

REQUEST FOR QUALIFICATIONS (RFQ)
for
Right-of-Way Review & Acquisition
Rd J.5 NW – Road 6 NW to Road 8 NW
County Road Project (CRP) #1019

Issue Date: March 26, 2026



Submittals must be received on or before 4:00 pm on April 16, 2026

Contact Information:

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Section 1 – Purpose

Douglas County Transportation and Land Services, solicits Request for Qualification (RFQ) from consulting firms (the “Consultant”) with expertise in right-of-way acquisition for state funded projects. The County is seeking a qualified consultant to perform the work in a timely and professional manner.

Section 2 – Project Summary

The Rd J.5 NW – Road 6 NW to Rd 8 NW project work includes grading, excavation, fill, paving, and other associated road reconstruction project activities. There will be acquisitions from up to nine (9) individual parcel owners. ROW acquisition is expected to be complete by December 31, 2026.

The project is funded through State of Washington County Road Administration Board (CRAB) Rural Arterial Program (RAP) managed dollars with local matching sources (Douglas County) and held to standards for federally funded projects.

Section 3 – Scope of Work: Right-of-Way Review & Acquisition

The selected Consultant shall be responsible for all services outlined in the qualification whether the Consultant or his representative produces them. The Consultant shall be responsible for any and all contractual matters. The Consultant shall be prepared to provide the following services in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act (The Uniform Act) and the Local Agency Guidelines (LAG) including, but not limited to:

3.1 TITLE REVIEW

- a) Ordering preliminary title reports.
- b) Review preliminary title commitments provided by the Consultant for standard owner’s coverage, including each listed exception.
- c) Review each title or easement coverage exception to determine which exceptions require removal, additional negotiations, or pose obstacles or delays to the acquisition process and make recommendations to the County.
- d) Provide the County with a parcel summary memo that lists all ownerships, title exceptions, conflicting easements or other rights of record and comments or concerns for each parcel.

3.2 PREPARATION AND ADMINISTRATION

- a) Meet with the County to obtain background on the project, contracts and preferences.
- b) Prepare offer letter and acquisition documents on County or WSDOT LPA standard forms in accordance with statutory requirements.
- c) Prepare tracking and status documents, in a form satisfactory to the County (Actual Right-of-Way Cost Summary form to be provided by the County). Make verbal bi-weekly reports detailing the following information relative to each site to be acquired:
 - a. The number of contacts made in the preceding period.
 - b. The persons who were contacted.
 - c. Summary of the discussions.
 - d. The terms that were resolved or agreed to in principal.
 - e. The terms that are not resolved or agreed to in principal.
 - f. Recommendations by the consultant for resolution of unresolved terms.
 - g. Anticipated course of action by the consultant in attempting to resolve remaining issues.
 - h. Copies of any documents under discussion in draft or final form.

- d) The Consultant shall be available to meet in person with the County to discuss project progress and status.
- e) Maintain records in accordance with statutory, regulatory, local, state and policy requirements.
- f) Prepare parcel files, in a satisfactory format to the County, to include fair offer letters, documents, a standard diary form indicating all contacts with owner(s), and other items necessary for negotiations.

3.3 APPRAISAL AND APPRAISAL REVIEW

- a) Hire appraiser and review appraiser sub-consultants.
- b) Manage preparation of a Project Funding Estimate (PFE) by the appraiser.
- c) Manage appraisal and appraisal review process.
- d) Coordinate appraisal and appraisal review delivery schedule.
- e) Review appraisals and appraisal reviews in preparation for signature by the County.

3.4 ACQUISITIONS

- a) Present offer in person whenever possible.
- b) Negotiate with each property owner and/or their representatives in accordance with statutory and regulatory requirements.
- c) Negotiate as necessary with lien holders and easement holders to remove title defects.
- d) Maintain a current detailed diary on each parcel in accordance with WSDOT Right-of-Way Manual.
- e) Acquisition agent will perform "good faith negotiations," as defined by The Uniform Act and make a sufficient number of contacts with each owner in an effort to secure the needed property rights.
- f) Out-of-area owners will be contacted by telephone and by certified mail.
- g) Forward all administrative settlements to the County for approval.
- h) If negotiations reach an impasse, the consultant shall provide the County with written notification. The filing and cost of condemnation proceedings shall be the responsibility of the County.

