

**REQUEST FOR QUALIFICATIONS
CITY OF SEBASTOPOL, CALIFORNIA
RELOCATION SERVICES**

SUBMITTAL: Five (5) copies must be received on or before:
4:00 PM on August 9, 2010

Addressed to: Jack Griffin, City Manager
Mailing Address: City Hall,
7120 Bodega Avenue
Sebastopol, CA 95472

Mark Envelope: "Qualifications Statement - Relocation Services"
**Submittals RECEIVED AFTER THE TIME AND DATE STATED ABOVE WILL BE
RETURNED TO THE PROPOSER.**

INQUIRIES: Direct questions or clarification of this Request For Qualifications
to Jack Griffin, City Manager (707-823-1153, fax: 823-1135).

I. SUMMARY

A. INTRODUCTION AND PROJECT OVERVIEW:

The City of Sebastopol is a small town located on the western edge of the Santa Rosa plain, directly adjacent to the Laguna de Santa Rosa. The City's population of 7,800 belies Sebastopol's importance as the primary service area for more than 50,000 residents of West Sonoma County. Located approximately 50 miles north of San Francisco, Sebastopol also acts as a gateway to the Russian River resorts and the Sonoma County coast, providing a transition from the urban environment of Santa Rosa to the rural, agricultural lands of West Sonoma County.

The City of Sebastopol is soliciting Statement of Qualifications from qualified firms to provide Relocation Services in connection with the City-owned Village Park mobile home park. The site, purchased for public park purposes, is an occupied mobile home park. There are presently 12 occupied mobile homes, 18 occupied RVs, and 4 occupied apartments on the site. In addition, there are 4 vacant mobile home spaces, and 5 vacant RV spaces. The site is owned by the City, but most of the property is in unincorporated territory immediately adjacent to the City limits. Thus, some County of Sonoma regulations may apply to the site. The site is within the 100-year floodplain, and portions of the property are subject to annual flooding. The park is managed by a private management company under contract to the City.

The City is presently engaged in a park design process for a non-occupied portion of the property, and preparation of an overall property 'master plan.' In addition, the City is commissioning an evaluation of site infrastructure.

As with some other relocation situations, existing Village Park residents, some of whom have lived there for many years, are highly concerned with the status of their tenancy. The City wishes to ensure that persons are treated fairly, consistently, and equitably. The City seeks to thoroughly review potential relocation issues, understand its obligations, and consider its alternatives while remaining sensitive to the concerns of the existing tenants.

The initial consultant task will consist of an analysis of relocation legal requirements, preliminary relocation cost estimates, and review of alternative approaches (attrition versus nearer-term actions, etc.) towards a potential change in status of current use of the property. This initial task will aid the City in evaluating the status of the property, and will help determine next steps. Depending on the results of the initial phase of work and further direction from the Sebastopol City Council, relocation services may be required.

The City intends to use the RFQ process to select a consultant with expertise in relocation issues. Experience with mobile home park issues and requirements is desirable.

B. REQUIRED CONSULTANT SERVICES

Consultant shall be capable of complete professional relocation services. The specific scope of work may include but not be limited to:

Relocation Services

- a. Identify for the City the applicable statutory schemes and regulations governing relocation assistance programs and plans, including any special regulations pertaining to mobile home parks or residences located in floodplain areas.
- b. Comply with all applicable federal and state laws, rules and regulations relating to relocation assistance.
- c. Prepare Relocation Assistance Plan and review with the Project Manager. The Relocation Assistance Plan shall include but not be limited to the following:
 - (1) Analysis of the needs of the tenants, which would include the number of occupants residing in a dwelling, family size and ages, household income, and special needs
 - (2) Analysis of replacement housing resources and the determination as to whether sufficient housing is

available to accommodate the number of those being displaced in a project.

