Ordinance No. 058 **-2024**

Authorizing The Mayor, Finance Director And Director Of Public Service To Enter Into An Agreement With West Erie Realty Solutions Ltd, 323 Lafayette St., Toledo, Ohio 43604 To Provide Professional Real Estate Acquisition Services For The LUC-S.R.-2-21.72 Navarre Avenue Safety Improvement, PID 118234 In An Amount Not To Exceed One Hundred Forty-Eight Thousand Eight Hundred Fifty And 00/100 Dollars ($148,850.00); And Declaring An Emergency

Summary And Background

The City of Oregon has received grant funding from the Federal Highway Administration through the Ohio Department of Transportation (ODOT) for implementing various safety as part of the LUC-SR-2-21.72 Navarre Avenue Safety Improvement Project, PID 118234 for the improvement of Navarre Avenue (S.R. 2) between Isaac Streets Drive and Coy Road.

Oregon City Council passed Ordinance No. 142-2023 on November 13, 2023 in order to execute the LPA Federal Project Agreement between the City of Oregon and Ohio Department of Transportation, which allowed the City to serve as the local public agency (LPA) to administer the engineering design, right of way acquisition and construction of the said project, and to secure the federal funding for the project.

The Director of Public Service advertised and requested qualification statements from qualified real estate consultants for the right of way acquisition services required for the necessary acquisition of various right of way and easements from 13 parcels for the safety improvements noted above.

Qualification statements were received from O.R. Colan Associates, LLC (ORC) and West Erie Realty Solutions Ltd.

The consulting firm of West Erie Realty Solutions Ltd is ODOT pre-qualified for right-of-way acquisition services and through their many past experiences with the City of Oregon and ODOT, has been determined to be the most qualified firm to provide the required real estate acquisition services to the City of Oregon for this project;

Funding for the right of way acquisition services was included in the 2024 C.I.P. Municipal Budget in Account 359.7342.57710; **Now Therefore,**

Be It Ordained By The Council Of The City Of Oregon, Ohio, That:

Section 1. The Mayor, Finance Director and Director of Public Service are hereby authorized to enter into an agreement with West Erie Realty Solutions Ltd, 323 Lafayette St. Toledo, Ohio 43604 to provide professional real estate acquisition services for the LUC–S.R.-2-22.51 Navarre Avenue and Coy Road Intersection Improvement Project Improvements, PID 109596 in an amount not to exceed One Hundred Forty-Eight Thousand Eight Hundred Fifty And 00/100 Dollars ($148,850.00) in accordance with "Exhibit A", attached hereto and made a part hereof.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio and that the reading and adoption of this Ordinance complies with the provisions of Article III, Section 9 of the city Charter as amended.

Section 3. This Ordinance is hereby declared to be an emergency measure and shall take effect upon its passage and signature by the Mayor. The reason for the emergency lies in the fact that this Ordinance is necessary to begin the right of way acquisition process for the LUC-SR-2-21.72 Navarre Avenue Safety Improvement Project, PID 118234 in a timely manner to ensure a timely project delivery to meet ODOT funding requirements.

Vote on passage as an emergency: Yeas 7 Nays 0 Abs 0

Passed as an emergency measure on March 25th 2024

President of Council

Attest: Approved:

Clerk of Council Mayor

Ordinance No. 058-2024 Item No. 058-2024

"EXHIBIT A"

PROPOSAL & AGREEMENT

ROW Acquisition Services / LUC-2-21.72 PID 118234

March 14, 2024 - The following fee proposal is based on information provided to WE by the City of Oregon.

1. Project Management – 13 parcels @ $1,200.00 per parcel.....$15,600.00

The project management fee is inclusive of meeting attendance with the various project partners, clerical support, the preparation of status reports and travel as may be necessary to assure timely coordination and completion of tasks involved in the acquirement of rights of way. **Note:** All right of way interests will be acquired in conformance to the policy and procedures as promulgated by the Ohio Department of Transportation. The project management fee is collected in 4 stages at 25% increments. The 1 of 4 = 25% fee will be invoiced after the completion of title reports and appraisals for any given parcel. The 2 of 4 = 25% fee will be invoiced after the offer is made. The 3 of 4 = 25% fee will be invoiced after the signed parcel has been billed or submitted for appropriation. The 4 of 4 = 25% fee will be invoiced after the parcel file has been scanned, standardized and submitted to the client for review and archiving.

2. Title Research:

a. Twelve (12) Full Reports @ $1,000.00 per parcel.....$12,000.00

b. One (1) Abbreviated Reports @ $600.00 per parcel $600.00

The Title Report fees shown are **exclusive** of those charged for courthouse copies that may need to be purchased in support of individual title reports. These non-salary direct costs will be reimbursed by the (Client) to the consultant West Erie Realty Solutions, Ltd. (WE) at their actual cost as evidenced by receipts from the respective county office.

