

# Illinois Department of Transportation

## Advertisement for Land Acquisition Services

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Project Reference #	DOT18-LAC-D9-01
District	District 9
Advertisement Date	October 4, 2017
Contract Duration	60 Months
DBE Participation	3%
Subcontracting	Yes
Joint Ventures	No
Estimated Cost	\$750,000
Number of Contracts to be Awarded	2
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: Two (2) CONTRACTS are to be awarded, not to the same CONSULTANT.

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

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### **PROJECT MANAGER**

The CONSULTANT shall establish a Project Manager who will be knowledgeable and responsible for all land acquisition activities assigned projects by the DEPARTMENT. 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.
- Provide the appropriate staff and SUBCONSULTANTS 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 CONSULTANT's and SUBCONSULTANT's prompt and efficient performance.
- Provide QA/QC oversight.
- Provide proposed project time line with milestones on delivery, as requested.
- Attend project kick-off meeting(s) and project status meeting(s), as requested.
- Provide construction plan review and comments when needed.
- May be required to estimate the Right of Way Program for the DEPARTMENT.
- Provide support to DEPARTMENT'S District Land Acquisition Management staff.

### **KNOWLEDGE / EXPERIENCE / LICENSE**

The Project Manager shall have no less than 8 years of knowledge and experience in all aspects of eminent domain land acquisition process, with 2 years of experience working on DEPARTMENT projects.

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### COMPENSATION

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

### 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 2 years of experience working on DEPARTMENT projects.

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

### **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.

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.

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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 5 years of knowledge and experience in all aspects of eminent domain appraising, with 2 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.

### **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.

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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.

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.

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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 5 years of knowledge and experience in all aspects of eminent domain appraisal review, with 2 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.

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.

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## **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 5 years of knowledge and experience in their specialty field.

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)



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### **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.

### **NEGOTIATION**

The CONSULTANT shall provide for the Negotiation of a right of way parcel needed for a DEPARTMENT project to be performed by a Negotiator on the DEPARTMENT'S Fee/Specialty Agent Negotiator list in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM).

The Negotiator is responsible for the acquisition/negotiation process required for all Negotiations assigned to him/her and needed for DEPARTMENT projects; all Negotiations shall be completed in accordance with the LAPPM and with duties that also include:

- The Negotiator assigned to the Negotiation is the DEPARTMENT'S representative to the property owner.
- The Negotiation will require the Negotiator to work with the Project Manager and/or DEPARTMENT to receive and understand the scope of work for each work order and the associated deadlines/time frames involved.
- The Negotiation shall include the CONSULTANT to establish schedules for each activity/milestone needed for the parcel's acquisition; progress to be provided to the Project Manager and/or DEPARTMENT to assure a quality product.
- The Negotiation shall include good levels of communication regarding issues that arise on the parcel.
- The Negotiation requires a quality product to be provided.

The Negotiation will begin at the direction from the DEPARTMENT, with the Negotiator acknowledging the start date provided by the DEPARTMENT, the DEPARTMENT approval of the Appraisal report and DEPARTMENT Phase 1-design approval for the project.

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The Negotiation will require the Negotiator 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 Negotiation will require the Negotiator exceed the minimum number of contacts on most parcels before recommending that the parcel proceed to eminent domain action. The Negotiation will require the Negotiator to fully document on an ongoing basis all efforts made to acquire the parcel in the Negotiator's report.

The Negotiation will require the Negotiator to recommend the parcel's Administrative Settlement, as outlined in the LAPP. Administrative Settlements will be determined by the DEPARTMENT on an individual parcel basis; the DEPARTMENT may direct the Negotiator to draft the Administrative Settlement for a parcel.

If the Negotiation is not complete, 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, at the direction of the DEPARTMENT, the Negotiator shall prepare and submit a copy of the latest 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.

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 DEPARTMENT may ask the Negotiator to prepare a request for condemnation. The Negotiation for a parcel will be deemed complete when the documentation for eminent domain action is submitted and approved by the DEPARTMENT and after the complaint is filed.

It may be necessary after first contact with the property owner and during a Negotiation of a parcel, that new information supplied by the DEPARTMENT to the CONSULTANT, would require revised negotiation documents, which would require a new offer or an updated or revised Negotiation of the parcel. These updates or revisions will be assigned to the Negotiator in a separate work order as the need arises. Any additional work for the Negotiation of the parcel, required to obtain title approval for the DEPARTMENT, does not constitute an update or revision that would necessitate a separate work order.

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### **KNOWLEDGE / EXPERIENCE**

The Negotiator shall have no less than 5 years of knowledge and experience in eminent domain Negotiating, with 2 years of experience working on DEPARTMENT projects.

### **COMPENSATION**

Compensation for each parcel negotiated by the CONSULTANT shall be paid for at the Contract price for each: NEGOTIATION. Payment for work completed will be made in accordance with the milestones specified in each work order.

Compensation for each Updated Negotiation or Revised Negotiation shall be paid for at the Contract price for each: UPDATE OR REVISION TO NEGOTIATION. Payment for work completed will be made in accordance with the milestones specified in each work order.

