

**CITY OF ROCKWALL, TEXAS
REQUEST FOR QUALIFICATIONS
APPRAISAL SERVICES AND RIGHT-OF-WAY ACQUISITION AGENT**

PURPOSE

For the reconstruction of County Line Road Project.

The purpose of this Request for Qualifications (RFQ) is to obtain the necessary information for the City of Rockwall to identify, evaluate and contract with a qualified professional firm to perform the right-of-way acquisitions, title work and parcel appraisals necessary for the reconstruction of County Line Road.

INSTRUCTION FOR SUBMISSION

Selection of a firm(s) will be based on the City of Rockwall consultant selection team's evaluation of the submittals related to the firm's resources, experience and qualifications to provide these services. Six copies of the qualification submittal, limited to ten pages, shall be placed in a sealed envelope and submitted to the City's Purchasing Agent, City of Rockwall, 385 S. Goliad, Rockwall, Texas 75087 no later than 2:00 PM on February 2, 2017. "Request for Qualifications for **APPRAISAL SERVICES AND RIGHT-OF-WAY ACQUISITION AGENT**" shall be placed on the outside of the sealed envelope.

A short list of firms may be selected to provide a limited presentation to allow the firm to describe their qualifications and project approach in more detail. After selection of a firm(s) (and verification that the firm is in compliance with State and Federal Regulations), the City and the selected consulting firm will negotiate a scope of services, project schedule and a fee structure for those services. The City reserves the right to reject any or all submittals and discontinue this process without any obligation or liability to any potential respondent.

PROJECT DESCRIPTION

The City will be reconstructing County Line Road and there are approximately 30 land parcels to be purchased, and several drainage easement and temporary construction easements. Through this RFQ process, the City is expecting to contract with a firm to provide right-of-way acquisition services and appraisals.

REQUIREMENTS

Executive Summary

Provide an executive summary of your firm's response to this RFQ. The firm should prepare a narrative description of the firm's experience in right-of-way acquisition and appraisals. This summary should identify the primary benefits to the City of

Rockwall of retaining your firm and your firm's commitment to complete the project on time and with in the budget. (20 points)

Experience

Provide a list of similar projects your firm has performed these similar services. Be specific and provide examples of projects that closely match in size and scope. Provide contact information with the other municipalities/TxDOT and/or transportation agencies that will serve as a company reference for the previous projects. Identify any major acquisitions with the previous project experience. (25 points)

Qualification of Project Manager and Key Personnel

Provide the names, qualifications and a list of similar projects for the Project Manager and key personnel that will perform both right-of-way and appraisal functions on this project. Key personnel for the project shall also be able to speak and write Spanish due to the high concentration of Spanish speaking property owners in the area. Provide an organizational chart showing all personnel and sub-contractors. (20 points)

Proposed Schedule

Provide a schedule for the project. (15 points)

EVALUATION

The City will establish a consultant selection team made up of various City Employees. The selection team will use the firm's submittal to score the information above based on the number of points for each item. The top firms may be given an opportunity to make an oral presentation to the City's consultant selection team. A 20-30 minute presentation should be made by the proposed Project Manager. The Project Manager presentation should focus on the firm's qualifications and the project process. Power Point presentation, charts, map or handouts will not be allowed in the presentation. The interview will be scored with a maximum of 20 points. The final decision shall be made based on total of the submittal and interview scores. The highest scored firm will be selected to negotiate a final scope of service, schedule and fee. If negotiations fail with the highest scored firm, negotiations will cease and the second highest qualified firm will be contacted to start contract negotiations. (20 points)

PUBLIC NOTICE

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Sealed submittals for **APPRAISAL SERVICES AND RIGHT-OF-WAY ACQUISITION AGENT** Services addressed to the Purchasing Agent, City of Rockwall, will be received at City Hall, 385 S. Goliad, Rockwall, Texas 75087 on February 2, 2017 at or before 2:00 PM, CST.

Qualified firms interested in providing these services to the City of Rockwall should contact Lea Ann Ewing, Purchasing Office 972-771-7700 x 6418. RFQ packet is available on the city's website at www.rockwall.com.

The City reserves the right to reject any or all submittals, waive formalities, re-advertise, and consider the most advantageous submittal thereof.

Publish Dates:

January 6, 2017 and January 13, 2017