

CITY OF SHORELINE
REQUEST FOR PROPOSAL NO.: 4353
Right-of-Way Acquisition Services
Submittal Date: 3:00 P.M. July 2, 2007

The City of Shoreline is soliciting a request for proposals from firms or teams interested in providing all right-of-way acquisition services related to the Aurora Corridor Improvements Project - N 165th to N 205th Street.

All work must be performed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, the WSDOT's Right of Way Manual and with the Local Agency Guidelines manual.

The City may undertake the work outlined in this request for proposals in two stages, with the area from North 165th Street to North 185th Street beginning first and the area from North 185th Street to North 205th Street once funds are secured.

It is anticipated that work associated with this project will take approximately 24 months from the date of hire.

An informational meeting will be held on Friday, June 22, 2007 at 2:30 P.M. at Shoreline City Hall (Room 305), located at 17544 Midvale Ave N, Shoreline, Washington 98133 to provide interested parties with a forum to ask questions related to the project. City staff will make a presentation describing this project, anticipated roles and responsibilities, the project scope, project schedule and expected outcomes. A question and answer session will follow the presentation. All questions and answers resulting from this meeting will be formalized and issued as an addendum to this RFP.

The City reserves the right to solicit from interested consultants for any work elements of the project at a later date should the City determine it would be in its best interest to do so.

Detailed Request for Proposals (RFP) information including general information, requested services, proposal requirements and evaluation process is available from the City of Shoreline website at www.cityofshoreline.com. Look under Popular Links, Bids & RFPs, RFP 4353

Respondents assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Proposals may not be delivered by facsimile transmission (Fax) or other telecommunication or electronic means.

Questions related to submittal of the proposals may be directed to Alicia Sherman at asherman@ci.shoreline.wa.us.

Any firm failing to submit information in accordance with the procedures set forth in the Request for Proposals may be considered non-responsive and may therefore be subject to disqualification. The City reserves the right to change the proposal schedule or issue amendments to the proposal at any time. The City also reserves the right to cancel or reissue the proposal. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in any proposal. The City reserves the right to reject any and all proposals, at any time, without penalty. The City reserves the right to refrain

from contracting with any respondent. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.

The City of Shoreline in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-546-8919. For TTY service call 206-546-0457.

Date of publication:

Seattle Daily Journal of Commerce June 11, 13 and 18, 2007

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The City of Shoreline is soliciting a request for proposals from firms or teams interested in providing all right-of-way acquisition services related to the Aurora Corridor Improvements Project - N 165th to N 205th Street. The project is funded with federal, state and local funds.

Work to be completed includes:

- Acquisition of right-of-way required from each parcel within the project limits;
- Development of a project funding estimate for right-of-way acquisition;
- Preparation of documentation, including appraisals to negotiate and acquire the right-of-way;
- Preparation of appraisal reviews;
- Performing negotiations with property owners to acquire the right-of-way, including permanent acquisition, possession and use, and temporary easements for construction and utility connections;
- Preparation of Washington State Department of Transportation (WSDOT) right-of-way certification forms;
- Updating the City's right-of-way acquisition manual;
- Coordination with the City's consultant regarding Phase II environmental review;
- Coordination with the City's design consultant;
- Development of a relocation plan for businesses and households;
- Assist staff with the development of the condemnation ordinance and;
- Additional services to be added as needed.

Work completed during preliminary design indicates there are approximately 130 impacted parcels within the project limits. For the purpose of determining a basis for this work, it is assumed that there are approximately 40 parcels that have common/joint ownership and would not require individual negotiations. It is anticipated that negotiations would be required with approximately 90 property owners. Preliminary design estimates that property acquisition would be needed from approximately 103 parcels for the proposed right-of-way. It is also assumed that up to two businesses and five households could be relocated in association with this project.

The selected consultant shall provide overall coordination for right-of-way activities.

The City currently has three project alternatives to enhance and widen State Highway 99 (Aurora Avenue N) from N 165th Street to N 205th Street. The City is currently creating National Environmental Policy Act and State Environmental Policy Act documentation. Preferred alternative selection is anticipated for July 2007. Upon alternative selection, final design and preparation for right of way acquisition will begin. Please see the City of Shoreline's website for additional information:
<http://www.cityofshoreline.com/cityhall/projects/aurora/index.cfm>.

