own expense, all materials and equipment necessary to carry out the terms of this Agreement, except as otherwise provided herein. Consultant shall not use TAMC premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations hereunder.