3. Appraisals (See M+W Fee Attachment) $69,250.00

(Martin & Wood Appraisal Group, Ltd.) These appraisal fees are based upon the appraiser's best estimate in the type of report required for any one parcel utilizing the plans provided by the client. Please keep in mind that the format of appraisal report for any one parcel is subject to revision based on plans being finalized.

4. Negotiations - 12 Parcels @ $2,800.00 per parcel $33,600.00

A **"parcel"** is defined as a single ownership assigned to a parent number regardless of the number of takings required from that ownership. For example, parcel 1-WD & T is considered to be a single parcel. The offer packet will include the following items: Notice of Intent to Acquire and Good Faith Offer, Colored Plan Exhibits, Warranty Deed, Easement, Instruments, Legal Description and W9 Form. Parcels added or deleted during the course of this agreement shall be cause for adjustment to this cost proposal for all associated work phases under the responsibility of West Erie Realty Solutions, Ltd.

5. Closings:

a. Seven (7) Formal @ $900.00 per parcel $6,300.00

b. Six (6) Informal @ $500.00 per parcel $3,000.00

The total closings phase includes the updating of the title report and recording of the easement(s) or warranty deed(s) on a per parcel basis **exclusive** of the recording fee itself.

6. Recording Fees – 13 @ $100.00 per parcel $1,300.00

This phase includes the estimated recording fees for each parcel that will be handled as a pass-thru cost reimbursement with attached receipts.

7. Mortgage Releases – 10 @ $400.00 per parcel $4,000.00

This phase is a pass-thru expense and will only be invoiced if the actual work is necessary and completed by WE for the project.

8. RE95 & RE56 – 8 @ $400.00 per parcel $3,200.00

This phase is a pass-thru expense and will only be invoiced if the actual work is necessary and completed by WE for the project.

Total Cost Proposal $148,850.00

Respectfully submitted by:
West Erie Realty Solutions, Ltd.
323 Lafayette Street
Toledo, Ohio 43604

Greg R. Vriezelaar
President

Date: March 14, 2024

Proposal Accepted By:
City of Oregon

Name:

Date:

Subject: LUC-2-21.72 (Navarre Avenue) (PID 118234)
Date: Thursday, March 14, 2024 at 2:03:32 PM Eastern Daylight Time
From: Kevin Schroeder
To: Greg Vriezelaar
Attachments: image001.png

Greg,

Our proposed fees and formats for this project are below:

Parcel 11 = $1,650 (VF)
Parcel 17 = $7,150 (Before and After Narrative)
Parcel 18 = $800 (VA)
Parcel 19 = $1,650 (VF)
Parcel 20 = $1,650 (VF)
Parcel 31 = $9,350 (Before and After Narrative)
Parcel 32 = $9,350 (Before and After Narrative)
Parcel 33 = $9,350 (Before and After Narrative)
Parcel 34 = $4,500 (Limited Scope Narrative - Before land value and site improvements taken)
Parcel 35 = $9,350 (Before and After Narrative)
Parcel 49 = $800 (VA)
Parcel 50 = $9,350 (Before and After Narrative)
Parcel 51 = $800 (VA)

Sign Estimates - 2 @ $500 / each = $1,000
Irrigation System Estimates – 5 @ $500 / each = $2,500

Total = $69,250

- The above proposed formats are a worst-case scenario (hopefully) and are based on the current plans and a conversation with the reviewer, Dave Dicke.

- Some of the appraisal formats may change after the scope meeting with ODOT.

- Sign estimates and irrigation system estimates will only be invoiced if they are needed.

- The above fees do not include any studies or engineering work that may be needed for parking, internal circulation, etc.

Thanks,

Kevin P. Schroeder
Vice President

Martin + Wood Appraisal Group, Ltd.
Corporate Office
43 S. St. Clair Street
Toledo, Ohio 43604

419.241.4998 (Office)
567.420.1031 (Direct)
419.265.0915 (Cell)
419.241.5932 (Fax)
kschroeder@martin-woodappraisal.com
www.martin-woodappraisal.com

MARTIN+WOOD
APPRAISAL GROUP, LTD

West Erie REALTY SOLUTIONS LTD

February 6, 2024

Paul Roman, P.E.
Director of Public Service
City of Oregon
5330 Seaman Road
Oregon, Ohio 43616

RE: Right of Way Acquisition Services Contract 1
LUC-2-21.72 (PID No. 118234)

Dear Mr. Roman:

Based on the RFP dated January 22, 2024, West Erie Realty Solutions, LTD (WE) is submitting the enclosed Letter of Interest (LOI) to provide right of way acquisition services for the City of Oregon's Navarre Avenue Safety Improvement (LUC-2-21.72) Project.

