



Request for Qualifications

**Municipal Appraisal Services
Master Service Agreement**

September 29, 2020

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REQUEST FOR STATEMENTS OF QUALIFICATIONS

The City of Evans (City) is seeking Statements of Qualifications for a Master Service Agreement for Professional Appraisal Services starting in December 2020 and continuing on a project-by-project basis for up to five (5) years, depending on performance.

Submission shall be by email or other electronic means, if necessary. Proposals shall be submitted in .pdf format to the City Engineer before 4:00 p.m. (City time zone) on **October 22, 2020**.

The City encourages all disadvantaged business enterprises to submit proposals in response to all requests for qualifications. Disadvantaged business enterprises will not be discriminated against on the grounds of race, color, or national origin for any proposals for negotiated agreements.

The City is subject to public information laws, which permit access to most records and documents. Proprietary information in your response must be clearly identified and will be protected to the extent legally permissible. Proposals may not be marked 'Proprietary' in their entirety. Information considered proprietary is limited to material treated as confidential in the normal conduct of business, trade secrets, and discount information. Summary price information may not be designated as proprietary as such information may be carried forward into other public documents. All provisions of any contract resulting from this request for proposal will be public information.

No officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale, or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City is prohibited.

Any proposal deemed to be collusive or a sham proposal will be rejected and reported to authorities as such. Your authorized signature on this proposal is presumed to assert that such proposal is genuine and is not a collusive or sham proposal.

The City reserves the right to reject any and all proposals and to waive any irregularities or informalities.

Questions concerning the scope of the services should be directed to City Engineer.

Mark Oberschmidt, P.E. City Engineer
1100 37th Street
Evans, CO 80620-2036
(970) 475-1110
moberschmidt@evanscolorado.gov

I. INTRODUCTION

A. Project Description

The City constructs many projects in a given year ranging from maintenance type projects such as curb, gutter, and sidewalk replacement to complete road reconstruction projects. The City also does utility replacement and new construction projects including sanitary sewer, waterline, and storm sewer projects. Some of these projects require the City to acquire ROW, Permanent Easements (PE), and/or Temporary Construction Easements (TCE).

The City is looking to establish an on-call Master Service Agreement (MSA) with a qualified appraisal firm to assist the City with property valuations on a project-by-project basis for use in acquiring ROW/PE/TCE. The intent of the MSA is for it to be renewable on an annual basis dependent upon acceptable performance by the selected appraiser in the previous year for up to five (5) years. The City will contract with the selected appraiser and negotiate a scope and fee on a project-by-project basis in accordance with the City Purchasing policy and the MSA. In some cases, the agreement will need to be approved by City Council.

The first project requiring appraisal services is the 37th Avenue Widening project, which proposes to widen 37th Street from 35th Avenue west to 65th Avenue. The initial ROW/PE/TCE acquisition will happen from 35th Avenue to 47th Avenue (Phase 1) with the goal to have this process completed by October 1, 2021. There are eleven (11) parcels within the limits of Phase 1 of the 37th Avenue Widening project. ROW/PE/TCE Exhibits will be provided to the selected Appraiser by the City for their use. Tree and landscape valuation will need to be included as part of the appraisal process on as needed basis. The selected appraiser will be working with the City's design team, which includes RockSol, King Surveying, and Western States, during the appraisal/negotiation process.

The 2nd project requiring appraisal services will involve ROW/PE/TCE acquisition at the SW corner of 37th Street and Two Rivers Parkway as part of intersection improvements planned for 2021. The selected appraiser will be working with the City's design team, which includes Olsson and The City of Greeley, during the appraisal/negotiation process.

Phase 2 of 37th Street Widening extends from 47th Avenue to 65th Avenue. The ROW/PE/TCE acquisition for Phase 2 of the 37th Street corridor will happen in future years that are not scheduled at this time. Other projects that may require ROW or easement acquisition in the near future include the 35th Avenue Storm Sewer outfall, Railroad Ponds storm sewer outfall, St. Vrain Storm Sewer outfall, several waterline crossings under State Highway 85, and other yet to be named projects.

II. REQUIRED QUALIFICATIONS

All firms submitting a proposal must be Professional Appraisers, with at least one appraiser a resident and registered appraiser of the State of Colorado. The consulting firm shall agree not to refuse to hire, discharge, promote, demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, religion, creed, color, sex, national origin, ancestry, or physical or mental disability.

All firms/appraisers shall have a minimum of ten (10) years municipal appraisal experience in Colorado with minimum of at least five (5) years in the Northern Colorado region.

