Sacramento Area Flood Control Agency

North Sacramento and Sacramento River East Levee

Right of Way Appraisal and Acquisition Services

REQUEST FOR QUALIFICATIONS

Issued: March 31, 2014
Due Date: April 25, 2014, 3:00 pm
Submit to: Sacramento Area Flood Control Agency
1007 7th Street, 7th Floor
Sacramento, CA 95814

For Additional Information Contact:
Pete Ghelfi
1007 7th Street, 7th Floor
Sacramento, CA 95814
(916) 874-8733
E-Mail: ghelfip@saccounty.net
TABLE OF CONTENTS

SECTION

A. General Information
B. Background Information
C. Schedule
D. Consultant Services
E. SOQs for Professional Services - Submittal Requirements
F. Consultant Contract and Insurance Requirements
G. Miscellaneous

FIGURE

Figure 1 – Preliminary Seepage and Stability Analysis Results

ATTACHMENTS

Attachment 1 – Statement of Qualifications Rating Form
Attachment 2 – Consultant Contract and Insurance Requirements
REQUEST FOR QUALIFICATIONS

FOR

NORTH SACRAMENTO AND SACRAMENTO RIVER EAST LEVEE
RIGHT OF WAY APPRAISAL AND ACQUISITION SERVICES

A. GENERAL INFORMATION

Purpose

This Request for Qualifications (RFQ) is being issued to interested consultants who wish to be considered for selection to provide services to the Sacramento Area Flood Control Agency (SAFCA) for right of way appraisal and acquisition services related to improving levees on the Natomas East Main Drainage Canal (NEMDC), Arcade Creek, and on the Sacramento River East Levee from the American River to Freeport.

Interested consultants are invited to submit a Statement of Qualifications (SOQ) for the services listed in Section D. CONSULTANT SERVICES. All SOQs shall be submitted in accordance with the format and information listed in Section E. SOQs FOR PROFESSIONAL SERVICES – SUBMITTAL REQUIREMENTS.

SAFCA reserves the right to issue additional RFQ(s) for the performance of any or all of these services during the service period specified below. SAFCA may select qualified consultants that submit SOQs in response to this RFQ, and/or any subsequent RFQ, to perform all, some, or any of the consultant services required by SAFCA.

The issuance of this RFQ shall not be interpreted as, and does not constitute, a representation by SAFCA that any specific consultant or consultants will be retained to perform any of the services described herein, and a consultant shall not acquire any right or entitlement to be retained for such purpose by virtue of submitting a SOQ in response to this RFQ.

Selection Process

After the submittal deadline has passed, a selection committee comprised of representatives from SAFCA, and others as appropriate will review and rate each of the consultant(s) based on the SOQs received for subject areas listed in Section D. Consultants will be rated according to Attachment 1, SOQ Rating Form. Interviews may be held at the discretion of the selection committee.
SAFCA may enter into negotiations for a Professional Services Agreement(s) (Agreement) with the top ranked consultant team. If negotiations are not successful in reaching agreement, SAFCA may enter into negotiations with the next-ranked team.

Evaluation factors for the consultant teams will include the following:

- Experience in performing right of way appraisals and acquisitions for levee improvement projects;
- Demonstrated ability to work within applicable State and Federal guidelines for appraisals and acquisitions;
- Qualifications, experience, and client service of key personnel; and
- Ability to provide high quality deliverables and service cost efficiently.

The selected consultant team shall have the appropriate resources to conduct work as outlined in the Agreement under the Scope of Services including, but not limited to, availability to provide services on short notice.

Service Period

The period during which the consultant services described herein will be performed will extend from approximately March 2014 to approximately June 2019.

B. BACKGROUND INFORMATION

SAFCA retained a consultant team to provide Federal Emergency Management Act (FEMA) certification for the levees that protect Sacramento, excluding Natomas. This certification team has identified levee reaches that do not meet FEMA’s 100-year requirements for embankment and foundation stability and erosion for portions of the levees on the east side of the NEMDC, Arcade Creek north and south, and on the Sacramento River East Levee. Figure 1 shows the project reach, the levees within the scope of the certification effort, and the levees that do not meet FEMA criteria. The levees that do not meet FEMA certification criteria represent the geographic limits of work for this RFQ.

C. SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ issued</td>
<td>March 31, 2014</td>
</tr>
<tr>
<td>SOQs due</td>
<td>April 25, 2014 3:00 p.m.</td>
</tr>
<tr>
<td>Selection Panel review</td>
<td>April 28, 2014 (approximate)</td>
</tr>
<tr>
<td>Selection of Consultant</td>
<td>May 2, 2014</td>
</tr>
<tr>
<td>SAFCA Board of Directors action</td>
<td>May 15, 2014</td>
</tr>
<tr>
<td>Notice to proceed</td>
<td>June 2, 2014 (approximate)</td>
</tr>
</tbody>
</table>
It is important that the consultant team(s) selected be able to respond quickly during agreement negotiations and initiate work as soon as possible after the agreement(s) has been fully executed.

D. CONSULTANT SERVICES

The consultant team, selected on the basis of this SOQ process, will meet with SAFCA staff to identify the specific tasks and schedule to be included in the scope of services and cost estimate. Services to be provided will support SAFCA in obtaining all the right of way, including fee acquisition, permanent easements and temporary easements, required to construct, operate, and maintain the Project improvements. The following is a general task list of services to be provided by the consultant team(s):

1. Establish a Project Management Plan for services consistent with Federal and State requirements for appraisal and acquisition services and procedures. The plan shall be developed to complement ongoing outreach efforts and in coordination with SAFCA staff and outreach consultants.

2. Establish a Quality Assurance/Quality Control Plan for services consistent with Federal and State requirements for appraisal and acquisition services and procedures. The plan should also include details on how consultant will log contact with property owners for SAFCA approval, such contact logs shall be made available to SAFCA upon request.

3. Inspect the project area with SAFCA staff and design consultants to get the visual impact of the Project.

4. Provide SAFCA with a list of preliminary title reports needed for the Project based on input from the design consultants.

5. Review existing easements and permits documented in preliminary title reports.

6. Coordinate with design engineers and surveyor for review of right of way issues identified on 30% and 60% plan sets.

7. Review legal descriptions and plats for all properties.

8. Subcontract for independent appraisals. Appraisers shall be certified appraisers or MAI appraisers. The Purchase Price for each acquisition shall be stated in a Self-Contained Appraisal Report prepared under the provisions of the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute, fully incorporating the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation and in
compliance will the California Code of Civil Procedure as related to eminent domain.

9. Prepare all offer letters and summary statements in accordance with State and/or Federal regulations and approval of SAFCA legal counsel.

10. Personally negotiate with the property owners and business tenants (or their appointed representatives) for the purchase of the required property/property rights. The written offer to purchase will be presented to the appropriate owners or their representatives in person, when possible.

11. Upon the initiation of negotiations, transmit receipted offer letters and/or certification of presentation to SAFCA.

12. Continue personal negotiations with the property owners and business tenants until every reasonable effort has been expended and it appears that the only remaining method of acquisition is through eminent domain proceedings.

13. Prepare all acquisition agreements, deeds, and other documents necessary to complete the acquisition.

14. Maintain a tract register and a written summary of the status of the acquisition for each parcel. A diary of all pertinent information and contacts concerning the project parcels will be maintained.

15. Transmit all executed documents on successfully negotiated parcels to SAFCA for acceptance.

16. Process the acquisition documents through escrow and transmit the executed and accepted documents to the appropriate parties (i.e. property owners and SAFCA).

17. At such time that negotiations appear to be unsuccessful and eminent domain proceedings have commenced, provide assistance necessary to aid SAFCA’s condemnation counsel. Negotiations will continue after the filing of a condemnation action if it is the desire of legal counsel.

18. Prepare a written summary of the status of the acquisition of each parcel and provide to SAFCA on a monthly basis. Provide status updates on a more frequent basis as requested by SAFCA, so SAFCA will be kept well informed as the acquisition process proceeds.

19. Negotiate damage claims.

21. Coordinate closely with legal counsel, design consultants, and SAFCA staff.

   Provide input to design consultants regarding real estate issues.

22. Obtain Rights to Enter and Construct as necessary.

23. Attend Project meetings on a monthly basis.

24. Provide other appraisal, acquisition, and/or relocation assistance services as

   required.

25. Provide and/or subcontract for other required appraisal or acquisition related

   services.

The consultant team selected shall have a project manager with experience in the above
activities and will be responsible for ensuring high quality deliverables and service.

Consultants costs associated with the services provided will be reimbursed on a time
and materials basis.

E. SOQs FOR PROFESSIONAL SERVICES – SUBMITTAL REQUIREMENTS

Consultants interested in responding to this RFQ shall submit in writing a SOQ providing
all the information requested within Section D. CONSULTANT SERVICES areas of interest.

The consultant’s SOQ will be considered complete if all requested information is
provided.

