



**Resource Management
Agency
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: September 29, 2020

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
CONTACT PERSON: Celeste Perez PHONE: (559) 624-7010				

SUBJECT: Approve On-Call Agreement with the Hopper Company

REQUEST(S):

That the Board of Supervisors:

1. Approve an Agreement with the Hopper Company in the amount of \$370,000 to provide Real Estate Appraisal Services for various County projects (on an as-needed basis), effective for the period of September 29, 2020 to September 28, 2025; and
2. Authorize the Chair of the Board of Supervisors to sign the Agreement.

SUMMARY:

Tulare County Resource Management Agency (RMA) is working to establish “On-Call” contracts to assist with the procurement of contracts for various consulting service categories, on an as-needed basis, for any current or future RMA transportation projects. The on-call contracts will be used to address peaks in workload, to compliment previously executed professional engineering consulting agreements and/or to complete a specialized service that staff is unable to perform.

Under this proposed agreement, and two other agreements for separate consideration by your Board, contracts would be established to “shortlist” a group of individuals or firms to provide on-call real estate appraisal services for transportation projects over a period of five years. Establishing this on-call contract will significantly decrease the administrative time and cost required to select and procure consulting firms for relatively low cost/high frequency project assistance. Without an on-call contract, the County would be required to go through a separate Request for Proposal (RFP) process for a consultant or team on each project. For larger, more complex and unique projects, staff proposes to continue utilizing the currently established RFP

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process to select qualified consulting firms for assistance.

RMA staff have identified a potential need for consultant support in the following service categories:

- Environmental Support Services
- Geotechnical Support Services
- Materials Testing Services
- Structural Engineering Services
- Civil Engineering Services
- Hydraulics/Hydrology Services
- Surveying Services
- Potholing (underground utility location) Services
- Real Estate Appraisal Services

The agreement for Board consideration, under this Item, is for “on-call” Real Estate Appraisal Services by the Hopper Company. For separate, but related consideration by your Board are two other “on-call” agreements for Real Estate Appraisal Services by separate firms. Staff plans to bring other “on-call” agreements to your Board for some of the remaining service categories listed above at a later date.

To be eligible for reimbursement costs for federal and state funded projects, the proposed on-call services contracts were developed in accordance with Caltrans’ Local Assistance Procedures Manual (LAPM) guidelines. These guidelines stipulate that term length for on-call contracts shall not exceed 5 years and that any awarded task order must be completed within the 5 year contract period (no extensions allowed). All anticipated task orders will be evaluated to ensure they can be completed within the contract period.

State and Federal regulations as specified in the LAPM allows local agencies to establish three (3) on-call contracts for the same type of required service, which are procured and administered through a two-step procurement process. The two-step procurement process (2-month process) will result in less lead time compared to the standard project specific RFP process (4-month process). In lieu of preparing a comprehensive RFP for each project, consultants are effectively “shortlisted,” resulting in reduced consultant overhead cost to prepare the necessary Statement of Qualifications (SOQs) and/or Proposals. This process results in cost savings to local agencies as less staff time is required to review proposals, conduct interviews, and develop and establish consultant agreements. An outline of the two-step process is described below:

Step 1: Request for Statement of Qualifications, Staff Review and On-Call Contract Procurement

In July of 2020, RMA staff issued a Request for SOQs on an “on-call” basis for qualified firms to provide services in the categories previously described.

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On August 10, 2020, RMA staff received SOQs from interested consultants for real estate appraisal services; all other previously listed services categories were submitted on August 17, 2020. To comply with federal requirements (for federally funded projects) and state law, consultant selection was based solely on consultant qualifications and ranking criteria which included the following:

- 1) Understanding of the work to be done
- 2) Experience with similar kinds of work
- 3) Quality of staff
- 4) Familiarity with local, state, and federal laws and requirements
- 5) Financial responsibility
- 6) Overall impression and responsiveness

The SOQs were independently reviewed by a 3-member panel from the RMA. To remain eligible for federal reimbursement, cost and office location of the consultants could not be considered as part of the selection committee's evaluation criteria. Based on the review, the top three (3) ranked firms were selected to provide on-call services (in the service categories previously listed) for a period of up to 5 years, for any current or future RMA projects.

Note, the outcome of Step 1 results in the establishment of three (3) on-call contracts (pending your Board's authorization of the agreements) per service category. The on-call contracts on their own, do not authorize or obligate a consultant to initiate any project task/work. Step 2 of the two-step process (as described below), must be completed to initiate project specific tasks.