3.5 CLOSING

- a) Prior to sending files for closing to the County, Consultant shall request date shown on title report from the designated Title Company.
- b) Coordinate with the County on obtaining required County signatures on deeds and closing documents.
- c) Follow established County procedure for closing parcels.
- d) Facilitate and manage partial re-conveyances with lenders or mortgage holders.
- e) Submit the necessary documents and instructions to the designated Title/Escrow Company.
- f) Work with the Title Company to remove unacceptable exceptions and obtain title policies.
- g) Review closing statements and obtain County signatures and approvals.
- h) Deliver completed files and diaries in a form satisfactory to the County necessary for state and federal approvals.

Section 4 – Project Material Provided by Douglas County

Once a Consultant is selected, Douglas County will supply or facilitate the following materials:

- a) A right-of-way plan.
- b) Preliminary engineering design drawings showing the location and extent of the project.
- c) Any additional drawings or information that shows the extent of the disturbance.
- d) Staking of proposed right-of-way parcels and easements upon request.

- e) Legal descriptions for parcels being acquired.

Section 5 – Submittal Requirements

One (1) electronic pdf format document shall be sent to:

Mike Neer mneer@co.douglas.wa.us
Cc: eguerrero@co.douglas.wa.us
Subject Line: **“Road J.5 NW – Road 6 NW to Road 8 NW – Right-Of-Way Review & Acquisition RFQ”**.

Proposals will be received until 4:00 pm Pacific Standard Time on **April 16, 2026** Proposals received after the time and date specified above will not be considered.

5.1 STATEMENT OF QUALIFICATIONS (SOQ) TEMPLATE

Each SOQ is limited to a total maximum number of 12 pages (each page of text will count as a page in the total count). Submittals must be on 8.5” x 11” paper (if charts and/or graphs are utilized, text must be a readable size font), and with a type size no smaller than 11 point. The page limitation does not apply to the Submittal Cover and the Submittal Information Form.

The SOQ shall include:

- a) Title of the SOQ on the cover of the submittal
- b) Consultant Name
- c) Contact Name & Title
- d) Physical Address
- e) Mailing Address
- f) Email
- g) Website Address
- h) Profile (outlining history, experience, size, and affiliations of your firm)
- i) Qualifications and experience of personnel assigned to the project.
- j) Past performance/past experience with similar projects/references (3 projects)
- k) Availability/ability to provide the project deliverables/work plan.
- l) Subconsultants proposed to be used by the Consultant shall be listed in the proposal and shall be subject to approval of the County.
- m) Completed Submittal Information Form (included as an attachment).

Section 6 – Project Evaluation

6.1 PROCESS

The Consultant selection process will consist of a panel of reviewers who will review all submittals independently using a set of review criteria. Additional information may be requested at the discretion of the County. A telephone interview may be conducted following the review to discuss the respective Consultant’s response to criteria. The review panel will meet to finalize the selection based on a ranking of scores from highest to lowest.

- a) Pre-contract clarification. The apparent selected Consultant will be required to review their proposal with the County. The County reserves the right to require any clarification or alterations it deems necessary in the Consultant’s work plan, assignment or resources, or the project cost and to clarify the Consultant’s approach to the scope of work and the County’s needs and

expectations. This review and any changes will be made prior to contract execution and will become part of the final Consultant Agreement.

- b) Selection.
 - i. A recommendation for selection will be made to the Board of County Commissioners (BCC) following review and rankings of the proposals.
 - ii. Consultant selection will be carried out under WSDOT Local Agency Guidelines including Section 31.4.

6.2 EVALUATION CRITERIA

The following information and criteria will be used to evaluate and rank responses:

Evaluation Criteria	Weight
1. Qualifications and experience of personnel assigned to project.	35
2. Past performance/past experience of firm with similar projects/references	30
3. Availability/ability to provide the project deliverables/work plan	35

