

Westchase District
Request for Qualifications to provide Right-of-Way Services
Issued Friday, October 2, 2015

Westchase District is seeking qualifications from qualified right-of-way service firms to provide property acquisition services related to Westchase District 380 Program Projects, as well as for other projects that may be identified by the District.

Services will include project management and coordination with Westchase District and with the City of Houston and the Texas Department of Transportation as applicable; subcontractor appraisal services as needed; selection of a title company to provide title insurance as needed; title curative and closing services; negotiation/acquisition services; relocation assistance services (if required); and condemnation support services as may be needed to assist the proper agencies in preparing for and completing Special Commissioner eminent domain proceedings.

The selected firm should demonstrate experience in working under City of Houston and TXDOT right of way procedures, policies and guidelines, and must have significant experience in acquiring property under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

Statements of Qualifications must include at least the following information:

1. Cover letter with a summary of the submittal and proposed consultant team, signed by an officer of the consultant capable of contractually engaging the firm (two-page maximum).
2. Work plan, including proposed project schedules, demonstrating understanding of the projects and explaining the firm's approach to completing the projects within the schedule and in compliance with federal, state and local laws (two-page maximum).
3. Description of similar completed or ongoing work. Include project profiles (up to five) and identify the project scope, dates, and client contact information.
4. Description of key personnel (including any proposed appraisal subconsultants) to be assigned to this contract, including resumes.
5. References – at least three (3).

SUBMISSION OF QUALIFICATIONS:

Interested firms should respond and communicate their ability to perform the specific work proposed in as brief a submission as possible. The front cover and any accompanying correspondence or documents should be clearly identified as: **Westchase District 380 Program Right-of-Way Services SoQ.**

QUALIFICATION BASED SELECTION PROCESS:

Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as determined by Westchase District based on the qualifications submitted in response to this RFQ.

Westchase District reserves the right to obtain clarifications or additional information from respondents regarding its SOQ. All firms that submit SOQs will be notified of the final selection decision. Final recommendation of any selected firm is subject to the action of the Westchase District Board of Directors.

EVALUATION OF QUALIFICATIONS: Westchase District representatives will evaluate Qualifications based on requirements of this RFQ. Westchase District may invite one or more of the most highly qualified Respondents to attend a formal interview to allow further discussion of qualifications and to respond to questions from the Westchase District.

SUBMITTAL DEADLINE

Electronic submittals should be emailed to Irma H. Sanchez at isanchez@westchasedistrict.com by **5:00 PM, Friday, October 16, 2015**. Submittals received after this date and time will not be considered.

POINT OF CONTACT:

Questions regarding this RFQ should be submitted by no later than 5:00 PM, Wednesday, October 14, 2015. Westchase District will not accept questions regarding this RFQ after this deadline. A compiled list of Firm questions and Westchase District responses will be issued via email to all parties by Noon, Thursday, October 15, 2015.

All questions regarding this RFQ should be addressed to:

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