

# Illinois Department of Transportation

## Advertisement for Land Acquisition Services

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Project Reference # DOT16-LAC-D5-01

District District 5

Advertisement Date January 29, 2016

Contract Duration 36 Months

DBE Participation 10%

Subcontracting Yes

Joint Ventures No

Estimated Cost \$250,000.00

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

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### SCOPE OF SERVICES

#### **PROJECT MANAGEMENT**

The CONSULTANT shall establish a Project Manager who will be knowledgeable and responsible for all land acquisition activities conducted under this CONTRACT for assigned projects. The main duties of the Project Manager may include:

- Be the liaison between the DEPARTMENT and the CONSULTANT and coordinate all daily project activities of the CONSULTANT.
- Understand the scope of work for each work order and the associated deadlines/timeframes the DEPARTMENT needs to meet.
- Assign work to appropriate staff.
- Coordinate all deliverables, keep project on schedule and maintain the channels of communication between the DEPARTMENT and the CONSULTANT.

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- Provide the appropriate staff and SUB-CONSULTANTS that have knowledge of and will follow the DEPARTMENT'S Land Acquisition Policies and Procedures Manual (LAPPM).
- Submit accurate invoices that have documentation to support the invoiced amount.
- Ensure SUBCONTRACTORS' prompt and efficient performance.
- Provide QA/QC oversight.
- May be required to estimate the Right of Way Program for the DEPARTMENT.

Compensation for the Project Management duties and responsibilities shall be paid for at the per hour Contract hourly price for PROJECT MANAGEMENT.

### **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.

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.

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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.

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.

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### ☒ **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.

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.

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## ☒ SPECIALTY REPORTS

Specialty reports performed by the CONSULTANT must be in accordance with the LAPPM. It is the CONSULTANT'S responsibility to ensure that all items affecting the value of the property have been considered in the specialty report.

The CONSULTANT shall make sufficient inspection of the properties and make such investigations and studies as are necessary to derive sound conclusions to support the specialty report.

Work is to be performed by a licensed Engineer, Architect, or appropriately licensed person in that specific field or the CONSULTANT must certify that a bona fide employee working solely for the CONSULTANT assisted in preparations of the report. If the CONSULTANT is not qualified to perform assigned tasks, the CONSULTANT may then employ the services of an IDOT-approved SUBCONTRACTOR.

The Specialty Report, and an updated or revised specialty report, shall be deemed complete when an acceptable Specialty Report is submitted by the CONSULTANT and approved by the DEPARTMENT.

Each specialty report shall be paid for at the Contract price each for SPECIALTY REPORT.

It may be necessary for a completed specialty report to be updated or revised due to a change in the ROW Plat. Each updated or revised specialty report shall be paid for at the Contract price each for UPDATE OR REVISION TO SPECIALTY REPORT.

Appearances in court and/or pretrial conferences, which include depositions, may be required for the specialty report 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.

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### **NEGOTIATIONS**

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

The Negotiator is responsible for all land acquisition negotiations conducted under this Contract for assigned projects. Negotiations shall be in accordance with the LAPPM. The negotiator shall:

- Be the DEPARTMENT'S representative to the property owner.
- Work with the Project Manager to receive and understand the scope of work for each work order and the associated deadlines/time frames involved.
- Establish schedules for each activity and report the progress to the Project Manager to assure a quality product.
- Assure that the deadlines assigned are met.
- Maintain channels of communication.
- Provide a quality product.

Before the initiation of negotiations for each parcel, the DEPARTMENT must approve the amount of just compensation. The Negotiator shall be required to personally contact the property owner a minimum of three times before determination that the acquisition of the parcel cannot be successfully negotiated. One of the three minimum contacts shall be made in person unless otherwise directed by the DEPARTMENT. The Negotiator should exceed the minimum number of contacts on most parcels before recommending that the parcel proceed to eminent domain action. The Negotiator shall fully document on an ongoing basis all efforts made to acquire the parcel in the negotiator's report.

The Negotiator may recommend administrative settlements as outlined in the LAPPM. Administrative settlements will be determined by the DEPARTMENT on an individual parcel basis.

In the event the Negotiator, after having made every reasonable effort to negotiate with the owner of a parcel, is unable to obtain all the required documents, the Negotiator shall prepare and submit a written copy of the Negotiator's Report completed to date with the names and addresses of all interested parties. If necessary, the Negotiator's written report shall include a recommendation for further action. Even though eminent domain action may be in process, the Negotiator will be required to make continued efforts to settle until the actual filing date of the petition to condemn the parcel. Any additional work required to obtain title approval does not constitute an update or revision that would necessitate a separate work order.

The negotiation for a parcel will be deemed complete when all required documents necessary to obtain title approval are submitted and approved by the DEPARTMENT. If a negotiated settlement cannot be reached, the negotiation for a parcel will be deemed

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complete when the documentation for eminent domain action is submitted and approved by the DEPARTMENT, and the complaint is filed.

Each parcel negotiated by the CONSULTANT shall be paid for at the Contract price each for NEGOTIATION.