Section 7 – Terms and Conditions

7.1 GENERAL

- a) The County reserves the right to reject any or all proposals and the right to waive any irregularities or information in any proposal, subject to the laws of the State of Washington, as may be deemed in the best interest of the County.
- b) The County reserves the right to move on to the next most qualified Consultant if a satisfactory contract cannot be negotiated within twenty-one (21) calendar days.
- c) Insurance Requirements
 - i. The Consultant will certify worker’s compensation coverage for all employees of the firm at the statutory minimum amount.
 - ii. Professional liability insurance (errors and omissions) shall be required for the project. Limits shall be a minimum of \$1,000,000 for each occurrence.
- d) The County will not be responsible for any costs incurred by the Consultant in preparing, submitting, or presenting its response to the RFP.
- e) Protest of Contract Award. Protests concerning the Consultant selection process must be received within fourteen (14) days of the award announcement. Protests will be reviewed, parties involved contacted and a recommendation of appropriate action provided to the BCC. The Commissioner’s decision will be the final County position.
- f) Communication. It is in the nature of engineering that unanticipated tasks or events will occur from time to time, despite the best effort to scope projects accurately. For this reason, the partners agree to develop and maintain effective communication and a thorough project understanding so that these issues can be accommodated with minimal impact to project quality, schedule, and budget.

7.2 PROJECT SCHEDULE

The successful Consultant shall begin work by participating in an orientation meeting approximately five (5) working days following the execution of the contract.

The Consultant will develop and maintain a comprehensive schedule for the project. This schedule will be used to coordinate activities with the County, other local and state agencies and ensure delivery of the project in accordance with the planned schedule and granting agency requirements. The work has been preliminarily scheduled for completion by December 31, 2026 as detailed in the following schedule:

Mar 26, 2026	Call for RFQ
Apr 16, 2026	Deadline for submitting SOQ
Apr 23, 2026	Final selection of Consultant
Apr 30, 2026	Begin Contract Negotiations
May 5, 2026	Final Contract Execution by County Commissioners
May 6, 2026	Project Start Date
Dec 31, 2026	Project Completion Date

7.3 CONTACT INFORMATION

Any question may be directed to:

Mike Neer
(509) 884-7173
mneer@co.douglas.wa.us

Cameron Bosch
(509) 884-7173
cbosch@co.douglas.wa.us

7.4 COMPENSATION

Upon selection of the most qualified Consultant based on demonstrated competence and qualifications for the type of professional services required, the County will negotiate compensation determined to be fair and reasonable. If the County is unable to negotiate a satisfactory contract with the Consultant selected, negotiations with that Consultant will be terminated and the County will select another Consultant.

- a) Contract Requirements. The Consultant will be required to enter into a contract with Douglas County using the WSDOT’s Local Agency Real Estate Professional Services Negotiated Hourly Rate Consultant Agreement. A copy can be downloaded at the following address:
<https://wsdot.wa.gov/business-wsdot/support-local-programs/delivering-your-project/consultant-agreements-indirect-cost-rate-information>
- b) Contract Payments. The billing statement must include a summary of progress made through the date of billing. Monthly payments will be based on the expenses incurred as summarized in each progress report. The progress report shall indicate the cost and hours of work assigned to each major work task.

Americans with Disabilities Act (ADA) Information

Douglas County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Jessie King at jking@co.douglas.wa.us or by calling collect 509-884-7173.

Douglas County, 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 in any contract entered into pursuant to this advertisement, 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, or national origin in consideration for an award.

Disadvantaged, minority and women-owned consultant firms are encouraged to respond.

APPENDIX A – NOTICE TO CONSULTANTS

BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY, WASHINGTON

Resolution No. 26-21A

Request for Qualifications (RFQ))	
Road J.5 NW – Road 6 NW to Road 8 NW)	TRANSPORTATION AND
Right-of-Way Review & Acquisition)	LAND SERVICES

NOTICE is hereby given by the Board of County Commissioners of Douglas County are seeking Request for Qualifications (RFQ) from consultants with expertise in right-of-way acquisition for state funded projects for the Road J.5 – Road 6 NW to Road 8 NW Project. The project is expected to begin work immediately upon contract approval. Funding has been allocated through the County Road Administration Board’s Rural Arterial Preservation program, and local sources, and will be held to standards for federally funded projects and ADA and Civil Rights language for Douglas County, and Federal EEO requirements.

Project Description: The work to be performed by the CONSULTANT consists of preparing and acquiring Right of Way in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act (The Uniform Act) for the McNeil Canyon Rd Realignment project. This project work includes grading, excavation, fill, paving, guardrail, and other associated safety features. The consultant will be tasked to deliver Title Reviews, Preparation and Administration, Appraisal and Appraisal Review, Acquisition, Closing, and Certification responsibilities.

This project has zero (0) % DBE goal. Douglas County encourages disadvantaged, minority, and women-owned consultant firms to respond.