We are committed to the success of the City's improvement projects and we feel strongly that this success will be built on the following:

- Our team having completed over 20,000 acquisitions for ODOT-funded projects, WE has superior knowledge of ODOT and FHWA protocols and procedures for the compliant acquisition of rights of way on public projects.
- WE personnel have provided turnkey real estate acquisition services to the City of Oregon for more than 20 years.
- The WE Team has seven (7) staff members that reside in the City of Oregon, and it is a community we understand, have local knowledge of and care deeply about.

We appreciate the opportunity to continue to serve the right of way needs of the City of Oregon. If you would like additional information, please do not hesitate to contact me directly on my cell phone at (419) 279-5188.

Sincerely,

Greg R. Vriezelaar
President

1.0 ODOT PREQUALIFICATIONS

The proposed project team personnel for the City of Oregon's project are included in the matrix below along with prequalification categories. ODOT Prequalification for Real Estate Services are established per person on a revolving process for each individual category, the approximate years of experience are also included below.

	± Years of Experience	Project Management	Title Research	Value Analysis	Negotiations	Negotiations Trainee	Closings	Relocation	Relocation Review	Appraisal	Appraisal Review
West Erie Realty Solutions (WE)											
Greg Vriezelaar	20	X	X	X	X		X	X	X		
Mark Chovan	35	X	X	X	X		X	X	X		
Travis Missler	10	X		X	X		X	X	X		
Megan Matrka	8	X	X	X	X		X	X			
Kayla Hotmer	16	X	X	X	X		X				
Michael Hamilton	8	X	X		X		X				
Joel Byers	8	X	X		X		X				
Adam Tyson	3				X		X				
Kendra Fortier	2		X			X					
Kendall Becker	2		X		X		X				
Christina Davis	15		X	X							
Todd Dickerson	30					X					
Martin + Wood Appraisal Group (M+W)											
Beth Riggs	30			X						X	X
Gerald Tout	29			X						X	X
Kevin Schroeder	26			X						X	X
Lesley Madhav	16			X						X	
Amy Still	5			X						X	
Nathan Garnett	20			X						X	X

1.1 West Erie Realty Solutions, Ltd (WE) — 75% of Contract

West Erie Realty Solutions, Ltd is headquartered in Toledo, Ohio with four additional offices in Columbus, Cincinnati, and Cleveland, Ohio as well as Detroit, Michigan. Founded in 2013, West Erie provides turn-key acquisition services to the public and private sectors across the state of Ohio, and our team consists of project managers and other team members who are prequalified by ODOT.

West Erie is strongly committed to serve the City of Oregon with a staff of high character; motivated individuals aligned with the leadership's vision to provide turnkey real estate acquisition at its highest level. Our staff has a proven track record for acquiring R/W for ODOT and local public agencies. Services provided include public meeting involvement, project management, appraisal, appraisal review, title research, negotiations, relocation assistance, relocation assistance review, closings and property management. Our core personnel have multiple ODOT prequalification's which allow for a more comprehensive understanding of a project's needs with rapid attention given to the various components of those projects without having to outsource to multiple sub-consultants. In essence, our firm transitions from one task to another efficiently to meet the critical timeframes of the client. Presently, WE holds two (2) Statewide Task Order contracts with the Ohio Department of Transportation and two (2) with the City of Cincinnati. Over the last 10 years, on statewide contracts, WE has provided acquisition services in all 12 ODOT Districts and has successfully completed hundreds of projects.

Primary Contact & Contractual Authority

Greg Vriezelaar – President
323 Lafayette Street
Toledo, Ohio 43604
e: GregV@WestErieRealty.com
p: 844.533.1848 (toll-free)
m: 419.279.5188
w: www.WestErieRealty.com

2.0 SUBCONSULTANTS

2.1 Martin + Wood Appraisal Group, Ltd. (M+W) — 25% of contract

M+W has offices in Toledo, Ohio with four additional offices in Columbus, Cincinnati, and Cleveland, Ohio as well as Detroit, Michigan. M+W's team of more than 38 full time employees (including 31 appraisers) provide quality appraisal reports and appraisal reviews in a timely manner. Their experience is diversified; having appraised or completed appraisal reviews for a wide variety of properties and their staff is experienced in expert witness testimony. Given the size of the firm, they can handle large R/W projects and a large volume of appraisal or appraisal review work. Further, M+W has demonstrated on other ODOT and LPA projects that they understand the importance of meeting deadlines and are very competent to handle the most complex assignments. Their timeliness and quality of work have led to superior past performance ratings by ODOT. M+W has the largest and most experienced ODOT approved appraisal and appraisal review staff and the most resources available to support the eminent domain appraisal or appraisal review process of any firm in Ohio.

