

**REQUEST FOR QUALIFICATIONS  
for  
RIGHT-OF-WAY ACQUISITION SERVICES  
MED-57-1.48  
PID 107578**

JULY 2020



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**INTRODUCTION & BACKGROUND:**

The City of Wadsworth (City) is designing a single lane roundabout at the intersection of SR57 and Seville Road. ODOT will be administering the construction contract. All ODOT and FHWA requirements for right-of-way acquisition will be followed.

One temporary easement will be needed during construction and is shown on the Right-of-Way plan.

The City is requesting proposals from ODOT pre-qualified consultants to provide acquisition services to acquire the required easement.

Two consultants will be selected from the submitted Statements of Qualifications.

One consultant will be selected to perform the following: Project Management for Right of Way Acquisition Services; Title Research; Value Analysis; Appraisal; Negotiation; Closing.

The other consultant will be selected to perform the following: Appraisal Review.

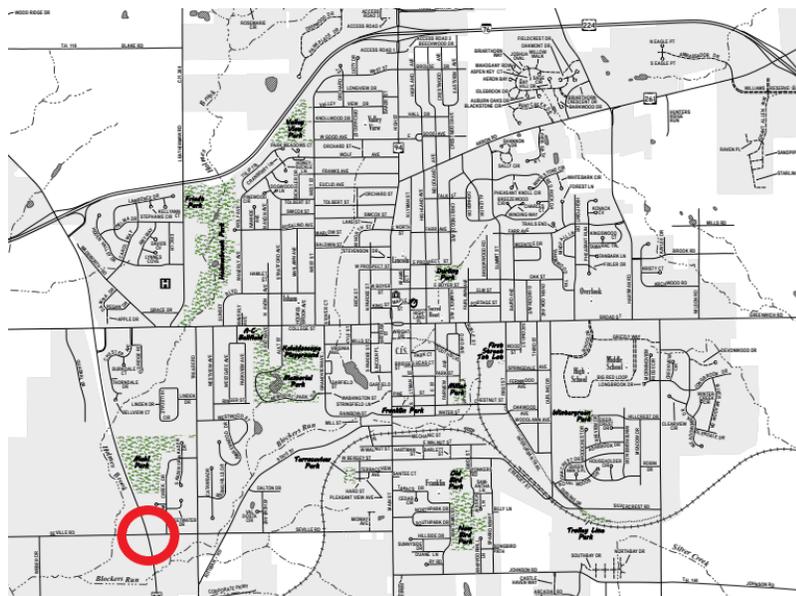
Please indicate which one you would like to be considered for, or indicate both.

It is anticipated that the selected consultants will be authorized to proceed August 2020.

Right-of-way acquisition services are to be complete and certified by December 18, 2020.

**PROJECT LOCATION:**

The location of the project is at the intersection of SR57 and Seville Road.



## **SCOPE OF SERVICES:**

### **Task 1: Project Management**

1. Project Management
  - a. Kick-off meeting - A kickoff meeting/video call with City staff and the Consultant shall take place to define new and assess existing goals of the project including expectations, schedule, communication, etc.
  - b. As-needed telephone calls with the City's Project Manager
  - c. Identify project milestones and deliverables. Propose a meeting schedule to discuss milestones and present deliverables.
  - d. Status updates – Written project status updates must be submitted a minimum of once per month. These short memo type updates should include percent complete for each task; key task activities performed over the period; budget, scope, or scheduling issues; key activities to be performed over the next period and upcoming milestone dates.