The City may undertake the work outlined in this request for proposals in two stages, with the area from North 165th Street to North 185th Street beginning first and the area from North 185th Street to North 205th Street once funds are secured. The area from

North 165th Street to North 185th Street consists of 71 parcels with 47 property owners. The area from North 185th Street to North 205th Street consists of 59 parcels with 44 owners. Seven parcels are owned by Seattle City Light and are located in both areas of the project.

It is anticipated that work associated with this project will take approximately 24 months from the date of hire.

Submittal Requirements:

Interested parties must submit eight original copies and a CD of the proposal to the City of Shoreline, City Clerk's Office, 17544 Midvale Avenue North, Suite 100, Shoreline, Washington, 98133-4921, Attn: Alicia Sherman. The deadline is 3:00 p.m. on Monday July 2, 2007.

Proposals shall be limited to single-spaced, double-sided, typewritten pages addressing the following items:

- Cover letter of interest (2 pages)
- Proposed project team qualifications (3 pages)
- Approach to the management of the proposed project team (5 pages)
- Estimate of cost and billing rationale
- Minimum of five references that can speak to the consultant or team member for quality of service, quality of production, technical competence, responsiveness to client and dependability
- Resumes of the individuals and/or firms to be assigned to this project
- Examples of previous work of a similar nature as proposed

Evaluation Criteria:

The proposals will be evaluated using the following criteria:

1. Consultant's experience in performing the type of work requested. The experience listed must be that which was performed by the consultant's staff and/or team's staff which will be assigned to this project, experience of key personnel assigned to the project, experience with public relations and previous experience on similar projects (Weight given = 25%)
2. Demonstrated ability to perform the work requested within an established budget and schedule. (Weight given = 35%)
3. Method and approach to providing the requested services. (Weight given = 15%)
4. Cost to complete the work requested (Weight given = 25%)

The proposals will be the basis from which qualified firms will be selected for interview. Selected firms will be invited to present their proposals to the Consultant Selection Panel. At the completion of the interviews, the Consultant Selection Panel will determine the best qualified firm based on the material presented, both oral and written. The City will then begin negotiations for an agreement with the selected firm.

Sample City of Shoreline Contract

Please visit http://wsdot.wa.gov/forms/update/140_089.PDF to view a sample contract. All exhibits shown on this website may not be required for this proposal.

**EXHIBIT B (REQUIRED)
CITY OF SHORELINE**

BILLING VOUCHER

17544 Midvale Ave., N. Shoreline, WA 98133 ♦ (206) 546-1700 ♦ Fax (206) 546-7870

Contract No. _____

Firm Name:

Mailing Address:

Invoice No.: _____ **Invoice Date:** _____

Amount of Invoice \$ _____

Description of services performed this period, attach a separate sheet if necessary (if applicable, submit a separate voucher for each program which is funded by your City of Shoreline contract):

BUDGET SUMMARY:

Total Contract Amount, \$ _____
(including amendments)

Previously Billed \$ _____

Current Invoice Request \$ _____

Total Payments Requested to date \$ _____

Contract Balance Remaining \$ _____

Payments will be processed within thirty (30) days from receipt of approved billing voucher.

Consultant Signature

For Department Use Only

Approved for Payment:

Date: _____

City of Shoreline

EXHIBIT C (REQUIRED)

CITY OF SHORELINE

17544 Midvale Ave., N., Shoreline, WA 98133
(206) 546-1700 ♦ Fax (206) 546-7870

TAX IDENTIFICATION NUMBER

In order for you to receive reimbursement from the City of Shoreline, we must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires us to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Shoreline before or along with the submittal of the first billing voucher.

Please check the appropriate category:

_____ Corporation _____ Partnership _____ Government Agency

_____ Individual/Proprietor _____ Other (please explain)

TIN # ____ - _____

SS # ____ - ____ - _____

Print Name: _____

Print Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____

Date

Authorized Signature (required)