3.0 KEY STAFF MEMBERS

3.1 Team Organization

Key Personnel	Project Role
Greg Vriezelaar	Project Manager, Negotiations
Mark Chovan	Negotiations, Relocation, Closings
Joel Byers	Negotiations, Closings
Adam Tyson	Negotiations, Closings

Key Personnel	Project Role
Kendra Fortier	Title Research, Negotiations Trainee, QAQC
Kayla Hotmer	Title Research, QAQC
Kevin Schroeder (M+W)	Value Analysis, Appraisal
Ryan Hugueley (M+W)	Value Analysis, Appraisal
Sean Farmer (M+W)	Value Analysis, Appraisal
Mike Ducey (M+W)	Value Analysis, Appraisal

3.2 Project Manager & Team Personnel

Greg R. Vriezelaar – Greg is President of WE and manages its daily operations, along with staff recruiting and development for all five (5) offices. WE personnel become the "face" to the project and take great responsibility and understand the significance of that role. That understanding is truly what makes our firm different than all others in Ohio and Michigan. As project manager, Greg proposes the same level of commitment to the City of Oregon. Since 2008, Greg has successfully managed more than 20 ODOT and non-ODOT projects for the City of Oregon. During that time, Greg has worked closely with the Mayor, City Administrator, Law Director, Service Director, and most specifically the City Engineer to complete those projects. That working relationship, familiarity, and trust has been established through hundreds of phone calls, emails, and meetings together on past projects. Together, we've achieved tremendous success and overcame difficult property owners, complex design issues and impactful R/W takes. **Greg and his family reside in the City of Oregon.**

Mark S. Chovan (WE) – Mark has 35 years of experience in the field of real estate and has served as project manager, negotiator, relocation counselor and closing agent on hundreds of projects in Ohio, Michigan, and Indiana. Mark is a licensed real estate agent and appraiser in Ohio and Michigan. Mark's ability to negotiate settlements is second to none in Ohio's R/W consultant community. He's professional, engaging, and honest with property owners while delivering project specifics, the FMVE offer, etc. His rate of settling parcels at FMVE is 90% and he's an extraordinary asset to the clients we serve. Mark is an active member of the IRWA's Chapter 7 and serves on their relocation committee. Over his career, Mark has managed and completed acquisition services for several high-profile projects in Ohio, Michigan, and Indiana.

Joel Byers (WE) – Joel is a Project Manager with WE and has more than eight years' experience. His previous work experience and education was in legal services for more than 10 years. That experience fast tracked Joel into quickly understanding State Policy and Procedures regarding Right of Way Acquisition in Ohio and Michigan. He has managed and/or completed negotiations on more than 50 projects since joining WE in 2015. Joel is prequalified with ODOT in Project Management, Title Research, Negotiations and Closings. **Joel and his family reside in the City of Oregon.**

Adam "Shorty" Tyson (WE) – Shorty is a Realty Specialist with WE and has ODOT prequalification's to perform negotiations and closings. Additionally, Shorty continues to attend all available real estate classes offered by ODOT to earn prequalification in title research, relocation, and project management. Before joining WE in January of 2021, Shorty was an account manager for a large company in Northwest Ohio. Shorty graduated from the University of Toledo with a degree in Business Administration and was a four-year letter winner for the Toledo Rocket's Baseball team. **Shorty and his family reside in the City of Oregon.**

Kendra Fortier (WE) – Kendra is a Realty Specialist with WE, a licensed realtor in the State of Ohio and is ODOT prequalified in Title Research. She is presently attending all ODOT real estate training classes and is a negotiation trainee on several projects for WE. Kendra continues to provide administrative support to prequalified staff while assisting with offer and billing packet preparation. She has assisted with the completion of more than 200 title reports and 50 offer packets since joining West Erie. In 2024, West Erie expects Kendra to be approved for additional prequalification's with ODOT in negotiations, and closings. **Kendra and her family reside in the City of Oregon.**

Kayla Hotmer (WE) – Kayla is the operations coordinator and realty specialist in WE's Toledo office. She has more than 15 years' experience in providing ROW acquisition services in Ohio and Michigan. Prior to joining WE, Kayla spent more than 11 years with ODOT District 2 as the LPA Coordinator. She has a tremendous level of experience in R/W and is prequalified by ODOT in Project Management, Title Research, Value Analysis, Negotiations and Closings.

Kevin Schroeder (M+W) – Kevin has been engaged in the appraisal field since 1997. Prior to joining M+W, he provided appraisal services through Continental Valuations & M-E Companies. Kevin is a General Certified Real Estate Appraiser in the State of Ohio. He has served as project manager and completed appraisals and appraisal reviews for R/W projects throughout Ohio and has testified in court as an expert and technical witness for eminent domain cases.

