



**Illinois Department of Transportation**

2300 South Dirksen Parkway, Springfield, Illinois 62764

# Land Acquisition Bulletin **805**

**PUBLISHED:** October 31, 2024

Statements of Interest due before 12:00 p.m. on  
**November 21, 2024**

**SELECTION DATE:** January 15, 2025

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# **NOTICE OF REVISIONS**

## **Land Acquisition Bulletin Revisions**

**Selection Date: January 15, 2025**

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The following revisions have been made to this Land Acquisition Bulletin. If you downloaded the bulletin prior to the noted revision date, you should incorporate the revisions or download and use a new copy of the bulletin.

REVISION DATE: There are no revisions as of October 31, 2024.

# CONTACT INFORMATION

## State of Illinois

Department of Transportation  
2300 South Dirksen Parkway  
Springfield, Illinois 62764

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The Land Acquisition Bulletin (LAB) is the official Land Acquisition Illinois Procurement Bulletin for the Illinois Department of Transportation as authorized by Section 15-1 of the Illinois Procurement Code, 30 ILCS 500/15-1.

It is available on the IDOT's website: [Land Acquisition Bulletin \(LAB\) \(illinois.gov\)](http://www.idot.gov/land-acquisition-bulletin)

### Land Acquisition Bulletin (LAB)

Land Acquisition Bulletin contains information pertaining to the advertisement for offers of interest for land acquisition services for the Illinois Department of Transportation's projects.

**Questions** concerning this Bulletin should be directed to:

E-mail: [DOT.ConsultantServices@illinois.gov](mailto:DOT.ConsultantServices@illinois.gov)

### **Regional/District Contact information** ([view map of regions](#))

#### **Region 1:** Mr. Jose Rios

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##### *District 1*

201 West Center Court  
Schaumburg, IL 60196

#### **Region 2:** Ms. Trisha Thompson

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##### *District 2*

819 Depot Avenue  
Dixon, IL 61021

##### *District 3*

700 East Norris Drive  
P.O. Box 697  
Ottawa, IL 61350

#### **Region 3:** Mr. Kensil Garnett

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##### *District 4*

401 Main Street  
Peoria, IL 61602

##### *District 5*

Route 133 West  
P.O. Box 610  
Paris, IL 61944

#### **Region 4:** Mr. Jeffrey Myers

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##### *District 6*

126 East Ash St.  
Springfield, IL 62704

##### *District 7*

400 West Wabash  
Effingham, IL 62401

#### **Region 5:** Mr. Kirk Brown

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##### *District 8*

1102 Eastport Plaza Drive  
Collinsville, IL 62234

##### *District 9*

State Transportation Building  
P.O. Box 100  
Carbondale, IL 62903

# TENTATIVE SCHEDULE

## For Land Acquisition Bulletins

The following is a tentative advertisement schedule, intended to be used whenever the Department desires to procure land acquisition services. Please note, advertisements will be published only when services are needed, therefore there may not be a Land Acquisition Bulletin published for each date listed below.

<b>PUBLISH LAB</b>	<b>10/31/24</b>	<b>01/30/25</b>	<b>05/01/25</b>	<b>07/31/25</b>	<b>10/30/25</b>	<b>01/29/26</b>
<b>**STATEMENTS OF INTEREST DUE</b>	<b>11/21/24</b>	<b>02/20/25</b>	<b>05/22/25</b>	<b>08/21/25</b>	<b>11/20/25</b>	<b>02/19/26</b>
<b>SELECTION MEETING</b>	<b>01/15/25</b>	<b>04/16/25</b>	<b>07/16/25</b>	<b>10/15/25</b>	<b>01/14/26</b>	<b>04/15/26</b>

**\*\* Statements of interest for the current LAB 805 must be RECEIVED between:**

**Publish Date 10/31/24 & 11/21/24 (12:00 P.M. NOON)**

Statements of interest received **after 12:00 p.m. WILL NOT** be considered.

Only **SUBMITTALS** through [EPAS](#) will be considered for the LAB.

# NOTICES

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The following are changes, updates, or information that the department wishes to share with firms.

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# Land Acquisition Prequalification Categories are Available

Sent: October 2, 2024

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## To all Land Acquisition Specialty Agents and Engineering Firms:

The purpose of this communication is to provide information and guidance regarding Illinois Department of Transportation (IDOT) procurement changes for land acquisition services resulting from Public Act 103-0511. Senate Bill 2424 was passed by the 103rd General Assembly and was signed into law by Governor Pritzker on August 4, 2023 amending the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (QBS Act) 30 ILCS 535/1 *et seq.*

This QBS Act amendment required IDOT to transition from the Invitation for Bid (IFB) procurement process to a Quality-Based Selection (QBS) process for land acquisition services contracts. Advertisements are now published on IDOT's [Land Acquisition Bulletin \(LAB\)](#).