Deliverables: Project schedule and Status updates

### **Task 2: Preparation of Legal Instruments and Title Work**

Preparation of Legal Instruments: The selected Consultant shall be responsible for preparing all instruments and forms necessary for the acquisition of the parcel, including deeds, easements, contracts, letters, agreements and all other forms required. The selected Consultant will utilize ODOT Real Estate LPA Forms, unless otherwise authorized by the City of Wadsworth's representative. If other documents are to be used they will be provided by the City of Wadsworth and transmitted electronically to the selected Consultant. These items are required for the preparation of the legal instrument:

- A. Current owner(s) name and marital status including nka and aka per the current title report.
- B. Auditor's parcel number - listing all parcels in the area to be acquired.
- C. Volume and page of the instrument through which the grantor claims title
- D. Surveyor statement and number
- E. Agreed compensation amount

Title Work: The selected Consultant shall search the public records concerning the titles to the highway parcels of such real estate in a form acceptable, and shall comply with the ODOT policy and procedures as set forth in the Office of Real Estate's Policy and Procedures Manual. All notes and reports are to be type written. The selected Consultant shall submit a written report as to each parcel by the agreed upon due date. In addition, each report shall include, to the extent that such

information can be ascertained from a search of the public records relating to the title of said real estate, the following factual information:

- A. The name, address, telephone number and marital status of all record holders or holders of title, including partnerships. The marital status of each owner in the chain shall be included.
- B. The recorded deed description of the land or parcels of land which make up an owner's property which are used as a unit with the land taken for highway purposes, together with the recording reference and dates thereof, and any transfers for the period of time established at the task scoping meeting.
- C. The names and address of the owners of any encumbrances upon, or interest in, the real estate, such as mortgages, land contracts, leases, easements, rights of way, mineral rights or reservations, etc.
- D. Unsatisfied executions and living judgments, foreign or domestic, or pending suits of record in the courts of record, or on file in the Sheriff's Office or the Clerk of Courts Office of said county, which may affect said title to the real estate under examination.
- E. Any other tax liens, mechanic liens, recognizance, Division of Aid for Aged Liens, or any other infirmity, encumbrance, lien, or cloud on title disclosed by the public records of said county, including all tax assessing agencies within the county or district.
- F. The tax description, Auditor's parcel number, and current tax valuation, including statement of taxes, assessment liens, penalties, and interest, which have not been paid and are a lien.
- G. Copy of the Auditor's Card.
- H. Copy of the Tax Map
- I. Copy of the root deed for full title reports.

A sketch will be provided to the selected Consultant showing the parcel and each tract, where more than one contiguous tract of land is involved. The selected Consultant shall furnish title reports in the form of a Certificate, or Opinion of Title, for each parcel examined to the City of Wadsworth.

The selected Consultant shall review the title reports and chains against the right of way plans. Any discrepancies between the title and the plans shall be brought to the City of Wadsworth's attention.

Upon completion of the title reports, the selected Consultant shall provide the City of Wadsworth with a copy of the title report. Copying of the title report and reproduction cost shall be included in the overall cost for the Title Report. However, reproduction fees charged by a county will be reimbursed by the City of Wadsworth to the selected Consultant upon submittal of receipts.

Deliverables: Legal instruments required for acquisition; Title Report

### **Task 3: Appraisal**

The selected Consultant will be responsible for all activities related to establishing the current fair market value of the property, utilizing whatever format and approach is appropriate to arrive at an opinion of value for the parcel to be acquired. The selected Consultant shall be responsible for all appraisal activities. All valuation activities shall be done in accordance with Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act, USPAP and ODOT Real Estate Manual Section 4000 etc. seq. The appraisal format to be used for each parcel shall be in accordance with the schedule of appraisal. The selected Consultant shall also be responsible for the preparation of all "Red Books," additional (second) appraisals and appraisal revisions, when they are necessary and authorized. The selected Consultant shall be paid additional compensation per parcel for each "Red Book," additional (second) appraisal or appraisal revision. Additional (second) Appraisals are defined as additional separate independent appraisals prepared at the request of the City of Wadsworth to facilitate acquisition and/or appropriation. Appraisal Revisions are defined as changes made to previously prepared appraisals to reflect a change in the facts of a parcel (plan changes or incorrect deed descriptions, etc.).

