



Request for Proposals

Appraisal and Acquisition Services

Project Number: SP-2025-03A

City of Mission, Kansas

Issue Date: November 5, 2024

Proposals Due: December 5, 2024

Section 1. Background and Overview

The City of Mission, with a population around 10,000, is where the heart of Johnson County intersects with the cool of Kansas City – an authentic, thriving crossroads where residents, business and visitors from all walks of life come together. The City maintains 86 lane-miles of surface streets, including sections of major thoroughfares such as Johnson Drive, Lamar Avenue, and Nall Avenue. Other major State (KDOT) highways transect the City (I-35, Shawnee Mission Pkwy US-56 and Metcalf Avenue). Additionally, the City is responsible for the maintenance of stormwater infrastructure, signs, streetlights and close to half the traffic signals within the city limits. More information can be found online on the City’s website, <http://missionks.org/>.

The City of Mission is soliciting proposals from qualified firms to provide appraisal, right-of-way, and easement acquisition services for the Johnson Drive Street Reconstruction Project (Metcalf to Lamar). The project involves the acquisition of approximately 23 commercial easements and/or right-of-way and is funded in part by federal funds. All appraisal and acquisition activities must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) and KDOT guidelines.

Section 2. Scope of Services

SCOPE OF SERVICES

The selected consultant will provide comprehensive right-of-way research, coordination, appraisal, and acquisition services to assist the City in securing the necessary easements and right-of-way for the Johnson Drive Street Reconstruction Project, which will require approximately 23 parcels (Exhibit ‘A’). The consultant shall complete all tasks necessary to provide the City with legally recorded deeds, easements, or a full condemnation package if necessary. Familiarity with Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) and KDOT LPA procedures for right-of-way certification on federally funded projects is required.

Required Tasks

Services may include, but are not limited to:

1. Coordination and Communication
 - Coordinate closely with City staff, the project design consultant, and property owners.
 - Attend at least one (1) public meeting to engage with property owners and address project impacts.
2. Right-of-Way Research and Documentation
 - Conduct thorough research of existing right-of-ways, identifying deed, prescriptive, or other easements available to the City.
 - Review existing and proposed right-of-way along Johnson Drive, including title searches and document analysis.
3. Appraisal and Offer Process
 - Complete appraisals for identified parcels using the required appraisal format.
 - Prepare negotiation documents, including data books, offer letters, negotiation records, and required forms.
4. Acquisition and Negotiation
 - Engage with property owners directly, including on-site meetings to discuss easements and acquisitions.
 - Document all communications and provide written offers to each property owner.

5. Easement and Deed Preparation

- Draft and record all necessary easements, deeds, and legal documents.
- Compile a condemnation filing package, if required, to meet project schedule needs.

Deliverables

All right-of-way and easements must be acquired in advance of the KDOT ROW Clearance schedule for November 2025. Deliverables may include, but are not limited to:

1. Legal Documentation

- Title search reports, original and appraisal copies, offer letters, statements of estimated values, and all related negotiation and settlement records.
- Right-of-Way options, including plat maps and legal descriptions.
- Condemnation packages, if applicable, and parcel close-out checklists.
- If condemnation is required, provide expert witness services at an agreed upon hourly rate.

2. Project Files

- Maintain organized files for each parcel with all pertinent information.
- Submit two (2) sets of complete project notebooks in three-ring binders, with all documentation labeled on the face and spine, as a record of the project.
- Provide a digital copy of the project record in PDF format on a USB thumb drive.

All documentation and final project files must be submitted prior to final payment.

COMPENSATION

The Consultant/Firm shall provide as part of the proposal the per parcel price for each appraisal and a per parcel price for acquisition services. Proposal shall also include rates for all extra services that may be required.

Section 3. Proposal Submission Requirements

The Proposal Submission should be complete and concise (maximum of 20 pages) and must contain the following information:

1. RFP Title page: Provide the subject of the proposal; the firm's name, address, and telephone number; proposer's contact name, address, telephone number, and email.

2. Transmittal letter: Provide a statement regarding the firm's interest in and understanding of the Project. The letter should include a statement that the firm has read and understands the RFP and agrees to all the conditions, requirements, and terms stated in the RFP. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the firm by submitting a proposal for consideration.

3. Statement of qualifications: Provide information on the size, location, available resources, and a brief discussion on past experiences related to providing appraisal and acquisition services. The materials submitted should demonstrate the firms, and any sub-consultant's qualifications, and those of the staff to be assigned to the Project. Firms should demonstrate experience as the lead firm for similar work within the past five (5) years.

4. Project team: Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual, including information such as: education, professional registrations, area of expertise and years of service in their respective fields. The

following information should be included:

- Identify the project manager who will lead the Project.
- Identify any sub-consultants that will be part of the Project team.
- Names and proposed roles of other individual team members.
- Education, experience, and biographies of all team members addressing the qualifications and considerations of the RFP.
- Describe the qualifications of the firm and any sub-consultants to perform the work requested. Include information about pertinent prior experience.
- An outline of the proposed functions of the individuals and their back-up as well as their experience in the specific assigned functions.

5. Understanding of the Project and Mission: Include a summary of the firm's understanding of the Proposed Services as described in this RFP, the City of Mission, and any unique issues which may face the city.

6. Methodology and approach: Provide a description of the method and approach your firm intends to utilize to complete the Project. Firms should provide information about ability to meet the City's project schedules.

7. References: Provide a list of 3-5 municipal clients for which the firm has provided services similar to the ones described in this RFP. Provide contact information (name, position, address, telephone number, and email) of people that the city may contact to verify complete work and performance.