## What Does This Mean for You?

All firms must complete an application in IDOT's Engineering and Prequalification System (EPAS) in order to do work for the State of Illinois. The EPAS generates the LAB advertisements and is a database that houses all engineering prequalification information that includes advertised services, Statements of Interest, and prequalification applications in the following categories:

- Specialty Agents - Appraiser
- Specialty Agents - Negotiator
- Specialty Agents - Relocation Agent
- Specialty Agents - Review Appraiser

Prequalification is required to be renewed every three years, and firms will be able to update their individual information (such as experience / address / email, etc.) at that time. This will allow our lists to continue to be up to date.

All documents required for prequalification in EPAS must be submitted by both new Specialty Agents and current Specialty Agents. This means that currently approved Specialty Agents must resubmit all documents in EPAS even though they have already been approved by the Central Bureau of Land Acquisition.

## What If I Am Currently an Approved Specialty Agent?

If you are currently on our approved Specialty Agent list, your approved status will remain unchanged. However, at your earliest convenience, you must register and apply in the EPAS system. You will have until October 2025 to do this. If you are not approved through the EPAS system by **October 2025**, you will no longer be approved to do work for the State of Illinois. This registration is mandatory.

## Now What?

To ensure continued approval status, we recommend you do the following:

1. Subscribe to our email subscription list (for updates on training and procurement opportunities, LAB information, etc.).

To subscribe or unsubscribe, click on the link below and send the blank email that pops up. (Do not add anything to the subject line or to the body of the email).

**Subscribe:** [subscribe-dot-landacqmanual@lists.illinois.gov](mailto:subscribe-dot-landacqmanual@lists.illinois.gov)

2. Review the [Prequalification requirements](#) for Specialty Agents (Section L): [Specialty Agent Designation](#)
3. If you meet the requirements, send a copy of your firm's W-9 to [Jenni.LeSeure@illinois.gov](mailto:Jenni.LeSeure@illinois.gov), who will set up an EPAS account for you and will supply further instructions on how to apply.
4. Watch the past WebEx Training Sessions we hosted on our [YouTube Playlist](#):
  - a. LAB Announcement:  
<https://youtu.be/Lq-nwdXM9k4?si=dYw9YnYOnLNUEzXa>
  - b. Prequalification Changes:  
<https://youtu.be/WnuhgtA4ckY?si=-9dvQXb0J6nOYyOA>

If you have questions, please contact:

Christy Davis  
Program Management Section Chief  
Central Office Bureau of Land Acquisition  
Illinois Department of Transportation  
217-782-3975  
217-685-4246  
[Christy.Davis@Illinois.gov](mailto:Christy.Davis@Illinois.gov)



# Land Acquisition Services

**Implemented: November 2, 2023**

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Public Act 103-0511 was enacted on August 4, 2023, and amends the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (QBS Act) 30 ILCS 535/1 et seq. by including in the definition of “project” any land acquisition conducted by either the Illinois Department of Transportation (IDOT) or the Illinois Toll Highway Authority and that requires architectural, engineering, or land surveying services. IDOT land acquisition services contracts previously procured through an invitation for bid (IFB) process are now subject to the QBS Act and will be advertised and selected using the Land Acquisition Bulletin.

# INTRODUCTION

## State of Illinois

Department of Transportation  
2300 South Dirksen Parkway  
Springfield, Illinois 62764

### Land Acquisition Bulletin 805 Publish: October 31, 2024

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This bulletin is the official notice of needed professional land acquisition services for the Illinois Department of Transportation (IDOT).

A notification of an upcoming LAB publication will be sent to professional consultants subscribed to IDOT's e-mail subscription server list. To subscribe please follow these [instructions](#). A land acquisition services firm who is not approved may obtain the necessary information and forms to become approved from the IDOT website at: <https://idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/prequalification.html> [Specialty Agent Designation \(illinois.gov\)](#).

This is **not** an invitation for bids. Firms properly prequalified for any of the projects listed herein may indicate their desire to be considered for selection by submitting a Statement of Interest (SOI) for the project through the [Engineering Prequalification and Agreement System \(EPAS\)](#).

