



REQUEST FOR QUALIFICATIONS

For

**REAL PROPERTY SERVICES
SJCDPW-RFQ-25-A**

March 3, 2025



**San Joaquin County
Department of Public Works
1810 East Hazelton Avenue
Stockton, California 95205
(209) 953-7452**

Solicitation #SJCDPW-RFP-25-A

San Joaquin County Department of Public Works
REAL PROPERTY SERVICES
Request for Qualifications (RFQ)
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INTRODUCTION

The San Joaquin County Department of Public Works (County) is seeking qualified consultants to provide **appraisal services**, **review appraisal services**, and **real property acquisition services** beginning July 1, 2025. Consultants may submit the qualifications required to provide for any or all of the requested services. The selected Consultants will assist the County in providing services for various road and bridge projects, including state and federally funded projects.

Knowledge and experience with the local concerns and market conditions is a key qualification.

Supported state and federally funded projects include, but are not limited to:

- road and street widening and realignments,
- bridge rehabilitations and replacements, and
- intersection signalization.

Supported activities include, but are not limited to:

- acquisition of easements and/or fee simple interests for project construction,
- disposal of surplus property.

The selected Consultants will be requested to enter into an Independent Contractor Agreement (Exhibit A) with County, as well as provide an acceptable Certificate of General Liability Insurance naming San Joaquin County, its officers, employees, agents and volunteers as additional insured. It is anticipated that there will be several project assignments per fiscal year. County will issue a Purchase Order for each selected Consultant for the assignment of multiple projects. The maximum Purchase Order for any Consultant may not exceed \$200,000 per fiscal year for all assigned projects. The Independent Contractor Agreement will be in force for two fiscal years ending June 30, 2027, and may be renewed upon mutual agreement for an additional year ending June 30, 2028.

After on-call Consultants have been chosen, County will request real property services from one or more of the chosen Consultants on an as-needed basis. County will send a Scope of Services and relevant background information for specific project assignments to Consultant(s) selected for the desired services. The Consultant(s) will prepare and submit to County a specific project assignment scope of work, cost proposal, and schedule. Fixed unit pricing and the not-to-exceed amount will be established for each specific project assignment. Consultant(s) will also delineate for County any perceived special conditions associated with the specific project assignment.

If proposals were requested from more than one Consultant, County will select a Consultant best meeting the needs of the specific project assignment after reviewing these proposals. The selected firm's scope of work, cost proposal, and schedule will be used as the starting point for negotiating the terms of a specific project assignment. If the terms acceptable to County are reached, the assignment will be added to the Consultant's Purchase Order; if acceptable terms cannot be reached within a reasonable period of time, then County will cease negotiation with

the selected firm and negotiate with another firm from the selected Consultants. The compensation discussed with one prospective firm will not be disclosed or discussed with another firm.

All services to be rendered, fees, deliverables, and deadlines will be mutually agreed upon by County and the Consultant prior to conducting the work for each assignment.

a) APPRAISAL CONSULTANTS

To be used on projects where property rights are to be acquired for a project, whether those rights are temporary, permanent, in fee, or easement, or compensable damages accrue to property as a result of the project. The appraiser measures the fair market value of the rights to be acquired.

Appraisal Consultants are required to possess:

- Appropriate Appraisal license as issued by the California Bureau of Real Estate Appraisers in accordance to the degree, complexity and value of the appraisal required:
 - a) Residential License for any non-complex 1- 4 family property with value of 1 million and nonresidential property with a transaction value up to \$250,000.
 - b) Certified Residential for any 1- 4 family property without regard to transaction value or complexity and nonresidential property with a transaction value up to \$250,000.
 - c) Certified General for all real estate without regard to transaction value or complexity.
- Minimum two (2) years' experience of appraisal of rights for eminent domain purposes.
- Successful completion of a course in appraisal of partial acquisitions for public agencies.
- Knowledge of the Uniform Relocation and Real Property Acquisition Policies Act and state eminent domain law.
- Specific knowledge and experience appropriate for the proposed project.