Sean Farmer (M+W) – Sean has over 15 years of appraisal experience and has a Master of Business Administration from the University of Toledo. He is a General Certified Real Estate Appraiser in the State of Ohio and the State of Michigan. Sean has provided appraisal services for the following types of properties: Industrial, Office, Retail, Multi-Family Residential, Single-Family Residential, and Vacant Land (Agricultural, Residential, Commercial, and Industrial).

Michael Ducey (M+W) – Michael has over 50 years of experience and is a General Certified Real Estate Appraiser in Ohio and Michigan. He has provided appraisal services for various properties: Agricultural, Car Washes, Condominiums, Churches, Golf Courses, Industrial Buildings, Mixed Use Developments, Multi-family Residential, Office Buildings, Restaurants, Retail Stores-Free Standing, Retail Strip Centers, Single-Family Residential, Service Stations, Subdivisions, Tennis Clubs, and Vacant Land (Agricultural, Residential, Commercial & Industrial).

Ryan Hugueley, MAI (M+W) – Ryan has more than 14 years of experience and has a bachelor's degree in business management from Wittenberg University. He is a General Certified Real Estate Appraiser in the State of Ohio and the State of Michigan and a Member of the Appraisal Institute

with the MAI Designation. Ryan has provided appraisal services for the following types of properties: Industrial, Office, Retail, Apartments, Assisted Living Facilities, Automobile Dealerships, Golf Courses and Development Land. **Ryan and his family reside in the City of Oregon.**

3.3 Relative Experience

WE and M+W have completed turnkey acquisition services for previous phases of improvements being made by the City of Oregon to Navarre Avenue. Those projects included LUC-2-21.24 (PID 96295) and LUC-2-22.51 (PID 109596). Those previous projects have provided insight into land values, problematic parcels, and possible difficult legal counsel that we may encounter during acquisition. It is crucial to the City's project that the selected consultant have adequate resources to overcome any unforeseen issues. With M+W completing the appraisals for this project, WE will be uniquely familiar with the specific takes and impacts for each parcel. WE and M+W's cohesiveness and collaboration among our staff will serve the city well on this project.

3.4 Governmental Client References

Listed below are four governmental organizations for which our firm has completed real estate acquisition services. We encourage the city to reach out and discuss their experience(s) working with the team from WE.

Ohio Department of Transportation District 2
Dave Seasly, PS – Real Estate Administrator
317 E. Poe Road | Bowling Green, Ohio 43402
E: David.Seasly@dot.ohio.gov | P: 419-373-7174
Projects:

- WOO-199-Roundabout (PID 113719)
- WOO-582-16.35 (PID 107717)
- WOO-64/65-5.78/6.18/23.39 (PID 107711)
- WOO-582 (PID 81000)
- WOO-6-5.04 (PID 95801)
- WOO/LUC-75-30.70/0.00
- WOO-65-12.81 (PID 97861)
- LUC-475-Dorr St Interchange (PID 99930)
- LUC-23-11.75 (PID 105889)
- WOO/LUC-64-12.03/0.00 (PID 92088)
- LUC-2-13.77 (PID 108465)
- LUC-2.9.67 (PID 111021)
- WOO-199-27.97 (PID 96355)
- WOO-CR 9-5.86 (PID 117233)

City of Sylvania, Ohio
Joseph E. Shaw, PE, PS, Deputy Director
6730 Monroe Street | Sylvania, Ohio 43560
E: jshaw@cityofsylvania.com | P: 419.885.8967
Projects: LUC-CR 4-9.77 (PID 109598) | LUC-TR 77-0.54 (PID 116375) | LUC-Monroe St. & Silica St. (PID 107489)

City of Bowling Green
Bradley M. Holman, PE – City Engineer
305 N. Main Street | Bowling Green, Ohio 43402
E: BHolman@bgohio.org | P: 419-354-6237
Projects: WOO-64-0.87 (PID 108441) | WOO-SR 25-8.41 (PID 111193) | Abbott Facility Improvements

City of Rossford
Todd M. Audet, PE – Former Director of Development
133 Osborn Street | Rossford, Ohio 43460
E: taudet@rossfordohio.com | P: 419-666-0210
Projects: WOO-Crossroads Parkway | WOO-SR 65-23.04 (PID 90674) | WOO-SR 65-Rossford Signal Upgrade (PID 95688)

4.0 CAPACITY OF STAFF

WE will be utilizing in-house personnel only for all acquisition services needed on this project. We have the capacity to meet the proposed schedules and commit to certifying R/W to the City of Oregon 30 days in advance of the proposed certification date. WE's tremendous resources and capacity to complete hundreds of parcels at one time with inhouse personnel is a significant advantage in this industry and an asset to our clients. This provides our firm the accommodation of having complete control of schedules, budgets, etc. while completing all acquisition services with quality, integrity, and consistency. Furthermore, our firm is comprised of a full-time support staff dedicated to this project which allows for more project capacity from our field agents. WE commits to having capacity to complete this work for the City of Oregon and that our existing and pending workloads over the next year do not limit or negatively impact our ability to do so.

