



**REQUEST FOR PROPOSALS FOR
APPRAISAL AND EASEMENT ACQUISITION SERVICES
FOR THE FRONT STREET ROADWAY, STORMWATER
AND WATER IMPROVEMENTS
RFQ #2024-04**

The City of Grain Valley will accept sealed proposals from qualified firms interested in providing the following:

**Three (3) Signed Copies and One Electronic Copy
MUST BE RECEIVED BY:
2:00 P.M. March 29, 2024**

**Please mark your submittal “Sealed Proposal – RFP #2024-04
Appraisal and Easement Acquisition Services”
And send it to:**

**City of Grain Valley
Attention: Richard Tuttle, City Engineer
711 Main St.
Grain Valley, Missouri 64029
816-847-6222**

The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below.

Respondent is REQUIRED to complete, sign and return this form with their submittal.

Company Name _____		Authorized Person (Print) _____	
Address _____		Signature _____	
City/State/Zip _____		Title _____	
Telephone # _____	Fax # _____	Date _____	Tax ID # _____
E-mail _____		Entity Type _____	



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CITY OF GRAIN VALLEY

REQUEST FOR PROPOSALS 2024-09

PART I

PROJECT

The City of Grain Valley, Missouri, invites you to submit a proposal and statement of qualifications for appraisal and easement acquisition services for the “Front Street Roadway, Stormwater and Water Improvements”.

Proposal packages must be received by 2:00 P.M. local time, on March 29, 2024 at City Hall, 711 Main St., Grain Valley, MO 64029.

Proposal documents are available by accessing the City’s web site at www.cityofgrainvalley.org or by contacting the City of Grain Valley at 816-847-6222.

The City reserves the right to reject any and all proposals, to waive technical defects in the proposals, to select the proposal deemed most advantageous to the City, and to negotiate the fees and service delivery contemplated in this solicitation and in submitted proposals.

GENERAL INFORMATION

The City of Grain Valley, located in eastern Jackson County, Missouri, is a growing, full-service community of approximately 16,000 residents. The City operates under a 4th class form of government with six Aldermen and Mayor elected at-large. The City Administrator, appointed by the Board of Aldermen, is the chief executive responsible for the administration of the various departments, the enforcement of all local ordinances, and implementation of policies adopted by the Board of Aldermen.

PART II

A. SCOPE OF SERVICES

1 SCOPE OF SERVICES

- 1.1 Appraisal Services – Appraisals shall be performed by a Missouri State Certified General Real Estate Appraiser. The project consists of approximately 50 easement parcels to be acquired.
- 1.2 Public Meetings – The City will hold at least one (1) public meeting with homeowners. The Appraiser should plan to attend this meeting.
- 1.3 Acquisition Services – Make personal contact with the property owner and make arrangements to meet on site to discuss the easement and acquisition process. Provide an offer in writing and provide all completed easements to the City.
- 1.4 Condemnation Services – If condemnation is required, provide expert witness services at an agreed upon hourly rate.

2 PROJECT SCHEDULE

The city anticipates the Selection Process to be completed in April 2024 and start of Services in May 2024.

3 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 hourly rates for all extra service that may be required.

4 EVALUATION OF PROPOSALS

Proposals will be evaluated by a Selection Committee comprised of Community Development staff. Selection will be based on qualifications package submitted and references that will be used to confirm quality of products and services and ability to provide services in an efficient and timely manner.

5. TERMS AND CONDITIONS

The City of Grain Valley reserves the right to reject any or all proposals, or to waive any informalities or irregularities in the submitted proposals. The Request for Proposal does not commit the City of Grain Valley, Missouri, to award a contract, to pay any costs incurred in the preparation of a proposal



to this request, or to procure or contract for services or supplies.

PART III

A. Submission of Qualifications

To be eligible for consideration, **one electronic** and **three** hard copies (maximum of 10 pages) of the response to the RFP must be received and date stamped by the City of Grain Valley no later than **2:00 PM, MARCH 29, 2024**. Late submittals will not be considered and will be returned to the submitter unopened.

The envelope package should be marked **Grain Valley Appraisal and Acquisition Services for Front Street Roadway, Stormwater and Water Improvements**.

City of Grain Valley
711 S. Main Street
Grain Valley, MO 64029
Attn: Richard Tuttle, City Engineer

**Questions should be directed in writing to
Richard Tuttle, City Engineer at dtuttle@cityofgrainvalley.org**

B. Proposal Submission Requirements

The Proposal Submission should be complete and concise (maximum of 10 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 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 on-call engineering services as described in Part II. Submitted materials should demonstrate the firm's, 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:
 - a. Identify the project manager who will lead the Project.
 - b. Identify any sub-consultants that will be part of the Project team.
 - c. Names and proposed roles of other individual team members.
 - d. Education, experience, and biographies of all team members addressing the qualifications and considerations of the RFP.
 - e. Describe the qualifications of the firm and any sub-consultants to perform the work requested. Include information about pertinent prior experience.
 - f. 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 Grain Valley: Include a summary of the firm's understanding of the Proposed Services as described in this RFP, the City of Grain Valley, 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 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 persons that the city may contact to verify work completed 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 hourly 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.

PART IV

A. 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.

RFP Released	March 12, 2024
RFP Deadline	March 29, 2024
Consultant Selection	April 19, 2024
Contract Negotiation	April 26, 2024
Contract Approval by Board of Alderman	May 13, 2024

B. Evaluation of Proposals

The city 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 City's decision will be final.

A selection committee will evaluate the qualifications that are submitted. The selection committee will consist of Community Development Director, City Engineer, and Public Works Superintendent.

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

- Overall responsiveness to the RFP and quality of the proposal in 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 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.



After completion of this process, staff will endeavor to negotiate a contract with the successful respondent. Upon reaching agreement on a contract, this negotiated contract will be presented to the Board of Aldermen for approval by Resolution authorizing the City Administrator to sign a contract with the successful respondent.

In the event that a mutually agreeable contract cannot be negotiated with said respondent, the staff will then enter contract negotiations with the next highest rated respondent, and so on until a mutually agreeable contract can be negotiated.

The City reserves the right to reject any or all responses and to waive any informality in the process when to do so would be to the advantage of the City.

The City reserves the right to reject any response(s) for noncompliance with the provisions outlined in this RFP.

The City, in its sole discretion, may choose not to award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the City not to do so.