b) REVIEW APPRAISER CONSULTANTS

Each appraisal must be reviewed by a qualified review appraiser and contain a Review Appraiser Certificate. The review appraiser shall be responsible for appraisal quality and value determination. The review appraiser must remain independent and must not be subject to undue influence or pressure from any source to arrive at a particular value or to accept inadequate appraisal reports. It is essential that the review appraiser understands that his/her responsibility is to recommend an estimate of value for just compensation determination by the acquiring agency. The Uniform Act requires that an official of the acquiring agency must make the final determination of just compensation.

Review Appraiser Consultants are required to possess:

- Appropriate Appraisal license as issued by the California Bureau of Real Estate Appraisers.
 - a) Certified Residential License for any 1 to 4 family property without regard to transaction value or complexity and nonresidential property with a transaction value up to \$250,000, or
 - b) Certified General License for all real estate without regard to transaction value or complexity.
- Minimum two (2) years' experience reviewing appraisals for eminent domain purposes.
- Knowledge of the Uniform Relocation and Real Property Acquisition Policies Act and state eminent domain Law.
- Specific knowledge and experience appropriate for the proposed project.

c) ACQUISITION CONSULTANTS

To be used for acquisition services when rights are to be acquired, whether those rights are temporary, permanent, in fee, or in easement, or when compensable damage payments are to be made as a result of the project.

Acquisition Consultants must possess:

- Real Estate Broker's or Salesperson's License (when under the direct supervision of a Real Estate Broker) as issued by the California Bureau of Real Estate (required by law). All Right of Way Contracts must be approved for content and signed or initialed by the Real Estate Broker.
- Minimum two (2) years' experience in the acquisition of rights for eminent domain purposes.
- Knowledge of the Uniform Relocation and Real Property Acquisition Policies Act and state Eminent Domain Law. By signing the Right of Way Contract, the Broker or Principal of the Company acknowledges responsibility for maintaining a complete file on each parcel.
- Specific knowledge and experience appropriate for the proposed project.

The acquisition consultant's qualifications and knowledge of the Uniform Act are extremely important. If there are violations by the acquisition consultant or consulting firm, a portion of, or all of the federal funding for the entire project could be jeopardized.

SOQ FORMAT AND CONTENT REQUIREMENTS

Each page of the SOQ must be numbered and the SOQ shall not exceed ten (10) pages, including an optional cover letter but excluding the Rate Sheet. The page limit applies to all content with the following exceptions: an optional table of contents, not to exceed one page, and any folder, tabs, cover, or dividers.

Provide a summary of Consultant's overall capabilities, history, and recent appraisal services experience. Also, describe the current workload, resources, experience, and clients that demonstrate Consultant's ability to complete the services within the timeframe described.

Provide brief professional resumes of key personnel who will provide the requested services and identify the function of each person who will be assigned to complete the work. Include a statement of the level of commitment of the key personnel guaranteed to perform the assigned work.

Provide a list of reference projects and appraisal services that the key personnel have completed, including the service description, location, and approach used to provide the required services. Also, comment on Consultant's interaction with the client and any unexpected challenges or opportunities that affected the completion of the services. Include the names, current telephone numbers, and email addresses of the client and the name of the client's key representative assigned to the appraisal work.

Provide a schedule of costs and fees. Consultant shall provide current specific hourly rates for Consultant personnel by job category or function. Identify any associated costs or overhead and employee benefits that would be invoiced to County, and either specify in the submitted Rate Sheet that they are part of the compensation rate or delineate them separately. The schedule of costs and fees shall include a separate itemization of any additional costs such as mileage, printing, postage, and other reimbursable expenses. Please note County policy does not allow "cost-plus" or "mark-up" on Purchase Agreements.

