



## Agenda Report Form

### Open Session Item

**SUBJECT:** Requirements Contract Award (PUR-1419) - Real Property Appraisal Services

**PRESENTATION DATE:** May 14, 2019

**PRESENTATION BY:** Rick Curry, CPPO – Director of Purchasing, Scott Hobbs, P.E., Director of Engineering Services and Todd Moser, Engineering, Real Property Administrator

**RECOMMENDED MOTION:** Move to award a *primary* requirements contract to Bowers Appraisal Service, LLP (BAS) of Hagerstown, MD, (*incumbent*) based on its responsive, responsible price proposal dated April 3, 2019 with the lowest Sum Total Amount of \$210,050.00; and, as permitted in the Request for Proposals, to award a *secondary* requirements contract to Diversified Property Services, Inc. (DPSI) of Timonium, MD (*incumbent*), based on its responsive, responsible price proposal dated March 31, 2019 with the next lowest Sum Total Amount of \$221,850.00, at the specified unit costs and estimated hours (no minimum or maximum guaranteed) in each firm's price proposal.

**REPORT-IN-BRIEF:** As a result of the Division of Engineering (DE) ongoing workload, it is anticipated that the DE shall require right-of-way related support from outside consultant(s). To this end, the DE desires to enter into a "Requirements Contract" with a consultant(s) to provide the necessary assistance on an as-needed basis.

Federal financial assistance carries requirements with regard to negotiations and relocation contacts with property owners. Contracting consultants to utilize qualified personal is permitted with regard to appraisal, acquisition, negotiation or relocation. Consultants must follow approved State or local procurement procedures when Federal funds are used in the acquisition cost of the right-of-way.

The following provision is included in this contract: "Consultants shall be reimbursed for mileage traveled to and from the job site and between job sites. Washington County will employ a mileage rate based on the most recent U.S. Federal Government reimbursement rate. The present effective rate as of January 1, 2019 is \$0.58 per mile. The allowed maximum mileage to and from the job site shall be fifty (50) miles each way, per day. Reimbursement for travel between sites shall be made at the same rate. However, mileage between sites will not be limited. All mileage will be subject to County review and approval."

Notice of the Request for Proposal (RFP) was advertised in the local newspaper, on the County's web site, and on the State's "e-Maryland Marketplace" web site. Twenty-five (25) individuals/companies/bid houses downloaded the RFP document from the County's web site. Two (2) companies were represented at the Pre-Proposal Conference. Proposals were received from two (2) firms. The Q&E submittals of the two (2) firms were evaluated and both firms were

considered to be responsive; therefore, the Price Proposals of both firms were then opened and evaluated.

The contract term is for a one (1) year period with an option by the County to renew for up to three (3) additional consecutive one-year periods. The County reserves the right to accept or reject any request for renewal. These are requirements contracts; therefore, services will be utilized on an as-needed basis at the respective unit costs as specified on the attachment with no guarantee of a maximum or minimum amount of services to be provided.

The Coordinating Committee was comprised of the following members: Director of the Division of Engineering (Committee Chairman Designee), County Director of Purchasing, Deputy Director of Engineering, Director – Division of Environmental Management and the County Real Property Administrator.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are available in various project accounts.

**CONCURRENCES:** Coordinating Committee

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Price Proposal Tabulation

**AUDIO/VISUAL NEEDS:** N/A