

**REQUEST FOR EXPRESSIONS OF INTEREST
AND STATEMENTS OF QUALIFICATIONS**

**PROVISION OF RIGHT OF WAY ACQUISITION
AND RELOCATION SERVICES**

FOR THE

**REGIONAL TRANSPORTATION COMMISSION
STREET AND HIGHWAY PROGRAM**

INTRODUCTION: The Regional Transportation Commission of Washoe County (RTC) is issuing this request for expressions of interest and statements of qualifications. The RTC reserves the right to withdraw this request at any time and assumes no financial liability for any costs incurred by parties preparing or submitting responses.

BACKGROUND: Chapter 373 of the Nevada Revised Statutes provides that counties, by ordinance, may create a Regional Transportation Commission and may impose taxes on vehicle fuel. Under Washoe County Ordinance No. 132, the Board of County Commissioners of Washoe County established a fuel tax on motor vehicle fuel and created the Regional Transportation Commission of Washoe County. The Commission was established to administer the funds generated by the tax in a continuing program to improve the street and highway transportation facilities within the County. In 1995, the scope of the RTC's mission was increased with the adoption of the Regional Road Impact Fee (RRIF). Under this program, the RTC is responsible for implementing and administering a program for the design and construction of capacity improvements to the regional road system. These capacity improvements are being funded, in part, by an impact fee that is being collected on all new development within the Truckee Meadows region. In carrying out its mission, the Commission has historically engaged qualified consultants to provide virtually all of its professional services. This request is being issued in accordance with procedures authorized by the "Policy for the Regional Transportation Commission Street and Highway Program."

PURPOSE: The RTC's purpose in issuing this request is to create a roster of consultants interested in providing routine right-of-way acquisition and relocation services for the Street and Highway Program. The firms on the roster will be ranked based upon their qualifications. Firms ranked "highly qualified" will be eligible for selection and assignment to work activities included in the Street and Highway Programs of Projects for the fuel tax and the RRIF for approximately a 24-month period. Firms may retain their standing on the roster by exhibiting acceptable or better performance on assignments made to them during the initial 24-month period.

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CONTEMPLATED PROJECTS: The RTC's annual Street and Highway Program for fiscal year 2010 is currently budgeted at approximately \$90 million, with a similar amount anticipated for fiscal year 2011, portions of which will require right-of-way acquisition and relocation services obtained using this RFQ process. Projects typically requiring these services include widening of existing roadways, construction of new road segments, traffic signals, intersection improvements, or a combination of these tasks.

GENERAL SCOPE OF ANTICIPATED SERVICES: The scope of services that interested consultants may be tasked to provide using their own personnel and qualified subconsultants includes, but is not limited to, the following:

- Preliminary title reports
- Real property appraisals
- Surveying, legal descriptions, and site map preparation
- Preparing offers to purchase fee title, permanent easements, temporary easements, permissions to construct, rights of entry, etc.
- Negotiating purchase agreements
- Negotiating utility relocation agreements
- Relocation services in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (as amended) and NRS Chapter 342

CONTENT OF RESPONSES: As a minimum, responses to this request shall contain the following in *original and three copies (hard copy), or one original in electronic format*.

1. The geographic location of the principal office of the firm (address), and the office (if different) which would be responsible for providing services to the RTC.
2. A description of the overall capabilities of the firm, and a description of the services that the firm is interested in providing for the RTC in response to this request.
3. A summary of the five most recently completed projects on which the firm provided services similar to those sought by the RTC. As a minimum, the project summaries shall contain:
 - a) A brief description of the project scope and the services provided by the firm.
 - b) The cost of the services provided, by each type.
 - c) The number of parcels researched, appraised, acquired and/or owners/tenants relocated, etc.
 - d) The original and actual project completion dates.

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- e) The name and telephone number of a contact person who is employed by the project owner and familiar with the firm's work (he/she may be contacted for further information and reference).
4. A list of all right-of-way assignments performed for local governmental agencies during the past three (3) years, indicating the contracting agency, the dollar amount of each assignment, and the name and telephone number of a contact person who is employed by the agency and familiar with the consultant's work (he/she may be contacted for further information and reference).
5. A list of staff personnel in the office(s) that would be providing services to the RTC indicating position in the firm and area of expertise, with a brief resume for each.
6. A list of firms that may be engaged by the consultant to provide specialized services (e.g., title reports, appraisals, surveying, etc.). For each potential subconsultant, provide the same information as required in 1, 2, 3a, 3d, 4, and 5 above.

EVALUATION PROCESS: Responses will be reviewed, evaluated, and ranked as outlined below. Evaluations will be conducted by a committee composed of three or more of the following officials: the RTC Engineering Director or his designated representative, the RTC Property Agent, the RTC Procurement Compliance Administrator (or her designated representative), the RTC Chief Legal Counsel, and/or a representative from the Nevada Department of Transportation's (NDOT's) Right-of Way section.

All firms seeking to be included on the roster shall be ranked on a point scoring system by each member of the evaluation committee based on the firm's qualifications, as demonstrated by the information contained in their statement of qualifications and verifiable past performance. These individual point totals will then be compiled to develop a composite point total for each firm. Attachment "A" is a sample of the typical form to be used in the ranking process. Firms receiving 75% or more of the maximum possible composite points shall be deemed qualified, and will be considered eligible for right-of-way acquisition and relocation services assignments from the RTC in fiscal years 2010 and 2011. Additional firms may also be added to the eligibility list if the RTC determines that workload or other conditions warrant. In this event, the additional firms would be selected in the order ranked. (Note: There will be no set number of firms on the list.)

PROJECT ASSIGNMENTS AND NEGOTIATION OF AGREEMENTS:

Project Assignments

The RTC Engineering Director shall make assignments to firms on the eligibility

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list according to level of demonstrated capacity. The Director may assign multiple projects to the same firm where this is considered prudent due to the size, nature, or interrelatedness of the assignments. Eligible firms may remove themselves from consideration for assignment without prejudice to their consideration at some later time if they cannot devote resources to meet anticipated required deliverables.

Negotiation of Agreements

Following the assignment of a project, the Engineering Director, or his designee, shall enter into negotiations with the selected firm to conclude an agreement for the desired scope of services. The agreement negotiations will include the precise definition of the scope of service to be provided and the specified performance period. The consultant will be required to submit a proposal covering the compensation requirements for the work, the proposed time schedule to complete the work, and any other material that may be necessary for the final agreement.

If after reasonable effort, in the RTC's sole determination, an agreement cannot be negotiated successfully with a selected consultant, negotiations shall be terminated in writing and the services will be reassigned in accordance with the above procedure. The Consultant shall not lose its ranking but shall not normally be assigned an additional project unless a complete iteration through the list occurs.

SUBMISSIONS: Responses shall be prepared and submitted in accordance with the requirements of this request **no later than 4:00 p.m. PDT, October 15, 2009** to:

William N. Vann, Jr., P.E., Senior Engineer
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The RTC reserves the right to consider responses or amendments to responses received after the date and time specified above. However, consideration of late responses by the evaluation committee in the current ranking cycle may not be possible and is not guaranteed.

FURTHER INFORMATION: Questions regarding this request should be directed to William Vann, P.E., Senior Engineer, at (775) 335-1877.