- (3) Personal contact with tenants as practicable in the project.

d. General relocation services include but are not limited to the following:

- (1) Establish and maintain an accurate and complete working file for each tenant to be displaced.
- (2) Issue appropriate notices in a timely manner.
- (3) Present all relocation offers to tenants.
- (4) Schedule meetings and negotiations as required.
- (5) Review any relocation appeals and submit with response to Project Manager.
- (6) Prepare required documentation for payment of claims within a set number of working days of signature of claimant.
- (7) Notify Project Manager of needs for eviction notices.
- (8) Advise the Project Manager of the amount the City should budget to accomplish the work effort.
- (9) Calculate relocation assistance payments for affected entities and individuals.
- (10) Propose workable solutions and assist the City in resolving, to the City's satisfaction, issues with affected entities and individuals.
- (11) Develop a schedule of events for City's compliance with relocation assistance laws and regulations in relation to the specific project.

e. Residential Relocation may include, but is not limited to the following:

- (1) Interview prospective displacees to ascertain relocation housing needs and verify income and rent payments and determine if any special needs exist in the household.
- (2) Inform displacees of available relocation assistance services and benefits and explain relocation process.
- (3) Provide advisory assistance on an on-going basis including referrals to and coordination with social service agencies, housing authorities and any other services which may be required.
- (4) Prepare notices under the direction of the City and personally deliver required notices which may include informational statements, Notices of Displacement, Notices to Vacate and other notices.
- (5) Provide displacee, in writing, with referrals to comparable replacement housing.
- (6) Determine eligibility of each displacee and amount of relocation benefits, including moving payments, rental, down payment assistance and replacement housing payments and to the extent possible, include at least three (3) comparables in the computation and prepare Entitlement Letter to each displacee.
- (7) Conduct “decent, safe and sanitary” inspections of comparable replacement dwellings and advise displacee of findings.
- (8) Prepare all necessary claim forms, secure displacee’s signatures on claim forms, and submit claim forms to City for processing. When checks are available, personally deliver checks to displacee whenever possible.
- (9) Obtain moving cost estimates as needed and monitor the move as required.
- (10) Maintain files on each displacee and submit completed files to City when displacee has received final payment.
- (11) Provide City with monthly status reports or as required and a written report in a form pre-approved by City staff summarizing the status of the relocation for each displacee monthly

- (12) Provide project management services to coordinate and meet with City staff to discuss progress and schedule as needed.

The Relocation Consultant may assist an eligible tenant plan their move from the premises and claim the relocation benefits. The Relocation Consultant may:

- Consult with the tenant regarding the amount of space and other requirements needed at the new location.
- Advise on cost and availability of suitable new premises and supply names of real estate brokers who may be able to assist the tenant with referrals.
- Inform the tenant of the availability of other programs and agencies providing guidance and financial assistance.
- Assist the tenant with the documentation of its relocation claim.

II. SERVICES OF THE CONSULTANT

The Consultant may be required to meet personally and interview tenants to be displaced. Topics to be discussed include but are not limited to:

1. Discuss and explain available services and eligibility requirements for relocation payments and the Relocation Appeal process.
2. Determine relocation needs and preferences.
3. Explain relocation benefits.
4. Offer assistance in completing required applications and other forms.
5. Offer transportation, if required.
6. Provide current listings of properties for sale or lease that are suitable for the residence being displaced.
7. Supply information on other Federal and State Programs that may be offered to assist the displaced business or home owner.
8. Provide necessary counseling to minimize hardships.

9. Assist business owners and tenants with obtaining and becoming established in a suitable replacement location.
10. Provide bilingual services, if required.

III. SERVICES PROVIDED BY THE CITY

The City will provide the services listed below in support of the Consultant's professional services: A representative who shall represent the City and shall work with the Consultant in carrying out the provisions of the Agreement.

IV. REFERENCES AND BACKGROUND CHECK

The City reserves the right to conduct a background inquiry of each proposer that may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a Statement of Qualifications to the City, the proposer consents to such an inquiry and agrees to make available to the City such books and records the City deems necessary to conduct the inquiry.

V. SUBMITTAL REQUIREMENTS

Please submit no more information than requested by this Request for Submittal. The completeness of the Submittal will be evaluated by a screening committee. Submittals should not exceed a total of twenty-five (25) pages.

Submittals must answer the following questions in the same sequence as below.

1. Firm name, address, phone and fax numbers, e-mail and website address.
2. Specify type or organization (individual, partnership or corporation).
3. Firm principals who will be responsible for the project and their education, credentials and experience.
4. Key personnel including those who may be assigned to work on the project and their education, credentials and experience. Include copies of professional certification documents.
5. Present staff - number and classification.
6. List current projects or commitments for relocation services in your office.