IDOT shall not discriminate based on race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. IDOT shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

Statements must be submitted electronically to the central Bureau of Design and Environment, through **EPAS, prior to:**

**12:00 p.m. Central Standard time: November 21, 2024**  
**Statements received after this time WILL NOT be considered.**

The selection of professional consultants by IDOT is not based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the project with consideration also given to the criteria established in the Advertisement:

Rating Description	Weighted %
Past Performance in Project Categories	0-30
Proposed Staffing from Prime and any subconsultants	0-30
Proximity of firm to project location	0-10
Proposed DBE use	
Available work capacity of firm	0-30
The firms experience in with required project work	0-30
Firms understanding/method of accomplishing project requirements	0-30
Project Specific Criteria: Specific requirement in an advertisement	0-30
Total=	100

All members of the Consultant Selection Committee will be **unavailable** during the two-week period preceding the Selection Committee Meeting.

Departmental procedures ensure all members of the Consultant Selection Committee are provided with detailed information concerning all Statements of Interest submitted by all consultants. Please do not send letters and/or e-mails expressing your interest in various projects and/or correspondence concerning your firm to members of the Consultant Selection Committee per Illinois Procurement and Ethics (5 ILCS 430/5-50).

# SUBMITTING A STATEMENT OF INTEREST

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## Qualifications

The firm acting as the prime must be approved in all approval categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. **Any work being done by a consultant, prime or sub must be approved in the IDOT prequalification category of work they are performing.**

[Specialty Agent Designation \(illinois.gov\)](https://www.illinois.gov)

## Submitting

All interested firms must submit a SOI through the [Engineering Prequalification and Agreement System \(EPAS\)](#).

The information in all forms is required as part of all Statement of Interest submittals. The EPAS application has the ability to include all the required information. Some forms are attached and some data is entered into EPAS directly to generate the data for the form. There is an EPAS Instruction Manual for your use and can be used when completing the SOI in EPAS.

The EPAS instruction manual is located on the IDOT Website under Resources: Manuals & Guides: [EPAS Manual](#)

## Things to Consider

- **Firm Interest and Photos**
  - A brief statement of the firm's interest in performing the work. This *shall not* exceed 2 pages, if it exceeds the 2 page limit, the submittal will not be accepted for that particular item.
  - Organization chart shall be required.
  - Only include a Project Understanding and Approach *if it is* requested within advertisement.
  
- **Exhibit A**
  - Only list the required key personnel that are requested within the advertisement. Ensure to match required prequalification categories and any additional personnel requirements designated in the project advertisement. (Include firm name if work is to be completed by Subconsultant)
  - Attach resumes of all key personnel listed in the SOI. Resumes *shall not* exceed 2 pages and must be relevant to the expertise required for the specific project.
  - Identify proposed subconsultants, item(s) of work they will perform, and the estimated % of work. If a DBE Goal is in the advertisement, then list the DBE subconsultant(s), the work they will be performing, and estimated % of the

work. All Subconsultants must be prequalified in the area of work they will be performing.

- **Project Experience #3**
  - Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project.  
PDF *shall not* exceed 20 pages.
- **Project Experience #4**
  - Unless additional information is required within the advertisement this field should be blank. Teaming Agreements if applicable should be included here.
- **Project Experience #5: Consultant's Exhibit A**
  - Ensure the printed Exhibit A has a signature (**can be electronic**)
- **Project Experience #6: Subconsultant Utilization Form**
  - Include the Subconsultant Utilization Plan.
  - Signatures are **not** required to be completed at SOI time.
  - Subconsultant Utilization Plan must include and match the Exhibit A subs, categories, and estimated percent of work.
  - Subconsultant Utilization Plan is required to be completed if **selected**.
- **Current Obligations**
  - Leave blank for LAB.
- **Delinquent Debt**
  - This is generated in the EPAS system and is submitted as a separate document. Only one document, for prime **and** subconsultants, with all pertinent data is required. Instructions are included with the Delinquent Debt.
  - Form can be generated and printed through the EPAS application.

# LISTING OF ADVERTISEMENTS

## LAB 805

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ITEM	COUNTY	DESCRIPTION
<hr/> <b>Region 1/District 1</b> <hr/>		
1	VARIOUS	Job No. R-91-002-25, Various Land Acquisition Appraisal/Appraisal Review Projects, Various Routes, Various Counties, Region One/District One.
2	VARIOUS	Job No. R-91-003-25, Various Land Acquisition Appraisal/Appraisal Review, Specialty Reports for Projects, Various Routes, Various Counties, Region One/District One.

