

# Request For Qualifications County of Fresno

Number: PWP24-008

## Appraisal & Appraisal Review Services

Date Released: January 25, 2024

### Statement of Qualifications (SOQs)

Due prior to: 12:00 PM (Noon), Friday, February 23, 2024 Pacific  
SOQs will be received via email at:

[designconsultants@fresnocountyca.gov](mailto:designconsultants@fresnocountyca.gov)

### Inquiries and Requests For Clarification (RFCs):

Due: 4:00 PM, Friday, February 16, 2024 Pacific  
RFCs will be received via email at:

[designconsultants@fresnocountyca.gov](mailto:designconsultants@fresnocountyca.gov)



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*Department of Public Works and Planning*

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### **Preface:**

This Request for Qualifications (RFQ) is to provide professional real property appraisal and appraisal review services for road, bridge and capital improvement projects in the County of Fresno.

It is the intent of the County to enter into an agreement with three to five appraisal companies to exclusively provide the professional services as described herein for a three (3) year term with one additional one-year extension. However, the County reserves the right, at its sole discretion, to terminate this RFQ process or negotiations with a selected appraisal company and begin a new RFQ process. Nothing herein, or in the process, shall be construed as having obligated the County to pay for any expenses incurred by respondents to this RFQ, or to the selected company prior to Board of Supervisor approval of an Agreement.

All qualified firms interested in providing these services are invited to submit an SOQ for consideration. The Consultant's SOQ will be evaluated and ranked according to the criteria provided in Attachment A, "Proposal Evaluation," of this RFQ.

Addenda to this RFQ, if issued, will be posted on the County's website at: <https://www.fresnocountyca.gov/Departments/Public-Works-and-Planning/Request-For-Proposals>.

**IMPORTANT:** It shall be the Consultant's responsibility to check the County of Fresno website to obtain any addenda that may be issued.

## **1. Introduction and Project Overview**

Fresno County Department of Public Works and Planning (Department) is seeking qualified consultants to perform technical appraisal and appraisal review services for various public works projects, including federally funded Caltrans Local Assistance Projects. The selected review appraiser will provide services as needed on:

1. Mountain View Avenue Shoulder Improvement Project from Fowler to McCall
2. Goodfellow Avenue Shoulder Improvement Project from E/O Channel to Reed
3. Mt. Whitney Avenue Road Reconstruction Project from Marks to Blythe
4. American Avenue Shoulder Improvement Project from Peach to Temperance
5. Adams Avenue Shoulder Improvement Project from Locan to Academy
6. Elkhorn Avenue Shoulder Improvement Project Fowler Avenue to HWY 43
7. Fowler Avenue Shoulder Improvement Project Davis to Countyline
8. Various road, bridge and capital improvement projects on an as needed project-by-project basis

Each appraisal company submitting an SOQ is responsible for reviewing the attached Sample Agreement, with the understanding that the Final Agreement will be substantially the same as the Sample Agreement (Attachment F).

For federally funded projects, the provisions of 49 CFR, Part 26 ("Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs" and "State Water Resources Control Board and California State Department of Public Health Financial Assistance Program Requirements") require that a local agency receiving federal-aid funds complies with the Disadvantaged Business Enterprise (DBE) program, and that DBE firms, have an opportunity to participate in the projects. The DBE Goal for agreements for firms providing services for federally funded projects is listed in Attachment D - Exhibit 10-I, Notice to Proposers Disadvantaged Business Enterprise Information. DBE goals will additionally be established on a project-by-project basis. It is the Consultant's responsibility to be fully informed regarding the requirements of 49 CFR, Part 26 and the State of California Department of Transportation's Race Conscious DBE program developed pursuant to the regulations (See Attachment D, Notice to Proposers DBE Information).

If an Agreement is successfully negotiated with your firm, your firm may be asked to provide professional services on an on-call basis. The Department's representative will send the contracted consultants all miniature Requests for Proposals (mini-RFPs) for a particular service. This letter will include a description of the professional services needed, a detailed project description, a location map and other relevant material the Department is able to provide. Based on the information provided by the Department, the consultant will be asked to provide a detailed proposal, including a refined scope of work to better address the needs of the Department if necessary, a schedule, and a sealed or password protected project fee proposal. The proposals will then be ranked by reviewers, and passwords will be requested from the top ranked consultant. If negotiations are unsuccessful with the top ranked firm, negotiations may begin with the next highest-ranking firm. Final authorization shall be provided in writing by the Department's Contract Administrator. Once written authorization is given, the consultant shall perform the required service within the agreed upon parameters.