8. Verify firm capacity: Provide a statement of the firm's ability to begin and complete the various assigned Projects on schedule.

9. Cost Breakdown: Proposal should include a cost breakdown including cost per parcel for appraisal, cost per parcel for acquisition services and any rates for extra services or expert witness services.

10. Supporting information (optional): Provide other supporting information that the firm feels may assist the city in reviewing the firm's qualifications and RFP response. The City will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP, nor for presentations or other activities related to responding to this RFP. No costs chargeable for work under the proposed contract may be incurred before receipt of either a fully executed contract with the City or specific written authorization from the City.

Section 4. Submission of Qualifications

To be eligible for consideration, one electronic and three hard copies (maximum of 20 pages) of the response to the RFP must be received and date stamped by the City of Mission no later than 2:00PM, Thursday, December 5, 2024. Late submittals will not be considered and will be returned to the submitter unopened.

The envelope package should be marked Mission Appraisal and Acquisition Services for Johnson Drive Street Reconstruction Project #SP-2025-03A.

City of Mission
4775 Lamar Avenue
Mission, KS 66202
Attn: Stephanie Boyce, Public Work Director

Questions should be directed in writing to Stephanie Boyce, Public Works Director at sboyce@missionks.org

Section 5. Timeline

The desired completion date for the project contemplated in this RFP would be prior to the end of each calendar year to coincide with project funding. The anticipated schedule is included in the following timetable.

Action	Date
RFP Issue Date	November 5, 2024
Questions Due	November 21, 2024
Addendum Issue (if necessary)	November 26, 2024
Proposals Due	December 5, 2024
Review of Qualifications	Week of December 9, 2024
Council Award	January 15, 2024
Notice to Proceed	January 2025
Right-of-Way Clearance to KDOT	November 2025

Section 6. Evaluation of Proposals

A selection committee made up of city staff will evaluate qualification submissions and select the respondent which meets the best interest of the city. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract.

The evaluation criteria may include, but shall not be limited to, the following:

- Overall responsiveness to the RFP and quality of the proposal is clearly stating an understanding of the work to be performed.
- The firm’s qualifications, experience, and demonstrated familiarity with providing the requested services.
- The key personnel to be assigned to the project and their present workload.
- Organization of the team and approach to completing the project.
- Quality of references from previous clients for similar projects and examples of projects provided.
- Cost of Services: Although it is a significant factor, fees and expenses may not be the dominant factor. Fees and expenses will be a particularly important factor when all other evaluation criteria are relatively equal.

Section 7. Contract Execution

The firm chosen will be required to enter into Agreement with the City of Mission for the proposed work prior to commencement of any work. The consulting firm must comply with all applicable ordinances, state, federal, and local laws and the terms and conditions of the contract agreement. The firm chosen will also be required to provide a certificate of insurance demonstrating compliance with the minimum insurance requirements.

The firm shall indemnify and hold harmless the City, its officers and employees from any and all liability, loss or damage, including attorney fees and costs of defenses, the City may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including worker’s

compensation claims, in any way resulting from or arising out of the operations of the firm under this contract; and, at his/her own expense, appear, defend, and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in any such action, the firm shall, at his/her own expense, satisfy and discharge same. Insurance coverage shall be maintained in the following amounts:

<u>Type of Insurance</u>	<u>Limit/Ea. Occurrence</u>	<u>Limit/Aggregate</u>
General Liability		
• Bodily Injury	\$1,000,000	\$2,000,000
• Property Damage	\$1,000,000	\$2,000,000
• Contractual Insurance	\$1,000,000	\$2,000,000
Professional Liability	\$1,000,000	\$1,000,000
Automobile Liability		
• Bodily Injury	\$1,000,000	\$1,000,000
• Property Damage	\$1,000,000	\$1,000,000
Worker's Compensation		
• Employee	Statutory for Kansas	
• Employer's Liability	\$1,000,000 per accident	
	\$1,000,000 disease – policy limit	
	\$1,000,000 disease – each employee	

Workers' Compensation policies should include a "Waiver of Subrogation" in favor of the City of Mission. All insurance carriers should carry a minimum rating of A- X (rated by A.M. Best).

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. If the City and firm are unable to agree upon the contract, the City reserves the right to discontinue negotiations, select another firm or reject proposals. Upon completion of negotiations acceptable to the City and the firm, a contract shall be executed.

Thank you for your interest in working with the City of Mission

Exhibit 'A'

Appraisal and Acquisition Services - Proejct # SP-2025-03			
	Taking Type (Sq. Ft.)		
Tract #	Right of way	Permanent Sidewalk Easement	Temp. Construction Easement
1	3693.5	0.0	2263.9
2	2198.7	0.0	1330.9
3	1845.1	0.0	491.3
4	1650.0	0.0	491.1
5	949.4	0.0	1713.9
6	1569.0	0.0	2118.6
7	2486.1	0.0	2791.7
8	0.0	0.0	0.0
9	1315.3	0.0	2511.7
10	3089.3	0.0	2951.1
11	3017.1	0.0	1045.6
12	1465.7	0.0	371.6
13	1275.8	0.0	3122.3
14	1795.6	0.0	0.0
15	62.1	1910.2	187.2
16	3438.6	0.0	3834.5
17	1004.7	0.0	879.0
18	1978.2	0.0	760.4
19	0.0	0.0	70.8
20	0.0	0.0	0.0
21	0.0	0.0	0.0
22	830.0	1910.2	2572.0
23	1060.5	0.0	2240.4
	34724.7	3820.4	31748.0