

Illinois Department of Transportation

Advertisement for Land Acquisition Services

Project Reference # DOT18-LAC-D6-01
District District 6

Advertisement Date October 4, 2017
Contract Duration 60 Months
DBE Participation 10%
Subcontracting Yes
Joint Ventures No
Estimated Cost \$250,000
Number of Contracts
to be Awarded 1
Option to Renew NO

Vendor Presentation NOT Required to make a presentation of the
PROPOSAL.
Mandatory Vendor Conference Not Required

Date Proposal Due October 19, 2017
Time Proposal Due 1:00 PM

Please note: Within 30 days after receiving award of a CONTRACT, the CONSULTANT shall furnish a Quality Assurance Plan to the DEPARTMENT for approval.

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LAND ACQUISITION SERVICES TO BE PROVIDED

APPRAISAL MANAGER

The CONSULTANT shall provide an Appraisal Manager, who shall be responsible for various appraisal activities for the DEPARTMENT. In coordination with the DEPARTMENT, the Appraisal Manager shall determine the scope of work required for each assigned appraisal report; and shall assign the appraisal reports needed to qualified Appraisers and Review Appraisers, in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). The Appraisal Manager is responsible for assuring the appraisal report assignments are completed on time as to not affect DEPARTMENT project schedules.

The Appraisal Manager shall be on the DEPARTMENT'S Fee/Specialty Agent Review Appraiser list, in accordance with the LAPPM. The Appraisal Manager duties may include:

- Assist with determining appraisal report scope of work.
- Provide QA/QC oversight of the appraisal reports.
- Attend public hearings/meetings on an as needed basis.
- Assign the appraisal reports and review appraisal certification reports.
- Be the liaison between the DEPARTMENT and the CONSULTANT and coordinate all appraisal activities of the CONSULTANT.
- Maintain channels of communication between key CONSULTANT personnel and appropriate DEPARTMENT personnel.
- Ensure SUBCONSULTANT'S prompt and efficient performance.
- Ensure appraisal training is available to district personnel as needed.
- Provide proposed project time line.
- Attend project kick-off meeting.
- Provide construction plan review.
- Attend district project status meeting(s).
- May be required to estimate the right of way program for the district.
- Provide support for complex acquisitions and condemnation cases.
- Provide administrative/cursory review of Appraisal Reports and when requested by the DEPARTMENT, prepare Review Appraisal Certification Reports as needed.

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KNOWLEDGE / EXPERIENCE

The Appraisal Manager shall have no less than 5 years of knowledge and experience in all aspects of eminent domain appraising and review appraising, with 5 years of experience working on DEPARTMENT projects.

- The Appraisal Manager shall be an Illinois Certified General Real Estate Appraiser.

OFFICE LOCATION

The Appraisal Manager may be required to work from the district office 1 day per week unless the CONSULTANT's office is within 100 miles of the district office in which case the Appraisal Manager may work from the CONSULTANT's office.

COMPENSATION

Compensation for the Appraisal Manager duties and responsibilities shall be paid for at the per hour Contract hourly price for APPRAISAL MANAGER.

APPRAISAL REPORT

The CONSULTANT shall provide Appraisal reports to be prepared as outlined in the Land Acquisition Policies and Procedures Manual (LAPPM), and the appraisal report format to be used shall be one of the following types:

- Non-Complex Appraisal Report
- Complex Appraisal Report

The Appraisal Report shall be performed by an Appraiser on the DEPARTMENT'S Fee/Specialty Agent Appraiser list in accordance with the LAPPM. The appraisal report format to be used shall be based on the Appraiser and DEPARTMENT concurrence. Determinations of fair market value performed by the Appraiser shall be in accordance with the LAPPM.

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

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The Appraisal Report will require the Appraiser to make a detailed inspection of the properties and complete any investigations and studies necessary to derive sound conclusions for the preparation of appraisal reports.

The Appraisal Report will require the Appraiser to prepare a comparable sales brochure in accordance with the LAPPM for each project as requested by the DEPARTMENT.

The Appraisal Report will require the Appraiser to prepare grids that compare comparable sales to the subject parcel, as requested by the DEPARTMENT.

The Appraisal Report will require the Appraiser to include land and improvement allocations in the comparable sales data section of all appraisals, as requested by the DEPARTMENT.

On parcels that require the acquisition of a residence, the Appraisal Report may require the Appraiser to perform additional analysis to determine an allocated value for the residence and home site (carve out) 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.

It may be necessary for a completed appraisal report 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.

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.

KNOWLEDGE / EXPERIENCE / LICENSE

The Appraiser shall have no less than 10 years of knowledge and experience in all aspects of eminent domain appraising, with 5 years of experience working on DEPARTMENT projects.

- The Appraiser shall be an Illinois Certified General Real Estate Appraiser or an Illinois Certified Residential Real Estate Appraiser.

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COMPENSATION

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

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

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

Compensation for each Updated Appraisal or Revised Appraisal for a Complex Appraisal Report shall be paid for at the Contract price for each: UPDATE OR REVISIONS TO COMPLEX APPRAISAL.

Compensation for 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 APPRAISAL CERTIFICATION REPORT

The CONSULTANT shall provide Review Appraisal Certification reports to be prepared as outlined in the Land Acquisition Policies and Procedures Manual (LAPPM), and required for the following appraisal report formats:

- Non-Complex Appraisal Report
- Complex Appraisal Report

Review Appraisal Certification reports shall be performed by a Review Appraiser, on the DEPARTMENT'S Fee/Specialty Agent Review Appraiser list in accordance with the LAPPM.

Appraisal review certification reports 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 report being reviewed. A study of the comparable sales is required and considered part of work necessary to complete the appraisal review certification.