Step 2: Mini-Request for Proposal and Task Orders

For service categories with multiple on-call contracts, such as this category for Real Estate Appraisal Services, RMA staff will award work on individual projects through subsequent competitive measures. On-call consultants will be requested to submit Mini-Proposals (Mini-RFPs). The proposals will be reviewed and ranked (in accordance with the review criteria advertised in the Mini-RFP) by RMA staff. The mini-RFPs will contain evaluation criteria that matches the strengths of the qualified firms to the specifics of the known tasks/projects, thereby selecting the most qualified firm for each task/project.

Once a consultant is selected, RMA staff will initiate/complete negotiations and follow up with a task order to commence work on a particular task or project. Because the selected consultant will already be contracted with the County under the terms of this agreement, further Board action would not be required.

Real Estate Appraisal Services

Appraisal Consultants will be used on projects where property rights are to be acquired for a transportation project which may include road widening projects, bridge replacement projects, sidewalk construction projects and other similar projects

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requiring additional road rights of way. This specific “right of way” appraisal service is a highly specific niche within the field of real estate appraising as the individual or firm needs expertise in the government property acquisition process and transportation easements and rights of way, whether those rights are temporary, permanent, in fee, or easement. Appraisals provide an opinion of the fair market value of the various interests in the portions acquired of each property. Furthermore, appraisals will depict any net severance damages resulting from the partial acquisitions, construction, and/or use of the acquired property. All appraisals must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended 42 U.S.C. §4601 et seq (Uniform Act), and Government Code §7260 et seq.

The appraisal will be used to establish just compensation and provide assistance in obtaining approval from the Board of Supervisors and/or Resource Management Agency Director for making a fair market value offer to purchase the property and acquiring necessary road easements. The Resource Management Agency Director has been delegated the authority to acquire interest in real property, not to exceed \$25,000, by your Board on June 5, 2018, per Resolution No. 2018-0439 (Ordinance No. 3533). Property acquisitions which exceed \$25,000 will be brought to your Board for separate approval.

Consultant Selection

Upon initiating Step 1 of the two-step procurement process, staff received proposals from a total of four (4) interested firms:

1. Hopper Company
2. The Dore Group
3. Integra Realty Resources – Los Angeles
4. Simon & Hower Inc.

Upon review of the proposals, the staff review committee selected 1) Hopper Company, 2) The Dore Group, and 3) Integra Realty Resources – Los Angeles, as the top three (3) consultants in the Real Estate Appraisal Services category.

Upon authorization of this agreement by your Board, the Hopper Company will have an established on-call agreement: not to exceed an amount of \$370,000 and for a period of 5 years (completing Step 1 of the two-step procurement process).

Depending on future RMA needs (project by project basis), staff will evaluate mini-RFPs from the top three (3) selected consultants and assign the work (to be determined) to the most qualified of these three (3) firms (completing Step 2 of the two-step procurement process).

FISCAL IMPACT/FINANCING:

No net County cost to the General Fund.

Depending on the specific project funding source, Federal, State, or Local funds will

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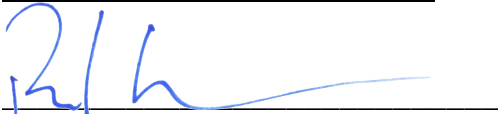
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be used to fund the specific work order issued under this agreement. The contract maximum amount for this five year on call contract is \$370,000. Sub tasks within the contract will be authorized to proceed only upon allocation of project specific funds. It is not guaranteed that the contract will reach the not to exceed amount. Further, this on-call agreement does not obligate the County to procure any services from the Hopper Company unless the firm is selected at a later date for a specific project through the mini-RFP process and a separate task order is authorized in writing.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

Safety and Security and Economic Well Being – The County’s Strategic Business Plan includes the Safety and Security Initiative to provide for the safety and security of the public. The establishment of this agreement for use in securing the necessary rights of way for various County projects which will fulfill this initiative by improving and maintaining adequate transportation infrastructure.

ADMINISTRATIVE SIGN-OFF:



Reed Schenke, P.E.
Director

cc: County Administrative Office

Attachment(s) Attachment A – On-Call Real Estate Appraisal Services Agreement

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVE ON-CALL) Resolution No. _____
AGREEMENT WITH THE HOPPER) Agreement No. _____
COMPANY)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD SEPTEMBER 29, 2020,
BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

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