

August 26, 2011

12-024

ACCEPT PROPOSAL AND AWARD CONTRACT FOR
PROPERTY OWNER/TENANT RELOCATION
ASSISTANCE SERVICES

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FINANCIAL
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REPORT: The College has a need to hire a consultant to provide services in managing the relocation assistance program for owners and/or tenants of properties that may be acquired by the College (subject to future decisions of the College Board of Directors), in support of the 2008 Bond initiatives. The services will include, and not be limited to, working with the owners/tenants and College staff to establish assistance benefits to be provided by the College that are within the guidelines of the existing Relocation Assistance program; determine owners/tenants needs and preferences; research possible new locations and coordinate all services required for the purchase of the properties such as property inspections, environmental assessments and appraisals. The estimated cost of this contract will exceed the \$150,000 threshold, which required a formal solicitation process (B505).

On June 3, 2011, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon (ORPIN) System and the RFP document was accessible on the PCC Solicitation website. A total of twelve (12) companies registered and obtained a copy of the RFP (4 of these companies registered as MWESB). Within the deadline of 11:00 A.M, June 30, 2011, the College received a total of two (2) proposals. These proposals were reviewed and evaluated based on the

following criteria: statement of project understanding; capabilities; and fee structure. Below is a list of proposers and their final evaluation scores. The award recommendation was given to the highest scored proposal.

<u>Proposers</u>	<u>Evaluation score</u>
Right of Way Assoc*	275
Epic Land Solutions*	215

Note: *Oregon Certified MWESB

RECOMMENDATION: That the Board of Directors accept the proposal and award contract to Right of Way Associates to provide property owner/tenant relocation assistance services. The contract will be valid for five (5) years for an estimated cost of \$150,000. Funds will be provided by the 2008 Bond program.