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It may be necessary for a completed Review Appraisal Certification Report 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 report, rewritten by the Appraiser due to the Review Appraiser's comments or corrections, does not constitute an update or revision to the Appraisal Review Certification Report nor would necessitate a separate work order.

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

KNOWLEDGE / EXPERIENCE / LICENSE

The Review Appraiser shall have no less than 10 years of knowledge and experience in all aspects of eminent domain appraisal review, with 5 years of experience working on DEPARTMENT projects.

- The Review Appraiser shall be an Illinois Certified General Real Estate Appraiser.

COMPENSATION

Compensation for each Review Appraisal Certification Report for a Non-Complex Appraisal Report shall be paid for at the Contract price for each: REVIEW CERTIFICATION FOR NON-COMPLEX APPRAISAL.

Compensation for each Review Appraisal Certification Report for a Complex Appraisal Report shall be paid for at the Contract price for each: REVIEW CERTIFICATION FOR COMPLEX APPRAISAL.

Compensation for each updated or revised Review Appraisal Certification Report for a Non-Complex Appraisal Report shall be paid for at the Contract price for each: UPDATE OR REVISION TO REVIEW CERTIFICATION FOR NON-COMPLEX APPRAISAL.

Compensation for each updated or revised Review Appraisal Certification Report for a Complex Appraisal Report shall be paid for at the Contract price for each: UPDATE OR REVISION TO REVIEW CERTIFICATION FOR COMPLEX APPRAISAL.

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Compensation for 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.

SPECIALTY REPORTS

The CONSULTANT shall provide for Specialty Reports to be performed in accordance with the Land Acquisition Policy and Procedures Manual (LAPPM) and upon approval of the DEPARTMENT.

A Specialty Report may require work to be performed by a Specialty Agent, typically a Professional Engineer, Professional Structural Engineer, Professional Land Surveyor, Architect, or appropriately licensed person in that specific field where more investigation/study is required to complete the valuation of a parcel; Specialty Agent may be employed by the CONSULTANT, who must certify that a bona fide employee working solely for the CONSULTANT assisted in preparations of the report.

If the CONSULTANT does not have a qualified Specialty Agent to perform the required task, the CONSULTANT may then employ the services of a SUBCONSULTANT, whom must be approved by the DEPARTMENT.

The Specialty Agent shall make sufficient inspection of the properties and make such investigations and studies necessary to derive sound conclusions to support the Specialty Report.

It is the Specialty Agent's responsibility to ensure that all items affecting the value of the parcel have been considered in the specialty report.

It may be necessary for a completed Specialty Report to be updated 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 CONSULTANT in a separate work order as the need arises.

The Specialty Report, and if required, 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.

KNOWLEDGE / EXPERIENCE / LICENSE

The Specialty Agent shall have no less than 10 years of knowledge and experience in their specialty field.

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The Specialty Agent shall be licensed and registered in the state of Illinois in their respective specialty fields: examples (Professional Engineer, Professional Structural Engineer, Professional Land Surveyor, Architect)

COMPENSATION

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

Compensation for each updated or revised specialty report shall be paid for at the Contract price each for UPDATE OR REVISION TO SPECIALTY REPORT.

Compensation for 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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EVALUATION OF PROPOSALS BASED ON THE FOLLOWING

Proposals will be evaluated on both the ability to provide the land acquisition services and price. There will be a total of 100 points attainable for each proposal. There will be 80 points attainable for the ability to provide the land acquisition services and 20 points attainable for price.

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

Scoring for the ability to provide land acquisition services and price are as follows:

LAND ACQUISITION SERVICES	POINTS
Appraisal Manager	20
Appraisal Report	40
Review Appraisal Certification Report	15
Specialty Report	5
ABILITY TO PROVIDE SERVICES	80
PRICING	<u>20</u>
TOTAL POINTS	100

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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 web address and click on the "**Interest**" tab: <http://www.idot.illinois.gov/doing-business/procurements/land-acquisition-services/index>

- Proposals are submitted electronically as PDF's, directions found on the website above.
- Your PROPOSAL electronic requirements should include the following, with detailed directions found on the website above:

PROPOSAL: to be sent electronically, should be sent separate from DISCLOSURES and SEALED PRICE and should include the following:

	Table of Contents
	Technical Approach
	Technical Experience
	References
	Personnel Resumes
	Subconsultant Resumes
	Organizational Chart
LA-RFP-01	Proposal to the State of Illinois
LA-RFP-02	Business and Directory Information
LA-RFP-04	Sub-Consultant Standard Certification
LA-RFP-05	Disadvantaged Business Enterprise Performance
LA-RFP-06	Political Contributions
LA-RFP-07	Approved Subcontractors

DISCLOSURES: to be sent electronically, separate from the PROPOSAL and SEALED PRICE.

LA-RFP-03 Disclosures and Conflicts of Interest

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BIDDING INFORMATION CONT'D

SEALED PRICE: to be sent electronically, separate from the PROPOSAL and DISCLOSURES

LA-RFP-08** Hourly Pricing Compensation

LA-RFP-09** Unit Pricing Compensation

**Required forms considered "sealed" until after all PROPOSALS are reviewed and scored.

Please review the "Requirements for Submitting Proposals" - at following website link:

<http://idot.illinois.gov/Assets/uploads/files/Doing-Business/Laws-&-Rules/Highways/Land-Acq/Requirements%20for%20Submitting%20Proposals.pdf>

Please review the "Standard Agreement Provisions for Land Acquisition Services" – at following website link:

<http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Directories/Agreements/Highways/Land-Acq/Standard%20Agreement%20Provisions%206-3-15.pdf>