



**THE CITY OF MARIETTA
MARIETTA, GEORGIA**

November 14, 2012

ADDENDUM NO. 2

**REAL ESTATE SERVICES ROW
RFP-13-33727**

Enclosed is the correct Scope of Services Section of the RFP with the map.

City of Marietta
Request for Proposals
Scope of Services for
Real Estate Services to Acquire Right-of-Way in Support
of 2011 Transportation Improvement Program

Background

The City of Marietta seeks Georgia Department of Transportation pre-qualified firms to provide independent real estate acquisition and related services in support of the 2011 Transportation Improvement Program (TIP). The 2011 TIP establishes that funds will be collected for a period of four (4) years and that projects must be completed no later than seven (7) years after tax collection ceases. The City of Marietta proposes to complete all projects no later than January 2017. Projects may include those that improve the City's transportation related mobility, safety, infrastructure, or pedestrian/bicycle facilities. The attached City of Marietta Proposed Transportation Project List Map includes the location and a brief description of each project within the city limits. The estimated budget for implementation of the projects within the City of Marietta is approximately \$44,799,421. The City intends to select firms through a proposal based selection process, and intends to execute one (1) year master consulting agreements (with annual renewal options) with the selected firms for services to be provided. Selected firms will be expected to provide services in accordance with the project schedule established by the City of Marietta. The City reserves the right to assign project task orders as the City desires to the selected firms.

Scope

Each successful firm that is awarded an acquisition services agreement by the City of Marietta will be forwarded selected right of way and construction easement exhibits and appraisal reports from time to time. The selected firms will be required to prepare parcel offer packages, negotiate with property owners and tenants, prepare closing documents, provide relocation services, and prepare and submit files for review and certification for the Georgia

Department of Transportation, if applicable. The City of Marietta reserves the right to award projects over time as funds become available. Additional project awards to acquisition firms will be issued based on satisfactory and timely performance on prior projects issued during the term agreement. The City of Marietta will not be required to provide justification for the selection or distribution of projects and may not distribute the projects evenly among selected acquisition firms.

Services

Base services to be provided by acquisition firms include acquiring the required real estate necessary for the various projects as assigned. Proposed acquisitions may consist of limited strips along the frontage of existing parcels or total property acquisitions including structures and relocations. The following list of acquisition types, while not an exhaustive list, is provided to demonstrate the types of acquisitions that may require acquisition:

- Residential land (single or multi-family)
- Residential structures (single or multi-family)
- Commercial land
- Commercial structures
- Other types as requested by the City of Marietta

The acquisition firms selected will oversee all aspects of the acquisition phase from initial owner contact to any review and certification of the files for the assigned parcels. All negotiations and acquisition are to follow all applicable local, state, and Federal requirements, as applicable.

1. Upon receipt of the appraisal the acquisition firm shall:
 - A. prepare the offer package for presentation to the owner to include all applicable forms and documents.
 - B. Make all offers to purchase, and if applicable all offers for relocation benefits along with any other payment required to owners, tenants and other parties having an approved tabulated monetary interest. All offers and relocation benefits will be explained in detail and negotiation and relocation activities will be conducted in accordance with the all local, state and Federal requirements.
 - C. Make an effort to negotiate the total acquisition and improved parcels first.
 - D. Review and confirm with the owner the accuracy of all information stipulated in the Preliminary Title Report.
 - E. Prepare and maintain individual parcel files, including appraisal reports and copies of all documentation as required
 - F. Recommend counter offer settlements for the City's and/or Georgia Department of Transportation approval.
 - G. Provide closing services for all parcels settled unless required to be closed by the City Attorney.
 - H. Transmit the final closed file, including Recorded Deed and executed Final Title to the City after any GDOT certification, if required
2. If a negotiated settlement cannot be reached the selected acquisition firms shall:
 - A. Mail 10-day letter to owner with a copy to the City of Marietta.

