

Land Acquisition Bulletin

LAB 801

November 2, 2023

Statements of Interest are due before 12:00 p.m.
on November 30, 2023
Selection Date: January 17, 2024



ILLINOIS DEPARTMENT OF TRANSPORTATION

2300 South Dirksen Parkway, Springfield, Illinois 62764

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NOTICE OF REVISIONS

Land Acquisition Bulletin Revisions

Selection Date: January 17, 2024

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 November 2, 2023.

CONTACT INFORMATION

State of Illinois

Department of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

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.state.il.us/landacquisitionbulletin/)

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

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

Region 1: Mr. Jose Rios

District 1

201 West Center Court
Schaumburg, IL 60196

Region 2: Mr. Masood Ahmad

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

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

District 6

126 East Ash St.
Springfield, IL 62704

District 7

400 West Wabash
Effingham, IL 62401

Region 5: Mr. Kirk Brown

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.

PUBLISH LAB	11/02/23	02/01/24	05/02/24	08/01/24	10/31/24	01/30/25
**STATEMENTS OF INTEREST DUE	11/30/23	02/22/24	05/23/24	08/22/24	11/28/24	02/20/25
SELECTION MEETING	01/17/24	04/17/24	07/17/24	10/16/24	01/22/25	04/16/25

**** Statements of interest for the current LAB 801 must be RECEIVED between:**

Publish Date 11/02/23 & 11/30/23 (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

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

Land Acquisitional Services7

Land Acquisition Services

Implemented: November 2, 2023

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 801 Publish: November 2, 2023

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 30, 2023
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

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.

☐ **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 801

ITEM	COUNTY	DESCRIPTION
Region 2/District 3		
1	VARIOUS	Job No. R-93-001-24, Various Projects, Various Routes, Various Counties, Region Two/District Three.
Region 3/District 5		
2	VARIOUS	Job No. R-95-004-24, Various Projects, Various Routes, Various Counties, Region Three/District Five.

1. **Job No. R-93-001-24, Various Projects, Various Routes, Various Counties, Region Two/District Three.**

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 **January 31, 2024, at 10:00 AM** at the **Region Two/District Three Office in Ottawa**.

Land Acquisition services are required to provide support to the district land acquisition section. Anticipated areas of work include: Project Manager, Appraisal Manager, Appraisal Report, Review Appraisal Certification Report, Specialty Report, Negotiation, Relocation, and Property Manager. Appraisal Manager, Appraisal Report, Review Appraisal Certification Report, Negotiation, and Relocation 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.

The Consultant shall perform the services required under the Contract in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM), and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601 et seq.).

The Appraisal Manager, Negotiator, and Relocation Agent may be required to perform work utilizing the State's Land Acquisition Management System (LAMS).

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	15
Proposed staffing from Prime and any Subconsultants	30
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	20

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 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 licensed and registered in the state of Illinois in their respective specialty fields: examples Professional Engineer, Structural Engineer, Professional Land Surveyor, or Architect.
- The person who will assume the duties as Appraisal Manager 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.
- The person who will assume the duties of Property Manager shall have no less than five (5) years of knowledge and experience in all aspects of the property management field.

The Statements of Interest 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 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 Listing

Approved Negotiator Listing

Approved Relocation Agent Listing

Approved Review Appraiser Listing

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-95-004-24, Various Phase II Projects, Various Routes, Various Counties, Region Three/District Five.**

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 **February 7, 2024**, at **10:00 AM** at the **Region Three/District Five Office in Paris**.

Land Acquisition services are required to provide District Five the support in delivering the land acquisition program needed for highway projects. Anticipated areas of work and positions needed include: Project Manager, Appraisal Manager, Appraisal Trainer, Appraisal Report, Review Appraisal Certification Report, Specialty Report, Negotiator, Relocation Manager, and Property Manager.

Work must be performed in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM), the Illinois Highway Code (605 ILCS 5/), the Illinois Eminent Domain Act (735 ILCS 30/), THE Code of Federal Regulations, Title 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Program and any other relevant State of Federal laws and regulations.

Services will require the 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 appraisal, 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 a Specialty Report to be performed and completed in accordance with the Land Acquisition Policy and Procedures Manual (LAPPM). A Specialty Report will require work to be performed by a Specialty Agent, who is typically a Professional Engineer, Professional Structural Engineer, Professional Land Surveyor, Architect, or appropriately licensed person(s) in that specific field where more investigation/study is required to complete the valuation of a parcel.

The Consultant shall provide Appraisal reports to be prepared in the formats outlined and in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). The Appraisal Report shall be performed 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 to be prepared in the formats outlined and in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). The Review Appraisal Certification Reports shall be performed by an Appraiser on the State's Fee/Specialty Agent Review 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	20
Proposed staffing from Prime and any Subconsultants	20
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	20
The Firms experience with required project work	15
Firms understanding/method of accomplishing project requirements	15

The estimated fee for this project is \$750,000. The completion date for this contract will be 48 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. The Project Manager shall be knowledgeable and have no less than five (5) years of knowledge and experience in all aspects of eminent domain land acquisition process.
- The person who will assume the duties of Specialty Agent and shall have no less than ten (10) 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, or Architect.
- The person who will assume the duties as Appraisal Manager and shall be an Illinois Certified General Real Estate Appraiser. The Appraisal Manager shall be on the State's "Fee/Specialty Agent" Review Appraiser list, and 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 person who will assume the duties as Appraisal Trainer who 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 person who will assume the duties as Negotiator who will conduct the Negotiation of right of way parcels needed for State projects, in accordance with the Land Acquisition Policy and Procedures Manual (LAPPM). The Negotiator shall be on the State's Fee/Specialty Agent Negotiator list in accordance with the LAPPM, and shall have no less than three (3) years of knowledge and experience in all aspects of acquisition/negotiation of property needed for a highway purpose.

- The person who will assume the duties of Relocation Manager. The Relocation Manager will conduct the Relocation of right of way parcels needed for State projects, in accordance with the Land Acquisition Policy and Procedures Manual (LAPPM). The Relocation Manager shall be on the State's Approved Fee/Specialty Agent List for Relocation Agents in accordance with the LAPPM, and shall have no less than three (3) years of knowledge and experience in all aspects of relocation of a property needed for a highway purpose.
- The person who will assume the duties of Property Manager, who will be responsible for all or some of the State's property management activities and shall perform work in accordance with the State's LAPPM. The Property Manager shall have no less than three (3) years of knowledge and experience in all aspects of the property management field.

The Statements of Interest 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 Subconsultants(s).
- The Consultant's relevant projects completed by the firm 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 Listing

Approved Negotiator Listing

Approved Relocation Agent Listing

Approved Review Appraiser Listing

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).