

# Request For Qualifications County of Fresno

**Number: PWP24-009**

**On-Call Title Reports & Related Services**

Date Released: March 4, 2024

## **Statement of Qualifications (SOQs)**

Due prior to: 12:00 PM (Noon), Friday, April 5, 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, March 29, 2024 Pacific  
RFCs will be received via email at:

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



---

*Department of Public Works and Planning*

## TABLE OF CONTENTS

<u>ARTICLE</u>	<u>DESCRIPTION</u>	<u>PAGE NO.</u>
	Preface	1
1.	Introduction and Project Overview	2
2.	Anticipated Schedule	4
3.	Services Required of the Consultant	4
4.	Services Provided by the County	5
5.	SOQ Submittal Requirements	5
6.	Agreement Forms and Instructions	7
7.	Evaluation/Selection Procedures	7
8.	Fee Determination	8
Attachment A:	Scope of Services	
Attachment B:	Quotation Schedule	
Attachment C:	Disadvantaged Business Enterprise (DBE) Forms	
	<ul style="list-style-type: none"><li>• Notice To Proposers DBE Information (10-I)</li><li>• Consultant Proposal DBE Commitment (10-O1)</li><li>• Exhibit 15-H, Proposer / Contractor Good Faith Efforts</li></ul>	
Attachment D:	Disclosure of Lobbying Activities	
Attachment E:	Draft Agreement and Forms	
	<ul style="list-style-type: none"><li>• Insurance</li><li>• Consultant Contract DBE Commitment (10-O2)</li><li>• Debarment And Suspension Certification</li><li>• Self-Dealing Transaction Disclosure</li></ul>	
Attachment F:	Consultant Evaluation Sheet	

### **Preface:**

This Request for Qualifications (RFQ) is to provide preliminary title reports, litigation guarantees, escrow services and other services related to Right of Way for road, bridge, and capital improvement projects in the County of Fresno.

It is the intent of the County to contract with one to three title companies to provide the professional services as described herein for a three (3) year term with the option of 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 title company and begin a new RFQ process. Nothing herein, or in this process, shall be construed as having obligated the County to pay for any expenses incurred by respondents to this RFQ, or to the selected firm prior to Board of Supervisors approval of an Agreement.

All qualified firms interested in providing these services are invited to submit a Statement of Qualifications (SOQ) for consideration. The Consultant's SOQ will be evaluated and

ranked according to the criteria provided in Attachment F, "Consultant 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**

The Fresno County Department of Public Works and Planning (Department) is seeking a qualified title company(ies) to provide preliminary title reports, litigation guaranties, escrow services, and other related services for parcels affected by road, bridge, and capital improvement projects. The title company(ies) selected may provide services as needed on the following projects:

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 other road, bridge and capital improvement projects on an as needed project-by-project basis

Each Title Company submitting a 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 E).

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 C - 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 C, 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 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. 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 \$300,000.00. 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., March 29, 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

03/04/24	RFQ available on the Fresno County website
03/29/24	Deadline for submittal of RFQ questions, 4:00 P.M.
04/05/24	Deadline for submittal of SOQ, 12:00 P.M.
Week of 04/08/24	Selection Committee recommends most qualified firm and all firm(s) notified of results. Agreement sent to selected firm for signature
April 2024	Selected firm submits signs final agreement for Department routing and approval
June 2024	Board of Supervisors executes agreement
June 2024	Letter of Approval and Agreement sent to Title Firm

## 3. Services Required of the Consultant

Title Report services may include, but are not necessarily limited to, preliminary title reports, litigation guarantees, updates, title record search, statement of ownership change, copies of additional documents, and escrow services as needed on:

- Mountain View Avenue Shoulder Improvement Project from Fowler to McCall
  - Partial acquisition anticipated from approximately 40 parcels.
  - Title services 2024/2025 / Escrow services (parcels over \$25,000) 2024/2026
- Goodfellow Avenue Shoulder Improvement Project from E/O Channel to Reed
  - Acquisition anticipated from approximately 25 parcels.
  - Escrow services (parcels over \$25,000) 2024/2026
- Mt. Whitney Avenue Road Reconstruction Project from Marks to Blythe
  - Acquisition anticipated from approximately 50 parcels.
  - Title services 2024/2025 / Escrow services (parcels over \$25,000) 2024/2026
- American Avenue Shoulder Improvement Project from Peach to Temperance
  - Partial acquisition anticipated from approximately 10 parcels.
  - Title services 2024/2025 / Escrow services (parcels over \$25,000) 2024/2026
- Adams Avenue Shoulder Improvement Project from Locan to Academy (scoping in progress)

- Elkhorn Avenue Shoulder Improvement Project Fowler Avenue to HWY 43 (scoping in progress)
- Fowler Avenue Shoulder Improvement Project Davis to Countyline (scoping in progress)
- Various road and capital improvement projects on an as needed project-by-project basis over the term of the contract.

The calendar year schedule and number of acquisitions provided for the specific projects is preliminary and is intended to provide a generalized scope for planning and your proposal. Specified projects could be re-scoped, canceled, or re-scheduled.

#### **4. Services Performed by the County**

Services performed by the County shall include, but are not necessarily limited to, providing location of parcels of land for which title information is requested.

#### **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 four (4) parts:

A. Solicitation Letter/Narrative (Required)

Provide the following information for the below items in one pdf document:

- 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 (use Attachment B to generate a comparable schedule)
- 5) Agreement Statement. The proposing Consultant shall disclose any issues or needed changes to the proposed contract agreement included as

Attachment E - Draft 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 combined pdf for Section B:

- 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.**

Upload to the Solicitation as a combined pdf for Section C:

- 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 C. 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 C). 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 fee proposal on a project-by-project basis (See Attachment C).
- 3) While Consultants whose DBE Commitment will not meet the DBE Goal listed in Attachment C - Notice to Proposers Disadvantaged Business

Enterprise Information are required to attach Exhibit 15-H, Proposer / Contractor Good Faith Efforts (See Attachment C), 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 D – 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 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 E.

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

### **7. Evaluation/Selection Procedures**

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 F.

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.

The County reserves the right to conduct in-person interviews with a representative of the consulting firm, if it is deemed necessary, prior to our final determination.

### **8. Fee Determination**

The term of the Agreement will be three years with the addition of one additional one-year extension. 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 title company.