

THIS STAFF REPORT COVERS CALENDAR ITEM NO.: 7.3
FOR THE MEETING OF: February 15, 2007

TRANSBAY JOINT POWERS AUTHORITY

BRIEF DESCRIPTION:

Approve a contract with Associated Right of Way Services, Inc. in the amount of \$300,000 to provide relocation assistance services.

SUMMARY:

Under the regulations of the Federal Transit Administration, Federal Highway Administration, and California Department of Transportation, the Transbay Joint Powers Authority (TJPA) is required to provide relocation assistance services to individuals and businesses displaced by the Transbay Transit Center Program (Program). Following a competitive bid process, staff requests that the TJPA Board enter into a contract with Associated Right of Way Services, Inc. for relocation assistance services. The contract would be for a maximum of \$300,000 and for a term not to exceed three years, with the option for the TJPA to extend the term for two additional years by mutual agreement of the parties.

REPORT:

To implement the Program, the TJPA will be required to acquire private property from more than 30 property owners at a cost in excess of \$200 million. To qualify for federal financial assistance, the TJPA must comply with federal and state regulations for acquisition of real property. Under Federal Transit Administration and Federal Highway Administration regulations, the TJPA is required to provide relocation assistance services to certain individuals and businesses displaced by the Program. On November 16, 2006, the TJPA issued a Request for Proposals for Relocation Assistance Services (RFP).

The TJPA's credibility and reputation for fairness in relocation assistance for the properties being acquired is paramount. Moreover, to meet the Program construction schedule and budget, properties to be acquired for the Program must be vacated in a timely manner. Accordingly, the RFP established the highest standards for experience, skill, and integrity in awarding a contract for relocation services. Among other criteria, the RFP required that each eligible respondent have a minimum five years experience in providing residential and commercial relocation services to governmental agencies and a State of California Real Estate Broker's license.

The TJPA sent notice of the RFP to relocation assistance consultants who are known to the San Francisco Redevelopment Agency, professional real estate organizations, transportation organizations, Municipal Transportation Agency DBE outreach resource organizations, Department of Public Works plan rooms, the TJPA Technical Advisory Committee, and parties registering on the TJPA website as interested in contract opportunities.

The TJPA received five responses to the RFP. Four of these firms met the minimum qualifications:

1. Associated Right of Way Service Inc.
2. Overland, Pacific & Cutler Inc.
3. Paragon Partners Ltd.
4. Universal Field Services Inc.

The Selection Committee evaluated the written responses using a numerical scoring system, and selected the top scoring firms for interviews and final selection. Based on written responses and the interview, the Selection Committee recommended Associated Right of Way Services, Inc.

Based on the Selection Committee's recommendation, staff negotiated a contract with Associated Right of Way Services, Inc. and the firm has signed the contract. The contract would be for a maximum of \$300,000 and for a term not to exceed three years, with the option for the TJPA to extend the term for two additional years by mutual agreement of the parties. The proposed contract is Attachment 1.

RECOMMENDATION:

The Staff recommends that the Board authorize the Executive Director to execute the contract in the form attached to this report.

ENCLOSURES:

1. Contract with Associated Right of Way Services, Inc.
2. Resolution

**TRANSBAY JOINT POWERS AUTHORITY
BOARD OF DIRECTORS**

Resolution No. _____

WHEREAS, To qualify for federal financial assistance, the Transbay Transit Center Program must comply with federal and state regulations for acquisition of real property; and

WHEREAS, Under the regulations of the Federal Transit Administration, Federal Highway Administration and California Department of Transportation, the Transbay Joint Powers Authority (TJPA) is required to provide relocation assistance services to certain individuals and businesses displaced by the Transbay Transit Center Program; and

WHEREAS, On November 16, 2006, the TJPA issued a Request for Proposal for Relocation Assistance Services (RFP); and

WHEREAS, The RFP provided that the selected relocation agent must have, at minimum, five years experience in providing residential and commercial relocation services to governmental agencies and a State of California Real Estate Broker's license; and

WHEREAS, The TJPA received four responses to the RFP that met all minimum requirements; and

WHEREAS, A Selection Committee comprised of relocation experts awarded the firm Associated Right of Way Services, Inc. the highest score and recommended the firm for contract negotiations; and

WHEREAS, Staff has negotiated a contract with Associated Right of Way Services, Inc., and the firm has signed the contract; and

WHEREAS, Staff recommends that the TJPA Board approve the contract; now, therefore, be it

RESOLVED, That the TJPA Board authorizes the Executive Director to execute a contract for relocation assistance services with Associated Right of Way Services, Inc. for a maximum compensation of \$300,000 and for a period not to exceed three years with an option for the TJPA to extend the term for two additional years by mutual agreement of the parties.

I hereby certify that the foregoing resolution was adopted by the Transbay Joint Powers Authority Board of Directors at its meeting of February 15, 2007.

Secretary, Transbay Joint Powers Authority