The maximum term of the Agreement will be four years. The maximum total dollar amount for all agreements awarded is an aggregate of \$500,000.00. The total fees paid to the consultant will be dependent upon the professional services performed for the projects. No guarantee is made that the total fee or any fee will be received by the consultant.

The hourly and cost rates presented in the Agreement will be in effect for the entire duration of the Agreement, with an optional provision to adjust the rates once annually for inflation. The consultant may request new labor rates from the Department, subject to written approval of the Department's representative. The consultant shall initiate the rate adjustment process by submitting a proposed adjusted fee schedule to the Department for review and approval. The Department's Director or their designee expressly reserves the right to approve all labor rate increases. Specific project work may be extended or may be transferred to another consultant if work is not concluded by the end of the Agreement.

Where specific functions are required by law to be performed by the Department or where specific functions are listed in the Agreement as to be performed by the Department, Department staff will perform the actual work function.

All interested consultants are invited to respond to this RFQ.

### **Questions and Inquiries**

Requests for Clarification (RFCs) regarding this Request for Qualifications (RFQ) must be submitted in writing via email to [designconsultants@fresnocountyca.gov](mailto:designconsultants@fresnocountyca.gov).

Requests for Clarifications Due: No later than 4:00 p.m., February 16, 2024. The County shall provide responses to all pertinent inquiries on the County website within five (5) working days of the inquiry submittal.

## Updates

All reasonably available information that will facilitate preparation of responses, requests for clarification and associated responses, and any addenda to this RFQ, will be posted on the project website.

Any changes to or clarification of the RFQ shall be in the form of written addendum.

Updates and addenda will not otherwise be distributed.

## 2. Anticipated Schedule

|                     |  |
|---------------------|--|
| 01/25/24            | RFQ available on the Fresno County website   |
| 02/16/24            | Deadline for submittal of RFQ questions, 4:00 P.M.   |
| 02/23/24            | Deadline for submittal of SOQ, 12:00 P.M.  |
| Week of<br>2/26/24  | Selection Committee recommends most qualified firms and all firm(s) notified of results. Agreement sent to selected firm for signature |
| Week of<br>03/04/24 | Selected firm submits signed final agreement for Department routing and approval   |
| May 2024            | Board of Supervisors executes agreement  |
| May 2024            | Letter of Approval and Agreement sent to Appraisal Firm  |

## 3. Services Required of the Consultant

Consultant services on a project may include but are not necessarily limited to the services listed in the Attachment B - Scope of Work (Also included in Sample Agreement in Exhibit B Scope).

## 4. Services Performed by the County

Services performed by the County shall include, but are not necessarily limited to, providing appraisal reports for review or reviewing appraisal reports prepared by others.

## 5. SOQ Submittal Requirements

The SOQ shall be received via email at [designconsultants@fresnocountyca.gov](mailto:designconsultants@fresnocountyca.gov).

The SOQ shall consist of up to three (3) parts:

A. Solicitation Form (Required)

Provide the following information in the fields provided in the Solicitation:

1) Firm Information

- a. Firm name, address, phone number

- b. Type of organization (sole-proprietorship, partnership, or corporation).
  - c. Contact person's name, phone number, and email address through which to send correspondence relating to this RFQ/SOQ.
  - d. Contact information for firm principal(s) who will be responsible for overall coordination and management of the Agreement.
- 2) Include a Conflict-of-Interest Statement. The proposing Consultant shall disclose any financial, business, or other relationship with the County that may have an impact upon the outcome of the contract.
  - 3) Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.
  - 4) Fee schedule that includes a cost for technical reviews, pretrial conferences, depositions, court appearances, and all other necessary activities that may be required of you as the review appraiser for an Eminent Domain action.
  - 5) Agreement Statement. The proposing Consultant shall disclose any issues or needed changes to the proposed contract agreement included as Attachment F - Sample Agreement. The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.
  - 6) List the name, phone number, email address and projects of at least four (4) client references.