Each Updated Negotiation or Revised Negotiation shall be paid for at the Contract price each for UPDATE OR REVISION TO NEGOTIATION. An updated negotiation or revised negotiation is defined as additional negotiation work requested by the DEPARTMENT due to new parcel information supplied by the DEPARTMENT to the CONSULTANT after first contact with the property owner. New parcel information could include, but is not limited to, significant changes in the area of the acquisition; updated (and modified) appraisal amounts that require revised negotiation documents; updated (and modified) title information that requires negotiations with additional property owner(s). Any additional work required to obtain title approval does not constitute an update or revision that would necessitate a separate work order.

Appearances in court and/or pretrial conferences, which include depositions, may be required for the negotiation 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.

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### **RELOCATIONS**

The Relocation Agent shall be on the Department's Fee Relocation Agent's list in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). Relocation work performed by the Relocation Agent must be in accordance with the LAPPM.

The Relocation Agent shall prepare a relocation plan for the full scope of each project in accordance with the LAPPM. All identified relocation units on the project, including advanced acquisitions, must be addressed in the relocation plan. This relocation plan shall be submitted to the DEPARTMENT for review and approval prior to initiation of negotiations.

It may be necessary for a completed relocation plan to be supplemented due to a change in the DEPARTMENT'S project. These supplements, or relocation plan addenda, will be assigned to the Relocation Agent in a separate work order as the need arises. All relocation plan addenda shall be submitted to the DEPARTMENT for review and approval prior to initiation of negotiations.

The Relocation Agent shall be required to provide relocation assistance, advisory services, and determine the amount of payments to be provided to a displaced person. The Relocation Agent shall submit all computations for replacement housing payments and requests for housing of last resort payment to the DEPARTMENT for review and approval prior to initiation of negotiations.

The Relocation Agent shall be required to personally contact the property owner or occupant at the onset of the relocation process, present the appropriate informational letter, and provide information about the relocation advisory assistance and payments that will be made available to them. The Relocation Agent is required to remain in continual personal contact with the displaced person throughout the relocation process to assist in their relocation. A log of each contact will be maintained on an ongoing basis as part of the Relocation Assistance Unit Record.

All relocation claims, along with their necessary supporting documentation, shall be submitted to the DEPARTMENT for review and final approval.

The Relocation Agent shall maintain an accurate and up-to-date file for each relocation unit, including moving expense records, replacement housing payment records, all relevant correspondence and the Relocation Assistance Unit Record. This file will be provided to the DEPARTMENT upon completion of the relocation for that unit.

The Relocation Agent shall forward all written requests for review of disputed relocation claims to the DEPARTMENT.

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The Relocation Plan and Relocation Plan Addendum shall be deemed complete when an acceptable Relocation Plan or Relocation Plan Addendum is submitted and approved.

The Residential and Non-Residential Relocation activities shall be deemed complete when the subject property is vacated and able to be utilized for construction of the project, and the displaced person has received all payments.

Each Residential Unit relocated by the CONSULTANT shall be paid for at the Contract price each for RESIDENTIAL RELOCATION. Each Non-Residential unit relocated by the CONSULTANT shall be paid for at the Contract price each for NON-RESIDENTIAL RELOCATION. Payment for work completed will be made in accordance with the milestones specified in each work order.

Each Relocation Plan prepared by the CONSULTANT shall be paid for at the Contract price each for RELOCATION PLAN. Each Relocation Plan Addendum prepared by the CONSULTANT shall be paid for at the Contract price each for RELOCATION PLAN ADDENDUM.

Appearances in court and/or pretrial conferences, which include depositions, may be required for the relocation 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.

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## **PROPERTY MANAGEMENT**

Property management work performed by the CONSULTANT'S property manager shall be in accordance with the LAPPM.

Property management during acquisition and prior to construction shall include inspection of the properties, preparing inventories, establishing owner retention values and rentals for existing occupants, preparation of rental agreements as needed, and the vacation and possession of the acquired property.

Management of the acquired property not needed immediately for construction purposes may include the rental of land and buildings, maintenance of rental properties, public sale of buildings and improvements, and the demolition of buildings.

Property management of non-operating right of way (NORWAY) shall include updating the inventory in the NORWAY database, and may include the disposal of excess land or rights in land no longer needed for state highway purposes using the appropriate statutory method of disposal.

Property management shall include management of operating right of way for non-highway related use.

Property management may include land conveyances involving jurisdictional transfers to other highway authorities.

Property management shall be paid for at the Contract hourly price for PROPERTY MANAGEMENT.

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## EVALUATIONS OF PROPOSALS BASED ON THE FOLLOWING

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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:

<b>ELEMENT</b>	<b>WEIGHTS</b>
Project Management	16%
Appraisals	40%
Review Appraisals	8%
Specialty Reports	3%
Negotiations	8%
Relocation	3%
Property Management	2%
<b>TOTAL QUALIFICATION POINTS</b>	<b>80</b>
<b>PRICING POINTS</b>	<b><u>20</u></b>
<b>TOTAL POINTS</b>	<b>100</b>

## BIDDING INFORMATION

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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>