To be considered, SOQs must be delivered by 3:00 p.m. PST, April 25, 2014. Should you
have any questions regarding this RFQ, please submit them in writing or by e-mail to

Pete Ghelfi at SAFCA’s address or to ghelfip@saccounty.net no later than April 11, 2014,
at 4:00 p.m. Responses will be posted on the SAFCA website.

Four (4) copies of the SOQ shall be submitted to:

Sacramento Area Flood Control Agency
1007 7th Street, 7th Floor
Sacramento, CA 95814
Attention: Pete Ghelfi

RE: NORTH SACRAMENTO AND SACRAMENTO RIVER EAST
LEVEE RIGHT OF WAY AND ACQUISITION SERVICES
Please provide and present the following information in the order listed, in a clear and concise format (limit 8 single sided pages, not including resumes, sample work products, hourly rates):

1. Consultant(s) name.

2. Corporate office(s) and local address, city, state, zip code, phone number, fax number.

3. SOQ contact person, address, phone number, e-mail.

4. Consultant firm(s) history, background, ownership (brief).

5. Identify the office location or locations where the work will be accomplished by the consultant and any subconsultants.

6. Indicate areas of interest, as listed in Section D, Consultant Services.

7. Briefly describe consultant/project team.

8. Provide information identifying key members of consultant/project team who will be assigned to project through completion of the project, and their availability. The identification and utilization of specific key personnel through the life of the project are important factors in SAFCA’s consideration and selection of a consultant/project team. Any changes in identified key personnel after the award of the Agreement must be approved by SAFCA in writing before the change is made.

9. Summarize expertise and qualifications of key project team members to provide services described in Section D above, indicating subject areas of interest. Of particular interest will be demonstrated ability to perform right of way appraisals and acquisitions for the lowest possible cost while ensuring high quality deliverables and service. For key team members, include two client references with addresses and telephone numbers, and publications if any. Indicate the roles of consultant/project team members in the projects listed. Sample work products may be attached to the SOQ, if desired.

10. Provide resumes with applicable experience of key individuals.

11. Provide hourly rates for key staff.

12. Consultant shall provide a disclosure stating any conflicts of interest. These may include any actual, apparent, direct, or potential conflicts of interest that may
exist with respect to the firm, employees, or other persons relative to the provided service.

13. Consultant shall limit an SOQ length to no more than 8 single sided pages not including resumes, sample work products, and hourly rates.

F. CONSULTANT CONTRACT AND INSURANCE REQUIREMENTS

A copy of SAFCA’s Consultant Contract and Insurance Requirements that selected consultant(s) will be required to enter into is provided as Attachment 2. Please note that any consultant selected will be required to comply with the standard provisions set forth in Attachment 2.

The selected consultant(s) will need to provide insurance certificate(s) for Commercial General Liability, Automobile Liability, Worker’s Compensation and Employer’s Liability, and Professional Liability Insurance for this project as set forth in Exhibit C to the Consultant Contract. Endorsement(s) signed by an authorized representative of the insurance carrier will also be needed for Commercial General Liability and Automobile Liability insurance, with language included in the endorsement(s) that SAFCA and the City of Sacramento, their officials, employees, and volunteers shall be covered as additional insured.

G. MISCELLANEOUS

All material submitted shall become the property of SAFCA, may be reviewed and evaluated as part of this RFQ process by any persons at the discretion of SAFCA, and may be publicly disclosed as required by law.

SAFCA reserves the right to reject any and all SOQs.
ATTACHMENT 1

STATEMENT OF QUALIFICATIONS RATING FORM
North Sacramento and Sacramento River East Levee Right of Way Appraisal and Acquisition Services

Proposer:__________________________________________
Selection Committee Member:____________________________________
Date of Review:________________________________________

- Qualifications, experience, and client service of key personnel
  _____ X 0.25 = ______
  Score  Weight  Rating

- Experience in performing right of way appraisals and acquisitions for levee improvement projects
  _____ X 0.25 = ______
  Score  Weight  Rating

- Demonstrated ability to work within applicable State and Federal guidelines for appraisals and acquisitions
  _____ X 0.25 = ______
  Score  Weight  Rating

- Ability to provide high quality deliverables and service cost efficiently
  _____ X 0.25 = ______
  Score  Weight  Rating

Total Points  ______

Please evaluate the proposals using the following cumulative point system (maximum of 5.00 points):

Scoring
Outstanding  =  5
Very Good  =  4
Good  =  3
Average  =  2
Poor  =  1
Not Addressed or Unacceptable  =  0

Additional review factors include:
- References
- Interviews – If the Selection Committee determines to include interviews in the selection process