7. List in reverse chronological order for the last four years major projects completed.

Indicate for each of these projects:

- a. Name of project
 - b. Project location
 - c. Brief description
 - d. Description of projects (include number of buildings, residences, businesses)
 - e. Name of owner
 - f. Name of owner's contact person and telephone number (Contact person who, at the time of RFP submittal, will be employed by the owner)
 - g. Your firm's specific involvement
 - h. Value of project
 - i. Status of completion
7. List at least three additional references of present or past clients, with their telephone numbers. Identify specifically the client person and position reported to in each relocation.
 8. Include, if available, a current copy of Standard Form 330 "Architect-Engineer and Related Services" Questionnaire. (Not required for this Statement of Qualifications, but may be attached to the Submittal.)
 9. The Consultant will submit, as a part of his or her initial submittal:
 - a. The firm's current basic hourly rate schedule for all employee classifications pertinent to this project's scope. Such hourly labor rates shall include all costs to be incurred including costs for site items such as office supplies, printing, postage, vehicle costs, all job site office furnishing and equipment, and other incidentals. Include hourly rates for services provided outside of normal working days or hours.
 - b. The firm's recommended format for calculating the cost to perform potential services listed herein; the recommended format

for identifying and calculating relocation costs for each qualifying entity; and why the formats are recommended.

VI. CONSULTANT SELECTION PROCEDURE

The selection procedure will include a project selection committee to evaluate the Statement of Qualifications and to make recommendations on consultant selection to the Sebastopol City Council. The Selection Committee will screen the submittals and is expected to select one to three firms as finalists. Finalists may be requested to interview with the selection committee as a part of the evaluation process.

The selection committee will address the following criteria in its evaluation of submittals (not necessarily in order of importance).

- A. Experience with emphasis on projects involving government relocations. Experience with mobile home park relocation issues, and floodplain area relocation issues is desirable.
- B. Experience and educational background of the Consultant's key individuals who will be assigned to the project on a full-time basis.
- C. Quality of past performance for the City of similar agencies.
- D. Qualifications of individuals within the Consultant's organization directly responsible for the work. The City reserves the right of approval of the Consultant's staff.
- E. Adequacy of staff to perform the work within the time allowed.
- F. General approach.
- G. Demonstrated ability to make effective public presentations.
- H. Demonstrated ability to work effectively with City staff, other public agencies and related parties.
- J. New or innovative ideas presented by the Consultant in the Submittal or presentations.
- K. Demonstrated ability to keep costs within project budgets.
- I. Knowledge of local conditions.
- L. Demonstrated interest of the Consultant in the success, efficiency, and workability in ensuring least disruptive relocation.

M. Whether the Consultant is currently engaged in other projects which have direct and substantial impact on this project.

N. Completeness of submittal.

O. The estimated fee submittal will be a factor in the final selection only after the most qualified firms have been identified.

All other things being equal, local area consultants are preferred over non-local Consultants.

All other things being equal, a non-local Consultant who associates with a local Consultant for the purpose of the particular services required shall be preferred to a non-local Consultant who does not so associate.

The Consultant selection is anticipated to occur within approximately three months from the RFQ submittal deadline.

The City will enter into a contract with the selected consultant, which will specify services to be performed, schedule, compensation, and the like.

VII. FEE DETERMINATION

The City intends to negotiate the most qualified consultant available for this assignment, cost and other provisions considered. It is imperative that the consultant's proposal fully addresses all aspects of the RFQ. Submittals should provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. Consultant fees will be determined in a future contract.

VIII. MISCELLANEOUS

A. Modifications

The City reserves the right to reject any and all proposals, cancel all or part of this RFQ, waive any minor deviations, informalities or minor irregularities in proposals received, and to request additional information from proposers. The City also reserves the right to accept any portion or all of a proposal if deemed in the best interest of the City to do so.

B. Response Materials Ownership

All materials submitted regarding this RFQ become the property of the City. The City has the right to use any or all ideas presented in reply to this request. Disqualification of a proposer does not eliminate this right.

C. Incurring Costs

The City is not liable for any cost incurred by Proposers prior to execution of an agreement, contract or purchase order.

D. Authorized Contact

Prospective consultants shall not contact City Council members about this RFQ without specific authorization from City staff. In addition, prospective consultants shall not contact site residents or management without specific authorization from City staff. Engaging in either form of contact may be grounds for disqualification.

Attachment: Insurance requirements for consultants