Deliverables: Appraisal

### **Task 4: Acquisition (Negotiations):**

The selected Consultant will perform all work necessary to negotiate with all affected landowners having an interest in the property to be acquired, with a maximum of three (3) visits per parcel. If conditions merit it may be necessary to ask the Cities Representative to be involved with this process as a property owner may request a meeting with either the City and/or Design Engineer/Surveyor. The selected Consultant shall be responsible for all acquisition activities. All acquisition activities shall be done in accordance with Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act), Section 163 of the Ohio Revised Code and Sections 5100-5700 of the ODOT Real Estate Manual.

In addition:

- A. All negotiator notes and reports shall be type written.
- B. The selected Consultant shall give a copy of the offer letter, plan summary letter and approved appraisal or the Value Analysis, to the property owner(s) when making the initial offer to the owner(s).
- C. The selected Consultant during the initial meeting with the owner(s) shall: Reference the date of the meeting on the Negotiation Report (RE-

60); Present the brochure "When ODOT Needs Your Property," and/or a prepared brochure provided by the City of Wadsworth; Verify the accuracy of the Title Report, especially ownership issues; Explain the right of way and construction plans to the owner(s); Explain the appraisal process; Explain the offer of the Fair Market Value Estimate (FMVE); Explain the property owner's appropriation rights; Explain real property tax procedures; If appropriate, explain structure retention. Document the owner's questions, issues and concerns.

- D. If appropriate, provide these negotiation services jointly with the relocation offer.
- E. The selected Consultant must ensure that the signed instruments are signed exactly as the names appear to include any applicable nka or aka name of the owner(s) on the instrument and that the forms are properly notarized.
- F. The selected Consultant shall obtain a signed IRS form W-9 from each property owner listed on the most recent title report. No letters of assignments shall be used.
- G. Retention values for structures or any other items shall be prepared by the selected Consultant (unless otherwise directed by the City of Wadsworth).
- H. The selected Consultant shall inform the property owner of the need for Lien releases and assist the owners with obtaining these items. All costs (Lender Processing fee, surveyor requirements, etc...) to the owner for obtaining such releases will be paid by the City of Wadsworth.

**Preparation of Individual Parcel Files:** The selected Consultant shall be responsible for the assemblage and maintenance of acquisition files. Upon the close out for the project the original files and an electronic copy will be provided to the City of Wadsworth.

**Administrative Review:** The selected Consultant shall have authority to authorize administrative reviews up to \$500 or 10% of the Fair Market Value offered to the property owner, whichever is greater per parcel without prior approval of the City of Wadsworth, provided there is ample support for the additive and that the parcel file and negotiator notes contain full documentation of the support.

When there is a perceived need for an administrative settlement beyond the previous stated \$500.00 or 10% of FMV, the selected Consultant shall submit a written request to the City of Wadsworth's representative. The written request should document the logic and reasoning for the administrative settlement. The City of Wadsworth representative will review the request. If approved, the City of Wadsworth's representative will grant authority for the administrative settlement in writing in advance of the selected Consultant concluding the

negotiations. After the selected Consultant hands in the signed Contract of Sale and Purchase, the Value Analysis/RE-22 will be updated to include the administrative review. Once the Administrative Settlement is complete, the selected Consultant shall change the warranty deed or other instrument(s) to reflect the new amount

**Appropriation Coordination:** The City of Wadsworth will be the primary contact for all appropriation coordination activities. When a parcel is submitted to the City of Wadsworth for appropriation, the selected Consultant will forward the entire parcel file. Upon receipt of the appropriation parcel file from the selected Consultant, the City of Wadsworth will forward the appropriation package to the City of Wadsworth's Legal Representative for filing. Title updates will be prepared by the selected Consultant for appropriation cases on an 'if authorized' basis for additional compensation. Updates for appropriation parcels should be performed no more than seven (7) days prior to submission of an acceptable parcel file. Updates should include copies of all liens, leases, easements etc. The City of Wadsworth will be responsible for sending the Notice to Appropriate to all owners and interest holders, along with tracking the timely filing of an appropriation parcel by the City of Wadsworth's Legal Representative to ensure clearance dates are met. The selected Consultant shall submit all appropriation packages no later than the date set by the City of Wadsworth.