- B. All appeals are to be directed to the Administrative Review Agent hired either by the selected firms or the City of Marietta. The Administrative Review Agent must be listed as a service provider in this document if hired by the Acquisition Firm.
3. If a displacement is involved in the acquisition the Acquisition Firm shall:
 - A. Assist displaces in matters involving Relocation.
 - B. Inspect replacement housing to ensure D.S. & S. compliance.
 - C. Obtain signatures of displaces on all appropriate relocation claim forms and submit executed claims with any supporting documentation to the City for payment,
 - D. Provide closing services for all replacement housing unless required to be closed by the City Attorney.
 - E. Inspect business replacement sites to verify the completion of site renovation if the cost of renovations was approved for Reestablishment benefits. Documentation of completed renovations are to be provided to the City.
4. The primary point of contact person from the selected acquisition firms will attend a monthly status update meeting when actively participating in acquiring parcels.
5. Provide submittal of files to the appropriate GDOT District office for approval and certification as the files are completed or on the schedule as approved by the Local Government Coordinator.

Deliverables

Acquisition firms submitting a response to this request for proposals shall include the following information:

- Firm information including office location where the work will be performed and years of experience providing acquisition services
- Staff and/or consultant information and experience to include GDOT prequalification information.
- Prior experience providing acquisition services related to municipal or county transportation improvement projects.
- State issued real estate agent licenses/certifications and real estate agent industry certifications
- Proposed fee structure for various types of acquisition efforts, and hourly rates for providing additional services.
- Minimum of five (5) references

Acquisition firms shall clearly indicate in the submittal package the designated staff person that will act as the primary point of contact with the City. Incomplete submittals will not be considered. Late submittal will not be accepted.

Evaluation of Statements of Qualifications

Well-qualified acquisition firms will demonstrate an extensive experience conducting acquisitions for transportation improvement projects in the Cobb County vicinity. In addition, well-qualified firms will demonstrate successful completion of multiple acquisitions for transportation improvement projects for municipal clients in a timely manner. References will be contacted to confirm the firm's history of project performance. The final selection of firms to

support the City of Marietta in the 2011 Transportation Improvement Program will be made on the basis of qualifications, perceived ability to provide services, and proposed fee structure. If necessary, the City may invite a short list of consultants to be interviewed by the City’s selection committee. However, interviews are not expected to be necessary in order for the City to make a final decision. Individuals proposed to provide services directly to the City are expected to attend the interview. The City of Marietta reserves the right to reject any and all proposals at its sole discretion.

In order to be considered responsive to this RFP, each proposal will conform to the following requirements:

1. Submit six (6) copies each of the Technical and Cost Proposals, in separate sealed envelopes. Number all pages in the Technical Proposal consecutively. The technical proposal shall include a written project approach, a listing of individuals that will work on the project with accompanying resumes, a summary of work on similar projects with State or community references, and any other materials that will help the review committee understand the firm’s suitability for this project.
2. The acquisition firm must be included on the Georgia Department of Transportation Pre-Qualified List for ROW Services.
3. The acquisition firm cannot have any interest, direct or indirect, in any of the properties being acquired. The Cost Proposal should clearly define the proposed lump sum fixed price per service broken out into two rate categories: residential and commercial.

Basis of Selection and Award:

Proposals will be reviewed and the contract will be awarded based on multiple criteria, not just lowest price. The selection committee will include up to five (5) members, and the committee’s decision will be final. The committee will review and evaluate each technical proposal, based on the criteria below. Firms will then be ranked accordingly. The proposal will be evaluated considering the following weighted criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Qualifications / Experience of Proposed Staff	5	5	25
Ability to Meet Schedules & Budgets	5	5	25
Past Performance on Similar Projects	4	5	20
Reasonableness of Proposed Schedule	4	5	20
Fee Structure	2	5	10
		TOTAL	100

The City of Marietta in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 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 ensure that in any contract entered into pursuant to this advertisement, minority business enterprises 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, sex, or national origin in consideration for an award.

Submittals

Six (6) copies of the firm's proposal shall be submitted no later than 2:00 pm (local time), November 27, 2012 to:

Cindy Dorough, Purchasing Agent
City of Marietta
205 Lawrence Street
Marietta, Georgia 30060

Due to current work loads and the expected number of respondents to this request, persons with questions or comments regarding this Request for Proposals shall submit inquiries in writing. Inquiries shall be submitted no later than 5:00 pm (local time) November 15, 2012. Inquiries should be submitted to Mr. Jim Wilgus, City Engineer, at 205 Lawrence Street, Marietta, GA 30060 or at jwilgus@mariettaga.gov. Inquires submitted after that date will not be answered. Responses to inquiries will be distributed to all RFP document holders.

All other terms and conditions will remain the same.

Please sign the Addendum below and include with your proposal.

Signature: _____

Name: _____

Firm: _____

Date: _____