1. **Job No. R-91-002-25, Various Land Acquisition Appraisal/Appraisal Review Projects, Various Routes, Various Counties, Region One/District One.**

This project requires **12% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all Subconsultants the Prime Consultant will be using are scheduled to attend an initial meeting on **March 3, 2025, at 10:00 AM** at the Region One/District One Office in **Schaumburg**.

Land Acquisition Consulting services are required to provide support to the District One Land Acquisition program. Anticipated areas of work and positions needed include Project Manager, Appraisal Manager, Appraisal Trainer, Appraisal Report, Review Appraisal Certification Report. Work must be performed by an individual listed on the State's "Approved Specialty Agent List", in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM).

The Consultant shall perform the services required under the Contract in accordance with the LAPPM, The Illinois Highway Code of Federal Regulations, Title 49 CFR part 24 – Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended (42 U.S.C. 4601 et seq) for Federal and Federally-Assisted Program and any relevant State or Federal laws.

At the negotiations meeting, the Prime Consultant, and Subconsultant(s) will disclose all previous involvement in the district as well as all current relationships with contractors.

The Project Manager, Appraisal Manager, Appraiser, Appraisal Reviewer may be required to perform work utilizing the State's Land Acquisition Management System (LAMS), including but not limited to, inputting parcel information into the system, retrieving parcel information such as title work, plat, and appraisals, uploading documents and utilizing the system to produce work documents required to complete the work order. This work will only be required upon access approval into LAMS.

The Consultant shall provide Appraisal reports, prepared in the formats outlined and in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). The Appraisal Report shall be prepared by an Appraiser on the State 's Fee/Specialty Agent Appraiser list in accordance with the LAPPM.

The Consultant shall provide Review Appraisal Certification reports, prepared in the formats outlined and in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). The Review Appraisal Certification reports shall be prepared by an Appraiser on the State's Fee/Specialty Agent Appraiser list in accordance with the LAPPM.

Work Orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	30
Proposed staffing from Prime and any Subconsultants	20
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	5
The Firms experience with required project work	20
Firms understanding/method of accomplishing project requirements	15

The estimated fee for this project is \$1,500,000. The completion date for this contract will be 60 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents. The Project Manager shall have no less than ten (10) years of knowledge and experience in all aspects of eminent domain and the land acquisition Appraisal/Appraisal Review process.
- The person who will assume the duties of Specialty Agent shall have no less than ten (10) years of knowledge and experience in their specialty field. The Specialty Agent shall be validly licensed and registered in the State of Illinois in their specialty field: examples Licensed Certified Residential Appraiser, Licensed Certified General Appraiser.
- The person who will assume the duties of Appraisal Manager for all aspects of the work documents. The Appraisal Manager shall have no less than ten (5) years of Knowledge and experience in all aspects of eminent domain and the land acquisition Appraisal/Appraisal Review for highway purposes.
- The person who will assume the duties of Appraisal Trainer will train and assist State employees in obtaining appraisal licensing. The Appraisal Trainer shall be an Illinois Certified General Real Estate Appraiser and shall be on the State's "Fee/Specialty Agent" Review Appraiser list. The Appraisal Trainer shall have no less than five (5) years of Knowledge and experience in all aspects of eminent domain appraising and review appraising for highway purposes. In addition, the staff performing this work must be identified.

The Statements of Interest (SOI) must also **include**:

- A Project Understanding and Approach, describing in detail on how the Consultant will accomplish the work, including any work that would be performed by a Subconsultant(s).
- The Consultant's relevant projects completed by the firm for IDOT within the past ten (10) years by members of the Consultant's' key personnel listed in the SOI. Do not include more than ten (10) relevant projects.



The Prime, Staff and Subconsultant(s) must be approved on the following IDOT Bureau of Land Acquisition's approved lists to be considered for this project (<https://idot.illinois.gov/doing-business/procurements/land-acquisition-services/specialty-agent.html>):

**Approved Appraiser**

**Approved Review Appraiser**

Or, the Prime firm must be prequalified in the following categories within [EPAS](#) to be considered for this project:

**Specialty Agents (Appraiser)**

**Specialty Agents (Review Appraiser)**

Statements of interest, including resumes of only the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering Prequalification and Agreement System (EPAS).

2. **Job No. R-91-003-25, Various Land Acquisition Appraisal/Appraisal Review, Specialty Reports for Projects, Various Routes, Various Counties, Region One/District One.**

This project requires **12% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all Subconsultants the Prime Consultant will be using are scheduled to attend an initial meeting on **March 10, 2025 at 10:00 AM** at the Region One/District One Office in **Schaumburg**.

