

LARIMER COUNTY PROPOSAL #13-18  
RIGHT-OF-WAY AND EASEMENT ACQUISITION SERVICES  
ENGINEERING DEPARTMENT  
DECEMBER 20, 2013 2:00 PM

Proposals to consider contracting with a firm right-of-way and easement acquisition services for the Larimer County Engineering Department were accepted on Friday, December 20, 2013 at 2 P.M. in the Purchasing Department. Proposals were accepted by Les Brown, Purchasing Department Specialist, and recorded by Sarah Brightman, Purchasing Department Specialist. The following proposals were received:

**VENDOR**

Ayres Associates

H.C. Peck & Associates, Inc.

Hill Land Services, Inc.

Western States Land Services, Inc.

No decision of award was made pending review and recommendation by the Larimer County Engineering Department.

The Larimer County Engineering Department reviewed the proposals and recommends accepting the proposal from Western States Land Services, Inc in the estimated annual amount of \$150,000.00, per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendation.



Kathryn Rowe  
Purchasing Director



Carol L. Block, Financial Services Director  
For the Board of Larimer County Commissioners



TO: Rusty McDaniel, Assistant County Engineer  
 Charlie Johnson, Senior Land Agent

FROM: Les Brown, Purchasing Department Specialist

DATE: December 20, 2013

PROPOSAL TITLE: Right-of-way and Easement Acquisition Services – P#13-18

Transmitted for your review and recommendation, are the proposals received to consider contracting for right-of-way and easement acquisition services for the Larimer County Engineering Department. Please fill in this form and return it to me via interoffice mail, e-mail, or fax.

After you calculate your rating totals, including the weighting factors, please check your arithmetic. List the criteria you used to evaluate the proposals:

1. Experience and Qualifications of Consultant and Key Staff – 45%
2. Understanding and Completeness of Approach – 30%
3. Pricing – 15%
4. Management Ability – 10%

Attach the total score for each vendor. This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets and other evaluation notes are DELIBERATIVE PROCESS records and not public records. Please keep these documents in your files. Explain why you want to award the work to a particular vendor and the dollar amount of the award:

The evaluation committee unanimously chose Western States Land Services, Inc in the estimated annual amount of \$150,000.00 due to the following reasons:

- In Section V of the Western States Land Services proposal they described an extensive list of their previously performed right of way acquisitions, permanent easements, and temporary construction easements for public improvement projects, which included roads, bridges, culverts, and drainage facilities within Larimer County, as requested under item 1 of the scope of work in the Request for Proposal.
- The hourly rates, reimbursement rates and unit prices proposed by Westerns States Land Services was at the lower end of all the proposals received.

**THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD**

  
 DEPARTMENT HEAD SIGNATURE

ENGINEERING  
 DEPARTMENT

1/7/14  
 DATE

Thank you