The selected Consultant will provide continued negotiation services after the parcel is submitted for appropriation at the direction of City of Wadsworth on an "if authorized" basis for additional compensation. The selected Consultant will remain available for consultation to the City of Wadsworth and, if authorized, the selected Consultant will provide court testimony for additional compensation. The City of Wadsworth will file the proper documentation upon receipt of a final court entry.

**Billing Packages:** The selected Consultant must submit the billing package i.e. signed parcels, appropriations, or Relocation Assistance payments, to the City of Wadsworth for review and processing. All billing requests will be reviewed and Warrants/Checks will be processed by the City of Wadsworth's personnel. In the case of signed parcels, the warrant/checks will be mailed to the selected Consultant for further processing (closing, etc.). Warrants/Checks will be issued for the agreed upon settlement for the property owner, a separate Warranty for Closing Recording and Conveyance Fees as listed on the Warrant/check Request to process this transaction with the County. In the case of appropriations, the warrant/check will be sent to the City of Wadsworth's Legal Representative to be placed on deposit with the Court. The selected Consultant shall utilize approved ODOT LPA forms when performing all right of way functions contained in this scope, excepted as indicated by the City of Wadsworth.

**Closing:** All closing activities are the responsibility of the selected Consultant. Closing activities include to:

- A. Prepare the RE-57 and submit it to the county auditor's office for determination of pro-rated taxes and unpaid assessments. The RE-57 must be prepared such that it breaks out each City of Wadsworth's parcel designator and must always be calculated to the date the parcel is acquired.
- B. Prepare mortgage and lien releases; secure these releases on encumbered property from the property owners or the mortgage/lien holders, as early in the process as possible. Mortgage releases will not be required on parcels with an FMVE of \$5,000 or less. Mortgage releases may be waived on parcels where the appraised "After Value" of the residue is greater than principle amount of the mortgage.
- C. Conduct closings, disbursing and collecting monies as required; Assist the property owner in the execution of required instruments and forms.
- D. Secure the necessary approvals from required local agencies to permit the transfer of ownership property rights in the county auditor's office. Record the instruments and releases with the county recorders office.
- E. Deposit the pro-rated taxes with the required county office and obtain a receipt. Note: When a property is acquired in the name of the City of Wadsworth, the original instrument along with copies of the RE-57's and RE-44 and the tax paid receipts are sent to the City of Wadsworth to file for exemption. It is the City of Wadsworth's responsibility to perform this task.
- F. Monitor the property owner for compliance with performance withholding requirements on non-structure parcels involving retention of improvements, signs, etc; and pay owner and secure receipt upon property owner's compliance with requirements.
- G. Title updates required for closing are part of the closing. They will not be considered a separate pay item.
- H. After the completion of the closing process the selected Consultant shall prepare a packet for each right of way parcel and will forward it to the City of Wadsworth upon project close. This packet shall contain, as applicable, the following items:
  - a. All original correspondence relative to the closing of the parcel including, but not limited to: the property owner and the mortgage/lien holders.
  - b. Original recorded instruments and releases.
  - c. Original signed Closing and Settlement Statement (RE-44).
  - d. Warrant receipts for warrant payments and receipt for taxes/assessments.
  - e. The affidavit by seller (RE-45). An original and a title update copy of the original title with original certification that no changes have

occurred in the property title dated immediately before the closing of the right of way parcel.

- f. The completed Auditor's estimate of prorated taxes and assessments (RE 57). Receipts for taxes and assessments from the county auditor.

**Project Certification:** The final work product may need to be certified as clear in conformance with ODOT policies and procedures, the Ohio Administrative Code, the Ohio Revised Code, Uniform Standards for Professional Appraisal Practices (USPAP), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (the Uniform Act), and all other local, state and federal laws, policies, ordinances or regulations.

Deliverables: Negotiator notes; copy of the offer letter, plan summary letter and approved appraisal or the Value Analysis; signed legal instruments; property owner W-9; Complete project files; Written request for settlement greater than \$500.00 or 10% FMV; All correspondence; recorded instruments and releases; signed Closing and Settlement Statement (RE-44); warrant receipts, seller affidavit (RE-45); Auditor's estimate of prorated taxes and assessments; Project Certification.