Submittal Requirements: Refer to additional information regarding this RFQ, including Submittal Requirements and Evaluation Criteria located on the Douglas County website: <https://www.douglascountywa.net/bids.aspx>. All submittal will be evaluated based on: specialized experience related to this project, comprehensive/unique methodology & action plan, professional references from recently completed work, professional qualification of assigned staff/project team, including sub consultants, capacity to accomplish the work on time/within budget, and clarity of department role in project & ease and ability to coordinate with County staff.

Questions regarding the project, solicitation and selection process should be directed to Mike Neer, PE at (509) 884-7173, mneer@co.douglas.wa.us. Proposals are due **Thursday, April 16, 2026 on or before 4:00 pm**, to the Douglas County Transportation and Land Services. Email one (1) electronic pdf format document to Mike Neer, PE at mneer@co.douglas.wa.us.

Right to Accept or Reject:

The Board of County Commissioners shall reserve the right to reject any or all proposals and the right to waive any irregularities or information in any proposal, subject

to the Laws of the State of Washington as pertaining to Public Works, as may be deemed in the best interest of the County.

Americans with Disabilities Act (ADA) Information

Douglas County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Mike Neer at mneer@co.douglas.wa.us or by calling collect 509-884-7173.

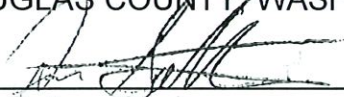
Title VI Statement

Douglas County, 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 in any contract entered into pursuant to this advertisement, 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, or national origin in consideration for an award.

Submitters/Bidders are advised to read all pertinent documents prior to submitting a proposal.

ADOPTED this 24th day of March, 2026 at the Commissioners' Chambers in the Douglas County Courthouse in Waterville, Washington.

BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY, WASHINGTON



Dan Sutton, Chair



Randy Agnew, Vice Chair



Marc S. Straub, Commissioner



ATTEST:



Carlye Baity, Clerk of the Board

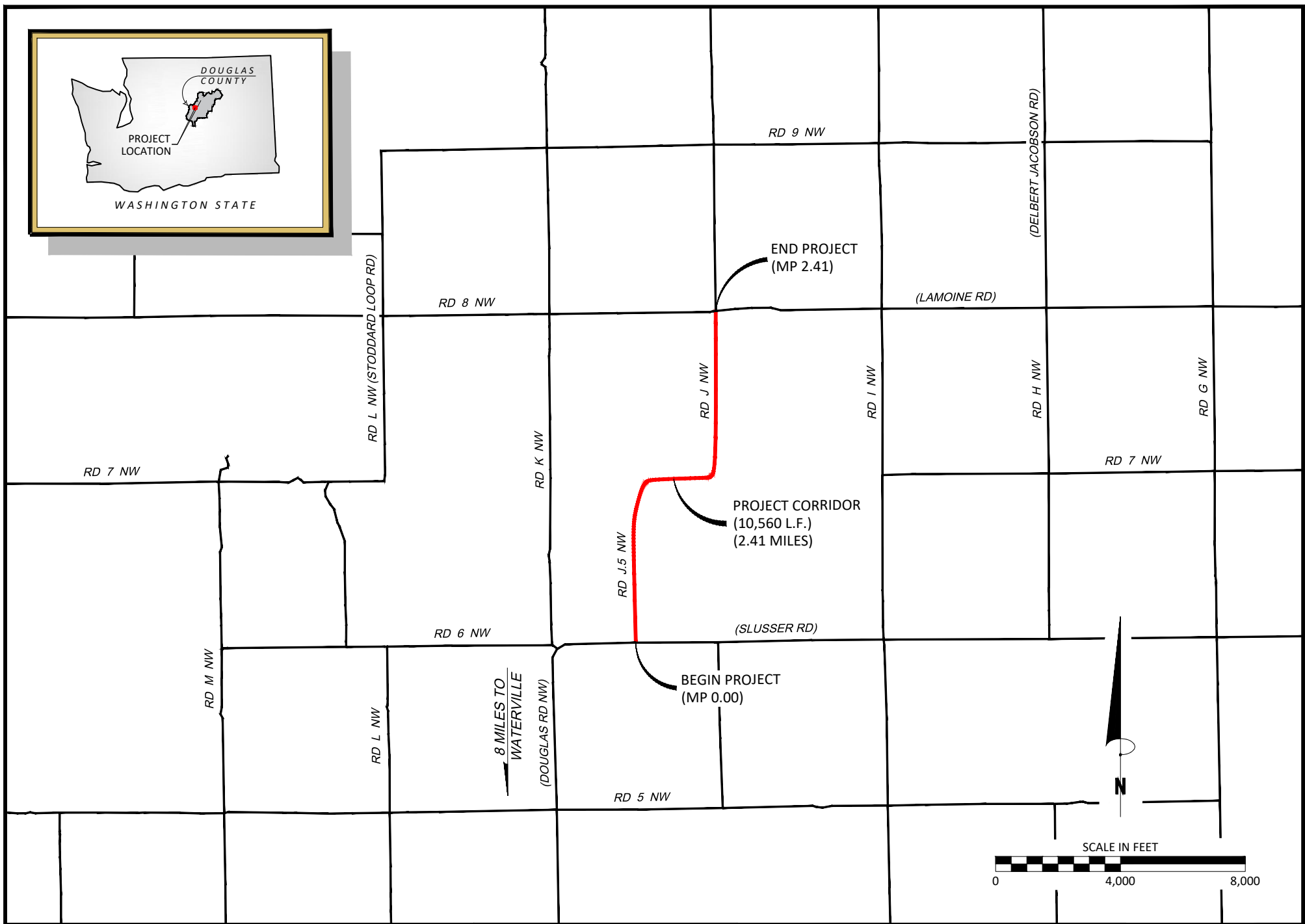
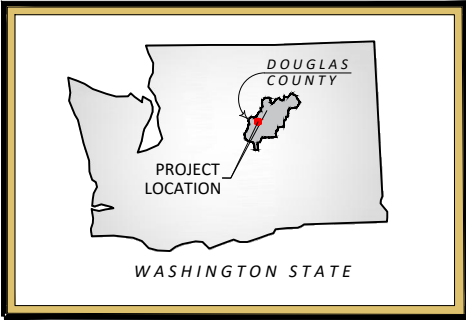
Approved as to form:

