

Illinois Department of Transportation

Advertisement for Land Acquisition Services

Project Reference # DOT16-LAC-D2-01
District District 2
Advertisement Date January 29, 2016
Contract Duration 48 Months
DBE Participation 0%
Subcontracting Yes
Joint Ventures No
Estimated Cost \$800,000.00
Number of Contracts to be Awarded 1
Option to Renew No

Vendor Presentation NOT Required to make a presentation of the PROPOSAL/IFB.
Mandatory Vendor Conference Not Required
Date -select month- , 20
Time -select option-
District -select district-
Address
City/State/Zip / /

Date Proposal/IFB Due February 18, 2016
Time Proposal/IFB Due 1:00 PM

SCOPE OF SERVICES

APPRAISALS

The Appraiser shall be on the DEPARTMENT'S Fee Appraiser list in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM).

Determinations of fair market value performed by the Appraiser shall be in accordance with the LAPPM.

The Appraiser shall make a detailed inspection of the properties and make such investigations and studies as are necessary to derive sound conclusions for the preparation of appraisal reports.

Illinois Department of Transportation

Advertisement for Land Acquisition Services

Valuations shall be prepared as outlined in the LAPPM. The format to be used shall be one of the following types as described in the LAPPM:

- Non-Complex Appraisal Report
- Complex Appraisal Report

The Appraiser is to determine which type of appraisal format should be used for each parcel and obtain the DEPARTMENT'S concurrence.

Property needed shall be acquired by fee simple, dedication, permanent easement, temporary use permit, or temporary easement as determined and shown on the right of way plan furnished by the DEPARTMENT.

It may be necessary for a completed appraisal to be updated for condemnation purposes or revised due to a change in the ROW plat or due to new information provided by the DEPARTMENT. These updates or revisions will be assigned to the Appraiser in a separate work order as the need arises. An Appraiser's revision of the appraisal due to the Review Appraiser's comments or corrections does not constitute an update or revision that would necessitate a separate work order.

On parcels that require the acquisition of a residence, it may be necessary for the Appraiser to perform an additional analysis to determine an allocated value for the residence and home site as separate from the whole parcel to be acquired. This would be needed for relocation purposes and is not to be included in the appraisal report. The cost for the additional appraisal analysis will be included in the price established in the work order for that appraisal.

The Appraiser shall prepare a comparable sales brochure in accordance with the LAPPM for each project and as directed by the DEPARTMENT.

The Appraiser shall prepare grids that compare comparable sales to the subject parcel.

The Appraiser shall include land and improvement allocations in the comparable sales data section of all appraisals.

The Appraiser shall provide vacant land sales data for waiver valuations in order to validate land compensation estimates.

The Non-complex Appraisal Report and Complex Appraisal Report, and an updated or revised appraisal report, shall be deemed complete when an acceptable appraisal report is submitted by the CONSULTANT and approved by the DEPARTMENT.

Each Non-complex Appraisal Report shall be paid for at the Contract price each for NON-COMPLEX APPRAISAL.

Illinois Department of Transportation

Advertisement for Land Acquisition Services

Each Complex Appraisal Report shall be paid for at the Contract price each for COMPLEX APPRAISAL.

Each Updated Appraisal or Revised Appraisal for either a Non-Complex or Complex Appraisal shall be paid for at the Contract price each for UPDATE OR REVISIONS TO NON-COMPLEX APPRAISAL OR COMPLEX APPRAISAL.

Appearances in court and/or pretrial conferences, which include depositions and preparation time for depositions and court, may be required for the appraisal services requested herein. The time spent at such appearance or appearances shall be made upon request of the DEPARTMENT or its trial counsel and shall be paid for at the Contract hourly price for COURT APPEARANCE.

REVIEW APPRAISALS

The Review Appraiser shall be on the Department's Fee Review Appraiser list in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM).

All appraisals, except those prepared for the legislative disposal of excess land or rights in land in excess of \$5,000, must be reviewed and certified by a Review Appraiser. Appraisal reviews performed by the Review Appraiser must be in accordance with the LAPPM. It is the Review Appraiser's responsibility to ensure that all items affecting the value of the property have been considered in the appraisal. A study of the comparable sales brochure is considered as part of the appraisal review.

The Review Appraiser must complete an Appraisal Review Certification for all appraisal reviews.

It may be necessary for a completed appraisal review to be updated due to a change in the ROW plat or due to new information provided by the DEPARTMENT. These updates or revisions will be assigned to the CONSULTANT in a separate work order as the need arises. A Review Appraiser's second or other subsequent review of an appraisal, rewritten by the appraiser due to the Review Appraiser's comments or corrections, does not constitute an update or revision to the appraisal review that would necessitate a separate work order.

The Appraisal Review for the Non-complex Appraisal Report and Complex Appraisal Report, and an updated or revised appraisal review, shall be deemed complete when an acceptable Appraisal Review is submitted by the CONSULTANT and approved by the DEPARTMENT.

Illinois Department of Transportation

Advertisement for Land Acquisition Services

Each appraisal review shall be paid for at the Contract price each for APPRAISAL REVIEW FOR NON-COMPLEX APPRAISAL or APPRAISAL REVIEW FOR COMPLEX APPRAISAL.

Each updated appraisal review or revised appraisal review for either a Non-Complex or a Complex Appraisal shall be paid for at the Contract price each for UPDATE OR REVISION TO APPRAISAL REVIEW FOR NON-COMPLEX OR COMPLEX APPRAISAL.

Appearances in court and/or pretrial conferences, which include depositions, may be required for the review appraisal services requested herein. The time spent at such appearance or appearances shall be made upon request of the DEPARTMENT or its trial counsel and shall be paid for at the Contract hourly price for COURT APPEARANCE.

Illinois Department of Transportation

Advertisement for Land Acquisition Services

EVALUATIONS OF PROPOSALS BASED ON THE FOLLOWING

DBE Firm Names will need to be identified along with the services they will be providing and the percentages of work to be performed if DBE participation is required in Advertisement.

Proposals will be evaluated for both qualifications and price. There will be a total of 100 points attainable for each proposal. There will be 80 points attainable for qualifications and 20 points attainable for price.

Specific weighting of the elements of qualifications and price are as follows:

ELEMENT	WEIGHTS
Appraisals	64%
Review Appraisals	16%

TOTAL QUALIFICATION POINTS	80
PRICING POINTS	<u>20</u>
TOTAL POINTS	100

BIDDING INFORMATION

The Illinois Department of Transportation is requesting proposals from responsible consultants to meet the State's needs. If you are interested and able to meet these requirements, please submit a proposal.

For information to submit a proposal proceed to the following address:

<http://www.idot.illinois.gov/doing-business/procurements/land-acquisition-services/index>