4.1 Ability to Perform in a Timely Manner

WE has chosen Greg Vriezelaar to serve as project manager; he will be assisted by three (3) negotiators, one (1) negotiation trainee and administrative support staff. If additional resources become necessary, WE has several other prequalified personnel that can be assigned to meet the requirements and schedule of required services on the project. The proposed acquisition schedule established by the City of Oregon and ODOT will be met and exceeded by the proposed due dates for services presented above.

WE has designed and implemented our own WE Project Builder that manages project data and produces all ODOT templates fully completed in form. Such an investment was made to eliminate human error along with the ability to produce all necessary documentation in an expedited manner. This software secures quality and assures all documentation to be procedurally correct and consistently accurate 100% of the time. It also provides a tremendous reduction in time toward repetitive work from parcel to parcel. The offer packets and other necessary forms for the entire project will be produced by a single administrator in less than five days and helps reduce project costs.

4.2 Present Workload and Availability of the Assigned Staff

WE's present workload does not cause any concern or risk in the capacity to meet the proposed schedules for the City of Oregon's project. Our commitment to the City of Oregon will be to make any necessary adjustments to our plan and/or our personnel to achieve the collective goals of WE, the City and ODOT. Our core personnel possess multiple ODOT pre-qualifications to allow for greater capacity and a more streamlined acquisition process. This practice calls for one agent to complete multiple disciplines and tasks with each impacted property owner so consistency and trust can be established. It has proven to be both effective and considerate based on feedback acquired from those families and businesses we have worked with on previous projects.

4.3 Dedication to the City

WE and our sister company M+W offer the City of Oregon an outstanding team of professionals with extensive experience in performing R/W acquisition and appraisal services. WE/M+W personnel have completed several projects for the City of Oregon and hundreds for District 2 over the past 20+ years. No other R/W consultants have our knowledge/experience of the Oregon area and understands the expectations District 2 has for their projects.

WE & M+W possess local knowledge like no other firm in Ohio and are dedicated to clearing R/W on time and on budget for this project. We truly believe our team of high character and motivated individuals are the best at acquiring R/W ahead of schedule, reaching favorable settlements to the taxpayer and at certifying R/W with less than 3% of our parcels being submitted for appropriation. Our past performance has earned us nine ODOT Statewide Task Order Contracts over the past eleven years.

5.0 PROJECT APPROACH

5.1 Technical Approach

WE will hold a kick-off meeting with ODOT, the City, M+W, appraisal reviewer(s) and other stakeholders to define the scope of work, schedule of services and necessary due dates for each respective task. WE's familiarity with the Law Director and the City's process for appropriation will be accounted for within the project schedule. After receiving our notice to proceed, WE will complete the title research and authorize M+W to begin the appraisal process. The completed appraisals will be submitted to the appraisal reviewer(s) contracted by the City of Oregon. WE will thoroughly review the plans, title reports, appraisals and other information that are pertinent to understanding the project scope, parcel impacts, etc. WE will begin assembling offer packets in preparation to be mailed immediately by US Certified Mail to begin the "clock" on offers made. Within 2 weeks after those offers have been mailed and accepted by the property owner, WE personnel will follow up with phone calls and/or emails to schedule in person meetings to answer questions, etc. If we are unable to locate phone numbers, WE will visit the subject site to find a local contact. We understand that the sooner we're able to contact the impacted owners and make them aware of the upcoming project, the sooner we will be able to reach agreements with them. WE personnel have worked with some of these property owners on past projects in NW Ohio and for the City of Oregon. We will assign the negotiator most familiar with that ownership and/or legal counsel as a professional relationship has already been established.