**B. Attachments to all SOQs (Required)**

Provide the following information uploaded to the Solicitation as a separate pdf for each:

- 1) Cover Letter / Executive Summary
- 2) Firm principal(s) who will be responsible for overall coordination and management of the Agreement, and their educational background, credentials and experience.
- 3) Key personnel who may work on projects with their educational background, credentials and experience on comparable projects.
- 4) List of current staff, including job classification.
- 5) Subconsultants to be used, if any, and their experience in their respective fields. Indicate the tasks to be performed by these subconsultants.
- 6) Firm qualifications.
- 7) Firm organization chart.

**C. Attachments related to Federally Funded eligibility.**

For consideration to be eligible for federally funded projects, upload to the Solicitation as a separate pdf for each section below:

- 1) List portions of work that could potentially be completed by a DBE subconsultant under this Agreement. The DBE goal for the agreement is

listed in Attachment D. Projects receiving federal aid may have an additional DBE goal and consultants are encouraged to assist the Department in meeting any goal established for a Project. Note that the ability to identify and utilize DBE subconsultants will not be used as a criterion for selecting on-call consultants.

- 2) Complete Exhibit 10-O1, Consultant Proposal DBE Commitment, (Consultant Contracts) from the LAPM to be included in the proposal (see Attachment D). The DBE Commitment will be included as an Exhibit to the Agreement upon a successful contract negotiation. Exhibit 10-O2, Consultant Contract DBE Commitment, will be submitted in the sealed fee proposal on a project-by-project basis (See Attachment D).
- 3) While Consultants whose DBE Commitment will not meet the DBE Goal listed in Attachment D - Notice to Proposers Disadvantaged Business Enterprise Information are required to attach Exhibit 15-H, Proposer / Contractor Good Faith Efforts (See Attachment D), all consultants who wish to be considered for eligibility for federally funded projects are encouraged to attach their Exhibit 15-H, Proposer / Contractor Good Faith Efforts.

D. Attachment E – Disclosure of Lobbying Activities (LAPM 10-Q)

## **DO NOT SUBMIT MORE INFORMATION THAN REQUESTED IN THIS RFQ**

### **6. Agreement Forms and Instructions**

Upon award and through completion of the project, the successful proposing Consultant will be required to follow applicable federal-aid requirements and shall complete and submit with the agreement the following forms at the time of award. These forms and instructions are provided for the proposer in Attachment F.

- Consultant Contract DBE Commitment (10-O2)
- Debarment and Suspension Certification
- Self-Dealing Transaction Disclosure

### **7. Evaluation**

Department staff will evaluate the provided SOQs and Fee Schedules and make a recommendation to the Fresno County Board of Supervisors on the selection of the appraisal company. The Department will assess each Statement of Qualifications based upon the criteria contained in Attachment A.

The County reserves the right to conduct a background inquiry of each proposer which may include collection of appropriate background history information, contractual and business associations and practices, employment histories and reputation in the business

community. By submitting a SOQ to the County, the proposer consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

**8. Fee Determination**

The term of the Agreement will be three years with one additional one-year extension. Maximum total fee will be based upon Fee Schedule submitted with bid and the anticipated projects. Total fees paid to the appraisal company will be dependent upon the work authorized and the Fee Schedule provided. No guarantee is made that the total fee or any fee will be received by the appraisal company.

**8. Protest Procedures**

When a written appeal is filed regarding the decision of the selection committee, the Director of the Department and a representative of the County Administrative Officer shall render a decision on the merits of the appeal within ten (10) days.

All appeals shall be filed in writing with the Director of the Department within five (5) working days after notification of non-selection, or the proposer shall lose any right to further appeals.

All proposals shall be kept confidential throughout the appeals process and no proprietary information shall be revealed to competing firms.

In cases where a resolution satisfactory to the appellant is not possible, the appeal will be heard by the Board of Supervisors in regular session.

All proposers will be notified when an appeal is made. When an appeal is to be heard by the Board of Supervisors in regular session, the notification will include the time and place for the hearing and all affected firms will be given an opportunity to comment publicly, along with the Department. Affected professional societies will be allowed to file comments with the Board of Supervisors prior to such hearings.