

***State of Washington
Department of Transportation
Notice to Consultants
Real Estate Relocation Services
SR502 Widening Project***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a proposal to provide Real Estate Relocation Services associated with the SR502 Widening Project in southwest Washington. WSDOT intends to award one (1) agreement for approximately 7 - 9 months duration including the option for WSDOT to extend the contract for additional time and money if necessary.

Project Descriptions

The Southwest Region of the Washington State Department of Transportation is seeking proposals to provide relocation services for a grouping of residential and non residential relocations for right of way acquisitions located on the SR 502, NE 21st Ct. to NE 102nd Ave. Project (SR 502 Widening project). The project is in the south central portion of Clark County WA.

WSDOT is looking for a right of way firm to supply an agent or agents to perform identified relocations and associated relocation work to successfully complete these relocations.

All right of way assignments shall be in accordance with part 24-Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as Amended; and to the standards as defined by the Washington State Department of Transportation and the Federal Highway Administration.

Sample of duties to perform the relocations may include, but are not limited to (for a full description see Chapter 12 of the WSDOT R/W Manual which is available online):

- A. Perform interviews of displacees, complete occupancy surveys, conduct research to prepare rent supplements, and price differential reports. Inspect comparable dwelling used in reports.
- B. Investigate and determine eligibility for relocation payments and prepare vouchers for payment.
- C. Prepare moving expense claims and monitor business and residential moves. Perform DSS inspections.
- D. Review escrow and closing instructions for displacee's replacement dwelling and prepare reimbursement of closing costs and payment of down payment assistance.
- E. Provide advisory assistance throughout the entire relocation process for businesses and residences being relocated.

A DRAFT Scope of Work (SOW) is provided under a separate link on the main page of this advertisement.

Evaluation Criteria

Pursuant to state and federal regulations, a value-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager(s);
3. Key Team Members Qualifications;
4. Firm's Project Management System;
5. Experience with multiple parcel projects;
6. Cost Factors;
7. References/Past Performance

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittal Process

Consultants are invited to submit their proposals at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The proposal should be submitted as separate Adobe Reader compatible (PDF) files and formatted as follows: submitted only on single sided typed 8.5" x 11" paper and with font size no smaller than 12 point. If charts and/or graphs are utilized text must be no smaller than 8 point.

Your proposal/submittal must be broken into two (2) separate packets. Your proposal/submittal "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.
- Packet A is limited to 30 sheets, not including the front and back cover.

Your proposal/submittal "Packet B" must consist of the following information only:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7, and
- Your Submittal Information Packet forms.
- Packet B has no page limitation.

The proposal/submittal shall meet the following requirements or may be deemed non-responsive and may not be eligible for consideration of this work:

- Title of the Request for Proposals, and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Proposals broken into "Packet A" and "Packet B" as indicated above;

- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Faxed submittals will not be accepted. Submittals must arrive at the following **email address** no later than **4:00 pm** on Wednesday, March 21, 2012.

SUBMITTAL EMAIL ADDRESS:

CSOSubmittals@wsdot.wa.gov

NOTE: submitters may want to consider setting your email to automatically receive a “Delivery/Read Receipt” for confirmation purposes.

MULTIPLE EMAILS ARE ACCEPTABLE DUE TO FILE SIZE LIMITATIONS OF 10MB PER EMAIL.

All questions regarding this solicitation must be provided in writing and sent via email to (Mr. Mike Stricker) at strickm@wsdot.wa.gov

If necessary, WSDOT will produce a “Question & Answer” document that will be posted under a separate link on the main page of this advertisement.

Public Records

Any information contained in the response that is proprietary or confidential must be clearly designated. Marking of the entire submission as proprietary or confidential may be rejected as non-responsive.

To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, WSDOT shall maintain the confidentiality of Consultant’s information marked confidential or proprietary. If a request is made to view Consultant’s proprietary information, WSDOT will notify Consultant of the request and of the date that the records will be released to the requester unless Consultant obtains a court order enjoining that disclosure. If Consultant fails to obtain the court order enjoining disclosure, WSDOT will release the requested information on the date specified.

WSDOT’s sole responsibility shall be limited to maintaining the above data in a secure area and to notify Consultant of any request(s) for disclosure for so long as WSDOT retains Consultant’s information in WSDOT records per state law. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Consultant of any claim that such materials are exempt from disclosure.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscious means as

outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan". The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Monday, March 5, 2012 and Monday, March 12, 2012.

Submittal Due Date: Wednesday, March 21, 2012