5.2 Understanding of the Project

This project is phase three of the City's improvement projects along State Route 2 (Navarre Avenue) with WE having completed the acquisition of the previous two phases. The project will improve safety along Navarre Avenue by installing medians, U-turn bulb-outs and median openings to accommodate U-turns and emergency access. The project also includes signal upgrades and installations at the Harbor Drive, Kingston Court, and Kroger Drive Intersections. Per the Right-of-Way (R/W) Plans, there are 13 project parcels with takes. WE's PM Greg Vriezelaar has visited the project site multiple times and most recently on February 5, 2024, to review the preliminary R/W plans and proposed takes on each parcel. The takes consist of seven fee simple with the others being temporary easements. The property types are primarily commercial with one property being residential. The ownerships are both locally owned and national with corporate offices outside the area. WE and M+W personnel have worked with several of these owners on past projects and have good contact information which will save time in the acquisition schedule. Additionally, our team knows from past projects that the city is proactive on gaining input from impacted owners and businesses during plan design, so it is our assumption that we'll have credible contact information for most owners on this project. Parcel 11 is vacant and located within the City's proposed town square. This will be taken into consideration for appraisal purposes. The R/W takes are temporary only to construct a drive. Parcel 17 is a residential property and is a temporary take only for constructing a walk. The ownership is local, and WE personnel have worked with the owner's representative on past projects. Parcel 18 is locally owned, and the use is a Chipotle's Mexican Grill. The R/W takes are both fee simple and temporary to construct a walk and complete grading. Parcel 19 is not locally owned, and the property use is a Sonic Drive-In Restaurant. The R/W takes are both fee simple and temporary to construct a walk and complete grading. Parcel 20 is locally owned, and WE personnel have worked with this owner and their representatives on past projects. They tend to be difficult but WE has been successful resolving concerns and issues and feel there's mutual professional respect established with the owner. The R/W take is a fee simple take only on what is the Taco Bell property. WE has worked with Taco Bell representatives and ODOT on two other projects in 2023. A large sign appears to be located within Parcel 20 WD, but the plans state it will be DND. It's unclear on the plans if this sign partially encroaches the existing R/W of the

roadways. Compensation may still be needed for this sign since it's in the WD take, even if it is DND. These details can be ironed out during the scope meeting with the city, ODOT and the review appraiser. Parcels 31 and 33 are also affiliated with the same ownership as Parcel 20. The R/W takes on each parcel are temporary only, but it is likely that all three parcels (20, 31 and 33) will be a challenge. Fortunately, WE has valuable experience with this ownership which should be beneficial to our ability to settle these parcels. Parcel 32 is a locally owned commercial property that includes office space, tanning salon, vision care and the Salad Galley. WE has dealt with this owner on several past projects and does feel that will be beneficial. The R/W takes are both fee simple and temporary which impact 14 parking stalls, 2 stumps, irrigation, and curbing. The City is acquiring a significate portion of the private drive to Parcel 34 which is like phase one (LUC-2-21.24 PID 96295) with Tim Horton's, Arby's, and Oregon Properties. WE recommends a parking & circulation study be completed on Parcel 32 as although impacted, there appears to be plenty of space to replace the 14 parking stalls with some reconfiguration. Parcel 35 is a locally owned commercial property that is presently a Subway restaurant. The R/W takes are by fee simple and temporary for parking lot repairs. Parcel 49 is the Kroger parcel and WE is presently working with their representatives on 2 different projects in the City of Sylvania. The proposed take is temporary only to construct a drive and walk. Parcels 50 and 51 are locally owned commercial properties with the proposed R/W takes being temporary only to construct drives, walks and/or parking lot repairs.

5.3 Qualifications for the Project

The WE team possesses the necessary staff, project experience and ODOT Prequalification's to complete this project in accordance with ODOT's P&P while meeting the R/W clearance schedule. Our team includes several project managers, title researchers, appraisers, negotiators, relocation counselors and closing agents. All of which are some of the most respected and experienced professionals in our industry. Having tremendous familiarity with other personnel performing acquisition services in Northwest Ohio, literally no other team is more qualified to complete this assignment than what WE has assembled for your project.

5.4 Knowledge Concerning Relevant Standards

WE brings the following advantages to the City of Oregon's upcoming project: 1) capacity and experience of in-house staff to perform the work; 2) extensive experience with the City staff, LPA projects, including expertise with Federal Reimbursement; and 3) past success in cost and time savings for LPA's.

5.5 Innovative Ideas

The "WE Project Builder" manages project and parcel data, property owner information, acquisition types and established FMVE's for a project as discussed in Section 4 above. Once this information is provided to WE, our team can generate complete offer packets with speed and accuracy. For this project, WE will produce offer packets on the entire project in less than five days saving significant time on the project. This truly separates our firm from any other in the State of Ohio and tremendously reduces the acquisition time to meet R/W clearance.

5.6 Project Specific Plan

In addition to WE Project Builder, WE has made significant investments in personnel, benefits, technology and innovation for cost containment and to improve project delivery. WE project managers possess software and technology to have complete connectivity to data for meetings with clients and property owners.

01-22-24 Posting Date
LUC-2-21.72
PID No. 118234
City of Oregon
Response Due Date: 02-07-24

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Oregon during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFP requirements.

Project Description

The City of Oregon is requesting Letters of Interest (LoI) from consultants for Right of Way Acquisition Services for the local-let Navarre Avenue Safety Improvement Project (LUC-SR 2-21.72, PID No. 118234). The project consists of adding a median safety barrier along the approximate ¾ mile section of Navarre Avenue between Isaac Streets Drive and Coy Road. Two new traffic signals are proposed to be installed at Harbor Drive and Kroger Drive along with the relocation of another traffic signal.

