

## REQUEST FOR PROPOSAL FOR FEE NEGOTIATION SERVICES

The City of Ladue (hereinafter, "the City"), is requesting a proposal for professional right of way acquisition services for Right of Way Project Dielman Road Sidewalk and Road Improvements in St. Louis County.

The proposal is to be for Right of Way Acquisition of 12 parcels as detailed in this RFP and on attached documents. The proposal must be in writing and received by Anne Lamitola at the Ladue City Hall, 9345 Clayton Road no later than **10:00 am on November 18, 2021**. An electronic copy of the proposal shall also be emailed at Anne at [alamitola@cityofladue-mo.gov](mailto:alamitola@cityofladue-mo.gov). The City of Ladue reserves the right to reject this proposal and/or negotiate an acceptable proposal. All right of way services performed by Consultant must be accomplished in conformance with all applicable State, and Federal laws and regulations.

Any specific questions relating to acquisition services for this proposal shall be directed to the attention of: Anne Lamitola, P.E.  
(314) 993-5665  
[alamitola@cityofladue-mo.gov](mailto:alamitola@cityofladue-mo.gov)

**The Consultant** shall be required to provide the following right of way services:

- Serve as the City's professional representative during the performance of these required services.
- Conform with all applicable State, and Federal laws and regulations.
- Furnish acquisitions by negotiation or gift/donation.
- Prepare payment estimates (Nine (9) parcels) and appraisals and appraisal reviews (Three (3) parcels). Additional details are as follows:
  - Two of the twelve parcels contain just Temporary Construction Easement (TCE)
  - Seven of twelve parcels have TCE and Permanent Easement (PE)
    - Two of which has preliminary acquisition estimates that exceed \$10,000
  - Two of the twelve parcels have just Permanent Easement
  - One of the twelve parcels has ROW, PE, and TCE
    - One of which has preliminary acquisition estimates that exceed \$10,000
- Furnish recommendations for condemnation settlements.
- Designate a project manager who shall be available for consultation with the City during our normal business hours.
- Provide necessary assistance to aid those property owners and tenants affected by this highway project, to reach an amicable agreement.
- Maintain accurate records, as specified in Right of Way manuals, which will be available for inspections by the City, MODOT, and the Federal Highway Administration (FHWA).

- Be responsible for correcting any deficiencies noted by the City, MoDOT, and FHWA at no additional cost.
- Submit bi-weekly progress reports for the previous two week's activity, which includes, but not be limited to:
  - Summary of activities for the two-week period;
  - Project log indicating status of each parcel; and,
  - Problems encountered and remaining unresolved.

**The City of Ladue** shall furnish the Consultant with a field file containing the following:

- Individual plot plan and Summary of Proposed Acquisition and shall include the following for each parcel:
  - a) Ownership.
  - b) Total area before acquisition.
  - c) Area of existing fee right of way
  - d) Area of permanent easement acquisition.
  - e) Access control (not applicable).
  - f) Areas of temporary acquisitions.
  - g) Title work
- Other information and material furnished:
  - Right of Way plans including one (1) set of cross sections.
  - Copies of pertinent correspondence and project information.
  - Acquisition forms:
    - a) For all properties to be acquired, the City will mail each parcel owner a public relations letter along with the approved letter offer, prepared by the ROW consultant.

The City will furnish the Consultant with revision and/or updates in a timely manner.

The City will have acquisition personnel available to provide consultation and guidance regarding the acquisition function.

The City will review all proposed contracts and reserves the right to refuse acceptance of any or all such contracts.

**Proposals** are to include the following:

- Consultant information including:
  - Firm description and brief firm background
  - Proposed project team with roles for key personnel. Please include resumes for key personnel.
- Work Plan detailing:
  - Understanding of this project and any major problems perceived
  - Approach and problem-solving techniques
  - Proposed schedule including estimated hours of tasks identified in the work plan.
- Capacity Description of the Consultant's current workload of projects where they are appraising, acquiring, and closing any other projects from this, and/or any

- other government agencies.
- Previous Experience detailing three to five comparable projects including:
    - Name, Date, and Client Information for Projects.
    - Contract information for client organization.
    - Short description of project.
  - Price Proposal which includes
    - Fee, per parcel for work as outlined above (all 12 parcels)
    - Cost for appraisal and appraisal reviews (3 of the 12 parcels)

All material submitted in accordance with this Request for Proposal becomes the property of the City of Ladue's and shall not be returned.

Two (2) copies of the proposal, must be signed by individuals of the firm authorized to contractually obligate the proposing firm with the City of Ladue based on the proposal shall be identified by name, title, address, and telephone number.