#### **Task 5: Appraisal Review:**

A review of the valuation or appraisal prepared for each parcel to be acquired must be reviewed by an ODOT Preapproved Review Appraiser, if there is any State or Federal funds currently or could be involved in any portion of this project. All Appraisal Review work will be in conformance with the requirements of the ODOT Office of Real Estate Policies and Procedures Manual. The City of Wadsworth will be responsible for contracting this task with a separate/independent consultant for all review services. This is compliant with ODOT Policy and Procedures.

The Review Appraiser will be responsible for conducting all ODOT acquisition requirements for Review Appraisals. The selected Review Appraiser will be responsible for coordinating with the selected acquisition consultant on the proposed schedule to conclude all activities required for the Right-of-Way certification date of December 18, 2020.

Deliverables: Review Appraisal

## **PROPOSAL FORMAT AND REQUIREMENTS:**

The proposal shall be limited to 10 pages with a page size of 8 ½"x11", single space and type size shall not be less than 10 point font for each response item. Note for page-counting purposes, a page equals a one-sided sheet. Any additional information that the consultant wishes to include that is not specifically requested should be included in an appendix to the proposal. Consultant teams are encouraged to keep the proposals brief and concise, but sufficiently detailed to allow evaluation of the study understanding and approach.

In order to simplify the evaluation process, the City is seeking proposals in the following format:

**Cover Letter (one page maximum):** The letter shall be signed by a principal or other member of the Consulting firm who is authorized to contractually bind the firm and to negotiate a contract with the City. Provide name, title, address, email, and telephone number of the authorized person and the contact, if not the same individual.

**Project Overview:** Provide a narrative description of the project based on the Scope of Work presented in the RFQ. Include any issues that you believe will require special consideration for this project. Staff will assess your understanding of all aspects of the project based on the overview.

**Description of Project Approach:** Briefly describe the project understanding and approach used by your firm. Give a brief description of issues you believe significant on this project and a brief outline of your project approach. Describe any anticipated risks of this project. Include any unique resources or practices you plan to apply to this project and discuss the strengths of your firm to complete this project. Proposals will be evaluated in part on the consultant's understanding of key issues, challenges, and technologies that may determine the success of the project. The consultant may present information in the proposal related to concepts that significantly enhance the project.

**Team Qualifications:** Brief description of qualifications, the education, geographic location, and experience of the Project lead and team assembled for this project. The Consultant shall demonstrate sufficient experience and staffing of licensed professionals (where relevant) and specialty professionals in the performance of all of the referenced Scope of Work tasks under this RFQ. Resumes or CVs should be provided in an appendix for each team member integral to the Project. A clear and comprehensive organization chart must be presented to illustrate the organization of the team and key team members. List the availability and commitment of each key team member throughout the timeline of the project. Include only those staff members who will be active members of the project team.

List all ODOT Right-of-Way Pre-qualifications for each team member presented.

Project Manager: The City expects the proposed project manager to lead the consultant project team, be the single point of accountability for project delivery, and provide the primary point of communication between the City and project team. Provide a description of the Project Manager and their qualifications for this project and a detailed list of previous projects worked on that are relevant to the project. If it is possible that more than one project manager will be assigned to various specialty areas, please provide multiple descriptions.

The responsibilities of the Project Manager are as follows.

- A. Progress Reports
- B. Coordination of deliverables and keeping projects on schedule

The Project Manager is empowered with the authority to perform the following.

- A. Expedite projects
- B. Make decisions and resolve problems
- C. Assure compliance with the ODOT Real Estate Manual.

The Project Manager will be responsible for ensuring all procedures for land acquisition for ODOT projects is followed throughout the process. The Project Manager will be responsible for establishing a schedule to meet the Right-of-Way certification date of December 18, 2020. This schedule shall account for all coordination with the selected Review Appraiser and coordinating with the City of Wadsworth on ordinances required for appropriation, if necessary.