Jim Mitchell, Chief Deputy Prosecuting Attorney
WSBA #31031

Publish twice in The Wenatchee World on 3-26-26 and 4-2-26
Publish once in The Seattle Daily Journal of Commerce on 3-26-26 and 4-2-26

APPENDIX B – EXHIBITS

Vicinity Map



ROAD J.5 NW
Road 6 NW to ROAD 8 NW



DOUGLAS COUNTY
TRANSPORTATION & LAND SERVICES
140 19th St. NW Ste. A, E. WENATCHEE, WA 98802 PH: 509.884.7175

VICINITY MAP
ROAD LOG NUMBER: 54850
MILEPOST: 0.00 - 2.41

DRAWING NAME:
J_5 Rd_2022_Grant
PROJECT NO.

APPENDIX C – SUBMITTAL FORM



Submittal Information Form

(Please fill out one information form for the prime consultant and one for each sub consultant)

1019 – Road J.5 NW – Road 6 NW to Road 8 NW – Right-of-Way

Firm Name:		
Address:		
City, State, Zip:		
Phone:	Fax:	Company Web Site:
Fed. Tax ID Number:	Unified Business Identifier Number:	D/M/WBE Certification Number:
Year Firm Established:	SIC Code (Name):	NAICS Code (Name):
Contact Person Regarding This Submittal's Information:		

Firm Type:

- Sole Proprietor
 Partnership
 C – Corp.
 Limited Partnership
 Subchapter S Corp.
 Limited Liability Company

Services Offered (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Right-of-Way Appraisal | <input type="checkbox"/> Structural Engineering |
| <input type="checkbox"/> Right-of-Way Acquisition Negotiation | <input type="checkbox"/> Traffic & Transportation Engineering |
| <input type="checkbox"/> Environmental & Biological Assessment | <input type="checkbox"/> Hydrology/Hydraulic Engineering |
| <input type="checkbox"/> Geotechnical Engineering | <input type="checkbox"/> GIS |
| <input type="checkbox"/> Construction Inspection | <input type="checkbox"/> Material Sampling & Testing |
| <input type="checkbox"/> Survey | |

Other Services (please specify): _____

Note:

Firm Name: Please ensure that the firm name listed is the same that is legally assigned to the federal tax ID number. Please do not use: DBAs – Doing Business As; Combination names when two firms are working together; derivatives of your legal name; Acronyms; etc.

Unified Business Identifier (UBI) Number: If your firm does not have a UBI number for Washington State, please put pending in the box. You will be required to acquire a UBI number if you are awarded the contract.