Land Acquisition Consulting services are required to provide support to the District One Land Acquisition program. Anticipated areas of work and positions needed include Project Manager, Appraisal Manager, Appraisal Trainer, Appraisal Report, Review Appraisal Certification Report, Specialty Engineer/Architect, Specialty Reports Manager. Work must be performed by an individual listed on the State's "Approved Specialty Agent List", in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM).

The Consultant shall perform the services required under the Contract in accordance with the LAPPM, The Illinois Highway Code of Federal Regulations, Title 49 CFR part 24 – Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended (42 U.S.C. 4601 et seq) for Federal and Federally-Assisted Program and any relevant State or Federal laws.

At the negotiations meeting, the Prime Consultant, and Subconsultant(s) will disclose all previous involvement in the district as well as all current relationships with contractors.

The Project Manager, Appraisal Manager, Appraiser, Appraisal Reviewer, Specialty Engineer/Architect, and Specialty Reports Manager may be required to perform work utilizing the State's Land Acquisition Management System (LAMS), including but not limited to, inputting parcel information into the system, retrieving parcel information such as title work, plat, and appraisals, uploading documents and utilizing the system to produce work documents required to complete the work order. This work will only be required upon access approval into LAMS.

The Consultant shall provide Appraisal Reports, prepared in the formats outlined and in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). The Appraisal Report shall be prepared by an Appraiser on the State 's Fee/Specialty Agent Appraiser list in accordance with the LAPPM.

The Consultant shall provide Review Appraisal Certification reports, prepared in the formats outlined and in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). The Review Appraisal Certification reports shall be prepared by an Appraiser on the State 's Fee/Specialty Agent Appraiser list in accordance with the LAPPM.

The Consultant shall provide Specialty Reports, prepared in the formats outlined and in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). This may include architectural reconstruction of structures or location/relocation of well and septic systems. The Specialty Reports shall be prepared by an Engineer on the State 's Fee/Specialty Agent list or as approved by the district in accordance with the LAPPM.

Work Orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	30
Proposed staffing from Prime and any Subconsultants	20
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	5
The Firms experience with required project work	20
Firms understanding/method of accomplishing project requirements	15

The estimated fee for this project is \$2,000,000. The completion date for this contract will be 60 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents. The Project Manager shall have no less than ten (10) years of knowledge and experience in all aspects of eminent domain and the land acquisition Appraisal/Appraisal Review process.
- The person who will assume the duties of Specialty Agent shall have no less than ten (10) years of knowledge and experience in their specialty field. The Specialty Agent shall be validly licensed and registered in the State of Illinois in their specialty field: examples Licensed Certified Residential Appraiser, Licensed Certified General Appraiser, Professional Engineer/Architect.
- The person who will assume the duties of Appraisal Manager or Specialty Reports Manager for all aspects of the work documents. The Appraisal Manager or Specialty Reports Manager shall have no less than ten (10) years of Knowledge and experience in all aspects of eminent domain and the land acquisition Appraisal/Appraisal Review. Provide knowledgeable experience in estimating costs to relocate/reconfigure structures or locate/relocate well and septic systems for highway purposes.
- The person who will assume the duties of Appraisal Trainer will train and assist State employees in obtaining appraisal licensing. The Appraisal Trainer shall be an Illinois Certified General Real Estate Appraiser and shall be on the State’s “Fee/Specialty Agent” Review Appraiser list. The Appraisal Trainer shall have no less than five (5) years of Knowledge and experience in all aspects of eminent domain appraising and review appraising for highway purposes. In addition, the staff performing this work must be identified.

The Statements of Interest (SOI) must also **include**:

- A Project Understanding and Approach, describing in detail on how the Consultant will accomplish the work, including any work that would be performed by a Subconsultant(s).

- The Consultant's relevant projects completed by the firm for IDOT within the past ten (10) years by members of the Consultant's' key personnel listed in the SOI. Do not include more than ten (10) relevant projects.

The Prime, Staff and Subconsultant(s) must be approved on the following IDOT Bureau of Land Acquisition's approved lists to be considered for this project (<https://idot.illinois.gov/doing-business/procurements/land-acquisition-services/specialty-agent.html>):

**Approved Appraiser**

**Approved Review Appraiser**

Or, the Prime firm must be prequalified in the following categories within [EPAS](#) to be considered for this project:

**Specialty Agents (Appraiser)**

**Specialty Agents (Review Appraiser)**

Statements of interest, including resumes of only the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering Prequalification and Agreement System (EPAS).