III. CONTRACTING PROCESS

A. General Items

The City of Evans shall be the Owner. The Owner's Project Manager is the City Engineer or their designee for the City of Evans.

The Owner reserves the right to reject or accept any or all proposals or waive any formalities, informalities, or information therein.

The Owner will establish this MSA based on the merits of the Statements of Qualifications (SOQ) received.

IV. METHOD OF SUBMITTAL

Statements of Qualifications shall be submitted electronically in .pdf format. All copies shall be submitted to:

City of Evans, Engineering
moberschmidt@evanscolorado.gov

Header: Evans Municipal Appraisal Services Master Services Agreement

All SOQ's submitted shall become the property of City of Evans and will become public record.

V. FORM OF STATEMENT OF QUALIFICATIONS

The Appraiser's SOQ must include a scope of qualifications which the Consultant believes is appropriate to achieve the purposes of the project. Please limit SOQ's to twenty (20) pages or less, not including dividers and resumes.

VI. INSTRUCTIONS TO APPRAISERS

A. Submittal Requirements

Qualified teams interested in performing the work described in this request for qualifications should submit the information detailed below to the City in electronic format only. Responses must include a minimum of all of the items listed below, in the order listed, or it may be deemed incomplete and be subject to rejection.

B. Executive Summary

The Executive Summary should highlight the design team's qualifications, approach to the project, and any unique aspects, benefits or skill sets provided

by your team.

C. Team Information and Experience

The Team should provide the following minimum information:

- Primary contact information for the team including contact name(s) and title(s), mailing address(s), phone number(s), and email address(s).
- Qualifications of the team, and qualifications and experience of the specific staff proposed to provide appraisal services similar to those being requested. A résumé for key professionals assigned to the contract.
- Identify the primary contact person and roles of each team member.
- Provide a list of appraisals done under a similar process completed in the last five (5) years by the key members of the proposed team.
- Provide a standard fee schedule for services.
- References (current contact name, telephone number, and email address) from at least three (3) similar projects that have been completed within the past five (5) years that have involved the staff proposed to work on this project. Provide detail about each referenced project including a description, original cost, and final cost.

D. Scope of Services

Provide details as to the team's approach to successfully completing similar work for Evans or other Municipalities.

E. Additional information

Teams may provide any additional information they feel will assist the City in our evaluation of the submitted statement of qualifications.

VII. Contact

Questions related to the scope of work shall be emailed to:

Mark Oberschmidt, P.E.
City Engineer
moberschmidt@evanscolorado.gov

The deadline for questions is Friday 10/16/2020 @ 1700 hours. Answers to questions will be emailed to all interested parties by EOB on Monday 10/19/2020.

VIII. SELECTION CRITERIA AND METHOD

A. Review and Assessment Criteria

Professional Teams will be evaluated on the following criteria. These criteria will be the basis for review of the written proposals and interview session (if the City should determine an interview process is required).

The rating scale shall be from one (1) to five (5), with one (1) being a poor rating, three (3) being an average rating, and five (5) being an outstanding rating.

A shortlist of teams may be identified and invited for an interview at the City. The final selection will be made from this shortlisted group. The City reserves the right to award directly as a result of the written statement of qualifications.

WEIGHTING FACTOR	QUALIFICATION	STANDARD
2.0	Scope of Services	Does the proposed scope show an understanding of the project objective, methodology to be used and results that are desired from the project?
2.0	Assigned Personnel	Do the persons who will be working on the project have the necessary skills? Are sufficient people of the requisite skills assigned to the project? Is your experience pertinent?
1.0	Availability	Can the work be completed in the necessary time? Can the target start and completion dates be met? Are other qualified personnel available to assist in meeting the project schedule if required? Is the project team available to attend meetings as needed to complete the scope of work?
1.0	Motivation	Is the team interested and are they capable of doing the work in the required time frame?
2.0	Team Capability	Does the team have the support capabilities that the assigned personnel require? Has the team completed previous projects of this type and scope?

B. Reference Evaluation

The Project Manager will check references using the following criteria. The evaluation rankings will be labeled Satisfactory/Unsatisfactory.

QUALIFICATION	STANDARD
Overall Performance	Would you hire this Professional again? Did they show the skills required by this project?
Timetable	Was the original Scope of Work completed within the specified time? Were interim deadlines met in a timely manner?
Completeness	Was the Professional responsive to client needs? Did the Professional anticipate problems? Were problems solved quickly and effectively?
Budget	Was the original Scope of Work completed within the project budget?
Job Knowledge	Did the appraisal meet the scope of work outlined and was the work sufficiently detailed to provide a good basis for property purchase negotiations?