Key Support Personnel: Provide a brief list of key personnel that will be assigned to this project. Identify their area of expertise and how they have worked with the Project Manager on previous projects.

Subconsultants: Provide any key personnel with each subconsultant to be working on this contract. Include name, location, and percentage of the work to be completed by the subconsultant.

A request to replace or substitute any key personnel or sub-contractor for any reason, shall be provided to the City at least fifteen (15) calendar days in advance of such proposed replacement or substitution and the request shall contain sufficient justification, including identification of the proposed substitute and their qualifications, in sufficient detail to permit evaluation by the City.

**Comparable Project Experience:** Briefly describe three (3) projects performed within the last ten (10) years involving similar scopes of work, particularly any work performed for government agencies of similar nature. Include the following information:

1. Description and location of related projects and year of completion

2. Brief description of project/study and deliverables, geographic area covered under plan, and project timeline and budget. Indicate whether service met project budget and schedule.
3. Key personnel involved
4. Client name, contact person, physical address, email address, and telephone number.

**Proposed Project Schedule:** The City of Wadsworth is required to submit the Right-of-Way certification to ODOT on Decemeber 18, 2020. All aspects of the acquisition process, including appropriation, are to be complete by this time. The Consultant shall submit a proposed schedule to complete the entire project within this time period or earlier. The project schedule shall address the proposed scope of work and any recommended additional tasks and include an approximate timeline for completing each of the individual tasks and deliverables for that task as described in the scope of work. Demonstrate your project team’s capability of timely response and ability to meet milestones. Include the anticipated level of effort for each task outlined in the scope of services.

**Right-of-Way Acquisition Services**

Task Number	Task Name	Approx. Schedule Dates	Level of Effort (hours)
1	Project Management		
2	Legal Instruments and Title Work		
3	Appraisal		
4	Acquisition Services		
5	Allowances	-----	-----
	<b>TOTAL</b>		

**Review Appraisal Services**

Task Number	Task Name	Approx. Schedule Dates	Level of Effort (hours)
1	Review Appraisal		
	<b>TOTAL</b>		

**INSTRUCTIONS TO PROPOSERS:**

Proposals must be received no later than 3:00 p.m. EST, Friday, July 31, 2020.

Four (4) hard copies and one electronic copy shall be submitted.

Proposals are to be addressed to Wadsworth City Engineer, City of Wadsworth, City Hall, 120 Maple Street, Wadsworth, Ohio 44281.

Please direct all inquiries to Jim Bozigar, at [jbozigar@wadsworthcity.org](mailto:jbozigar@wadsworthcity.org) by July 29, 2020. Relevant questions and answers will be posted on the City's website.

**SELECTION PROCESS:**

Upon completion of the scoring and ranking of the written submittals, the City will select two consultants. One consultant will be selected to perform the following: Project Management for Right of Way Acquisition Services; Title Research; Value Analysis; Appraisal; Negotiation; Closing. The other consultant will be selected to perform the following: Appraisal Review.

The City reserves the right to reject any or all proposals and to waive any and all irregularities to choose the firm which, in the City's opinion, best serves the City's interests.

**SELECTION CRITERIA:**

Proposal will be evaluated based on completeness of the items identified in this RFQ and the extent to which the Consultant is likely to be able to achieve the desired results. Proposals will be evaluated based on the following criteria.

<b>Proposal Section</b>	<b>Available Points</b>
Project Understanding	10
Project Approach	20
Project Manager Qualifications	20
Team Qualifications	20
Comparable Project Experience	20
Proposed Project Schedule, Level of Effort Understanding and Availability	10
<b>Total</b>	<b>100</b>

**CONSULTANT SELECTION SCHEDULE:**

A following schedule has been established for conducting this consultant selection process. The City reserves the right, however, to modify this schedule at any time.

Proposals Due	July 31, 2020
Consultant Selections	August 7, 2020
Consultants Anticipated PO and Start Date	August 11, 2020
Project Deadline	December 18, 2020

**ATTACHMENTS or LINKS:**

Right-of-Way Plan

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