SOQ PROCEDURES AND SUBMITTAL REQUIREMENTS

CONSULTANT will have **options** of submitting proposals via hard copy **or** through: <https://www.bidexpress.com>. SOQ received later than the bellow date and time will be rejected and returned to sender unopened. Proposals delivered by fax will not be accepted.

County reserves the right to reject any SOQ and may choose to negotiate with any Consultant and assign work to any Consultant in any manner necessary to serve the best interests of County.

Consultant's costs for preparing and submitting an SOQ are the responsibility of Consultant and will not be assignable in any form to County.

CONSULTANT SELECTION SCHEDULE

Deadline for delivery of SOQ	Monday, March 31, 2025, by 12:00 p.m.
Notification of Consultant(s)	Friday, April 11, 2025

Release Request for Qualifications:	Monday, March 3, 2025
Deadline for Technical Questions:	Thursday, March 20, 2025

Release Responses to Questions:

Friday, March 21, 2025

Proposals Due:

Monday, March 31, 2025 at 12:00 pm

Notification of Ranking:

Friday, April 11, 2025

Proposals received after this time or at any other location will not be accepted. Faxed or emailed-only proposals will not be accepted. More than one package from an individual, firm, partnership, corporation or association under the same or different names will not be considered.

HARD COPY SUBMITTAL:

Sealed proposal packages marked "Real Property Services" shall be received by the office listed below on or before:

Time: 12:00 PM local time
Date: Monday, March 31, 2025
Location: 1810 E. Hazelton Ave, Stockton, CA 95205
Attention: Nhan Tran

Copies: One (1) hard copy and one electronic (pdf) copy on flash drive.

***CAUTION:** SJCDPW'S lobby is closed to the public on Friday from 12:00 – 5:00 pm.

BIDEXPRESS SUBMITTAL:

CONSULTANT could submit proposals at <https://www.bidexpress.com> . One (1) electronic proposal, electronically signed by an authorized representative, shall be submitted on or before **12:00 pm on Monday, March 31, 2025.**

CAUTION: Bid Express is a subscription bid submitting platform. There is a vetting process for submitting proposals on Bid Express. Please contact Bid Express for more information..

All prospective consultants must register for Solicitation No. SJCDPW-RFQ-25-A at <https://www.sjgov.org/department/pwk/rfps-and-rfqs> in order to be added to the Proposers' List and, if necessary, receive a Notice of Release of Addendum. It is imperative that prospective consultants check the solicitation Internet page often for the status of and/or modifications to SJCDPW-RFQ-25-A. Alternative arrangements may be made to secure a hard copy of SJCDPW-RFQ-25-A or questions regarding the Request for Qualifications by calling Mr. Nhan Tran at the telephone number (209) 953-7452 or at email address: ntran@sjgov.org.

SELECTION PROCESS

The Design Engineering Division, which manages the real property activities for County, will review and evaluate the accepted SOQs and select Consultants based on the qualifications and availability provided in the SOQ. Design Engineering Division may also elect to arrange interviews with prospective Consultants and include an evaluation of the interviews in the selection process.

Design Engineering Division will also serve as County project manager of Real Property Services, including making the assignments, approving submittals, and approving the Consultant requests for payment.

SCORING CRITERIA

The method of procurement for Consultant will be an open and competitive process and will document and support the justification for the selection. The selection will be consistent with the procurement of Consultant services by Small Business Procedures, as described by the Caltrans Local Assistance Procedures Manual, Chapter 10.

<u>Written Qualifications</u>	(a) Weight	(b) Score (0-10)	(a)x(b) Weighted Score
A. Firm's Overall Capabilities	2.00	_____	_____
B. Key Personnel Performed Similar	1.00	_____	_____
C. Similar Project Reference	1.00	_____	_____
D. Rate Sheet or Fee Schedule	3.00	_____	_____
E. Knowledge of Local Conditions / Market Conditions	3.00	_____	_____
TOTAL SCORE:			_____

Questions about this RFQ may be directed to:
 Nhan Tran at (209) 953-7452 or ntran@sigov.org.