Compensation for 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.

### **RELOCATION and RELOCATION PLAN**

The CONSULTANT shall provide for the Relocation of a right of way parcel and the Relocation Plan needed for a DEPARTMENT project to be performed by a Relocation Agent on the DEPARTMENT'S Fee/Specialty Agent Relocation Agent list and in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). Relocation of a parcel will fall into two different categories, defined below:

- Residential Relocation
- Non-Residential Relocation

The Relocation required for a parcel and the Relocation Plan required for a DEPARTMENT project are assigned to the Relocation Agent; the Relocation and Relocation Plan shall be completed in accordance with the LAPPM and with duties that also include:

- The Relocation and Relocation Plan require the Relocation Agent to be the DEPARTMENT'S representative to the property owner.

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- The Relocation and Relocation Plan will require the Relocation Agent to work with the Project Manager and/or DEPARTMENT to receive and understand the scope of work for each work order and the associated deadlines/time frames involved.
- The Relocation and Relocation Plan shall require the CONSULTANT to establish schedules for each activity/milestone needed for a Relocation of a parcel and needed for the Relocation Plan for a DEPARTMENT project; report the progress to the Project Manager and/or DEPARTMENT to assure a quality product.
- The Relocation and Relocation Plan shall include good levels of communication regarding issues that arise on the parcel(s).
- The Relocation and Relocation Plan requires a quality product to be provided.

A Relocation Plan shall be prepared by the Relocation Agent for the full scope of a project assigned to him/her in accordance with the LAPPM. The Relocation Plan shall identify all relocation units on the project. Previous advanced acquisition parcels requiring Relocation, must be identified as an advanced relocation parcel that has been completed and parcel vacated, in the Relocation Plan. The Relocation Plan shall be submitted to the DEPARTMENT for review and approval prior to initiation of a Negotiation for a right of way parcel.

It may be necessary for a completed Relocation Plan to be supplemented or revised due new information provided by the DEPARTMENT. A relocation plan addendum is required and will be assigned to the Relocation Agent by separate work order. All Relocation Plan Addendums shall be submitted to the DEPARTMENT for review and approval prior to initiation of negotiations.

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

For each Relocation of a parcel, the Relocation Agent shall be required to provide relocation assistance, advisory services, and determine the amount of payments to be provided to every displaced person(s).

The Relocation Agent shall be required to personally contact the property owner and/or occupant(s) 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.

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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 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.

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

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

The Relocation of a parcel with 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(s) has received all payments.

### **KNOWLEDGE / EXPERIENCE**

The Relocation Agent shall have no less than 5 years of knowledge and experience in all aspects of relocation assistance and payments program, with 2 years of experience working on DEPARTMENT projects.

### **COMPENSATION**

Compensation for each Relocation Plan prepared by the CONSULTANT shall be paid for at the Contract price for each: RELOCATION PLAN.

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

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

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

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Compensation for each updated or revised Residential Relocation shall be paid for at the Contract price each for UPDATE OR REVISION TO RESIDENTIAL RELOCATION.

Compensation for each updated or revised Non-Residential Relocation shall be paid for at the Contract price each for UPDATE OR REVISION TO NON-RESIDENTIAL RELOCATION.

Compensation for 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.

### **LAND SURVEYOR**

The CONSULTANT shall provide a Professional Land Surveyor (Land Surveyor) who will be responsible for various land surveying tasks needed for the DEPARTMENT. The Land Surveyor must be an Illinois Licensed Professional Land Surveyor, with duties listed below:

- Land surveying to reference the highway centerline and/or to locate right of way
- Record research
- Preparation of and recording of monument records
- Preparation of legal descriptions
- Preparation of freeway orders and route location decisions
- Staking out the existing centerline alignment, as well as performing horizontal and vertical control surveys
- Preparation of various plats and maps including: Statutory Plat of Highways, existing right of way survey plats or maps, centerline plats, corridor protection maps and right of way parcel plats.

Land Surveying activities shall be deemed complete when the tasks and duties assigned in a work order are completed to the satisfaction of the DEPARTMENT.

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## **KNOWLEDGE / EXPERIENCE / LICENSE**

The Land Surveyor shall have no less than 5 years of knowledge and experience in all aspects of land surveying with 2 years of experience working on DEPARTMENT projects.

The Land Surveyor must be an Illinois Licensed Professional Land Surveyor

## **COMPENSATION**

Compensation for Land Surveyor duties and responsibilities shall be paid for at the Contract hourly price for: LAND SURVEYOR.

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## EVALUATION OF PROPOSALS BASED ON THE FOLLOWING

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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:

<b>LAND ACQUISITION SERVICES</b>	<b>POINTS</b>
Project Manager	15
Appraisal Manager	10
Appraisal Report	15
Specialty Report	5
Review Appraisal Certification Report	10
Negotiation	15
Relocation and Relocation Plan	5
Land Surveyor	5
<b>ABILITY TO PROVIDE SERVICES</b>	<b>80</b>
<b>PRICING</b>	<b><u>20</u></b>
<b>TOTAL POINTS</b>	<b>100</b>



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## 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 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

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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>