The project will require R/W acquisition in the form of permanent and/or temporary takes on approximately 12 commercial parcels. All work under the agreement will conform to the applicable provisions of the ODOT Right of Way appraisal and acquisition policies.

The agreement must be in compliance with the most current Scope Definitions for Right of Way Services as published on the following ODOT Website:

http://www.dot.state.oh.us/Divisions/Engineering/RealEstate/Pages/ConsultantForms.aspx

Contract 1: Right of Way Acquisition Services
Contract 2: Right of Way Acquisition Services for Appraisal Review

Firms interested in receiving a copy of the Preliminary Right of Way Plans can contact Deputy City Engineer Rodney Shultz at rshultz@oregonohio.org.

Estimated Construction Cost: $7,500,000.00

Prequalification Requirements

Prequalification requirements for this agreement are listed below. For all prequalification categories other than FINANCIAL MANAGEMENT SYSTEM EVALUATION the requirement may be met by the prime consultant or a subconsultant.

Also, please note that only individuals (not firms) are prequalified for right of way acquisition services. In instances where prequalification for these services is required, a prequalified individual, either employed by the prime consultant or a subconsultant, must be named in order to meet the requirement.

For agreements that require prequalification in FINANCIAL MANAGEMENT SYSTEM EVALUATION, the prime consultant and **all subconsultants that provide engineering and design related services** must be prequalified in this category. Engineering and Design Related Services are defined as follows:

> Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project subject to 23 U.S.C. 112(a) as defined in 23 U.S.C 112(b)(2)(A); and
>
> Professional services of an architectural or engineering nature, as defined by State law (ORC 5526), which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide the services with respect to a highway construction project to 23 U.S.C. 112(a) and defined in 40 U.S.C. 1102(2).

Contract 1: Required Prequalification, Combination of Prime Consultant and Subconsultants

RIGHT OF WAY ACQUISITION SERVICES:
- Project Management for Right of Way Acquisition Services;
- Title Research;
- Value Analysis;
- Appraisal;
- Negotiation;
- Closing

Contract 2: Required Prequalification, Combination of Prime Consultant and Subconsultants

RIGHT OF WAY ACQUISITION SERVICES:
- Project Management for Right of Way Acquisition Services;
- Appraisal Review

Selection Subfactors

Prime and subconsultant experience in local projects and management for Right of Way Acquisition Services listed above in accordance with ODOT's acquisition policies and procedures.

Prospective Right of Way Acquisition consultants shall demonstrate prior experience and success with the management and negotiation of commercial parcels for Local-let Federal projects of a similar nature and complexity.

The Right of Way Acquisition services shall be completed by the established milestone dates.

Contract Type and Payment Method

Refer to the ODOT's Manual for Administration of Contracts for Professional Services, Volume 1: Consultant Contract Administration, Sections 4.3.A and 4.3.B for guidance concerning the appropriate contract type and payment method. Based on this guidance, contract type and payment method will be determined during the scope of services and negotiation process.

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by April 2024.

Completion Schedule

The Right of Way Acquisition work must be completed within ten (10) months from the date of authorization.

Disadvantaged Business Enterprise (DBE) Participation Goal: NONE

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Terms and Conditions

The Department's *Specifications for Consulting Services 2016 Edition* will be included in all agreements selected under this request for letters of interest.

Compliance with Title VI of the Civil Rights Act of 1964

The City of Oregon, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Selection Procedures

The City of Oregon will directly select a consultant based on the Letter of Interest (LoI). The requirements for the LoI and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting three (3) copies of the Letter of Interest and one (1) electronic pdf file of the entire qualification package to the following address **by 4:30 on the response due date** listed above.

Paul Roman, P.E.
Director of Public Service – City of Oregon
5330 Seaman Road
Oregon, Ohio 43616

Responses received after 4:30 PM on the response due date will not be considered.

Scope of Services

The ODOT Right of Way Scope of Services is available on the ODOT Website below.

http://www.dot.state.oh.us/Divisions/Engineering/RealEstate/Pages/ConsultantForms.aspx

Requirements for Letters of Interest, Programmatic Selection Process

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.

2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).

3. Please adhere to the following requirements in preparing and binding letters of interest:

   a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
   b. Page numbers must be centered at the bottom of each page.
   c. Use 8½" x 11" paper only.
   d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
   e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Letter of Interest Content

1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.

2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.

3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

   Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

5. Provide a description of your Project Approach, not to exceed two pages Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 10-page body of the LoI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form
for
Programmatic Selections

Project: **LUC-2-21.72 Navarre Safety**
PID: **1118234**
Project Type: **R/W Acquisition**
District: **2**
Selection Committee Members:
Dir. of Public Service – Oregon
Deputy City Engineer – Oregon
Staff Engineer - Oregon

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	25		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

   Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

   As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

   The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.