

**May 15, 2020**

**INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ) CONTRACT NOS.:  
40000130, 40000131, 40000132, 40000133, 40000134, 40000135,  
40000136, 40000137, 40000138 AND 40000139**

**IDIQ CONTRACTS FOR RIGHT OF WAY TITLE RESEARCH SERVICES FOR  
PROJECTS STATEWIDE**

**REQUEST FOR QUALIFICATIONS FOR RIGHT OF WAY AND RELATED  
SERVICES**

Under authority granted by Title 48 of the Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on **Standard Form 23-119 (SF 23-119), "Professional Right of Way Acquisition and Related Services", revised September 17, 2018**, from consultants to provide right of way and related services under IDIQ contracts.

**Please Note: Consultants submitting for one these ten (10) IDIQ Contracts are subject to the following limitations:**

- **Ten (10)** Consultants will be selected for these contracts. Each consultant is limited to one (1) contract.
- The consultants may submit only one set of SF 23-119 forms but will be considered for all contracts they list in Section 3 of the SF 23-119.

**Project Manager: Mrs. Heather Corsentino**

All questions regarding this request for qualifications should be submitted in writing to Ms. Radha Kumar, Contracts/Grants Reviewer 4 at email: [Radha.Kumar@la.gov](mailto:Radha.Kumar@la.gov) no later than **3:00 pm CST, Monday, June 15, 2020**, along with your desired contact email address. Answers to project related questions will be distributed electronically, via DOTD website, no later than **3:00 pm CST, Wednesday, June 17, 2020**. The submittal must be received by DOTD prior to **3:00 pm CST, Friday, June 26, 2020**.

### **Project Description**

The **ten (10)** IDIQ contracts will include coordination of activities between DOTD and the consultant. This advertisement is for **ten (10)** IDIQ contracts for right of way **TITLE RESEARCH SERVICES** for future projects statewide.

## **Contract time**

This contract is for a period of five (5) years.

## **Scope of Services**

The selected Consultant will be required to provide project management and administration services, **TITLE RESEARCH SERVICES**, and other right of way related services necessary to acquire and clear the right of way for construction of a project. See Attached Exhibit A (Scope of Services).

Items and services to be provided by DOTD

DOTD will furnish without charge the following:

1. Identity of the DOTD Regional Manager in responsible charge of the project.
2. Identity of the DOTD Chief Appraiser and a Review Appraiser.
3. Right of Way Maps when available
4. Construction Plans when available.
5. Title Research Reports and Title Research Report Updates when available.
6. A lead Right of Way Agent, if applicable.
7. Periodic status meetings.
8. Technical assistance for acquisition activities.

## **Deliverables**

The Consultants hereby agree to produce deliverables including but not limited to: title abstracts and title updates, along with other items as might be required. Consultants must adhere to the standards of the DOTD Right of Way Manual.

## **Compensation**

The maximum limiting compensation for each IDIQ contract is **\$50,000.00**.

## **References**

1. Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 as amended.
2. Uniform Standards of Professional Appraisal Practice.
3. Louisiana Constitution: Article I, Section 4, Article VI, Section 21 and Article VII, Section 14.
4. Louisiana Revised Statutes: Title 9, Title 19, Title 38, Title 48, and Title 70.

5. Louisiana Civil Code.
6. Louisiana Administrative Code: Chapter 70.
7. DOTD Right of Way Manual.
8. DOTD Guide to Title Research.
9. Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964.
10. Equal Employment Opportunity Act of 1972.
11. Federal Executive Order 11246 as amended.
12. Rehabilitation Act of 1973.
13. Vietnam Era Veteran's Readjustment Act of 1973.
14. Title IX of the Education Amendments of 1972.
15. Age Discrimination Act of 1975.
16. Fair Housing Act of 1968.
17. Americans with Disabilities Act of 1990.
18. All other federal and state laws and regulations which may apply to acquisition of right of way and utility relocation for this project.

## **Minimum Personnel Requirements**

### **Minimum requirements for Title Research Consultants:**

- A Baccalaureate Degree
- Three (3) years of full time professional experience in the title research field.

### **Approved Substitution:**

- Eight (8) years of full-time work experience in the title research field may be substituted for the required baccalaureate degree only.

## **Evaluation Criteria**

An evaluation process will be used in the selection of the Consultants. The criteria to be used by DOTD in evaluating responses for the selection of a consultant to perform these services are:

- 1. Consultant's firm experience:**  
weighting factor of 3.
- 2. Consultant's personnel experience:**  
weighting factor of 4.
- 3. Consultant's firm size as related to the project magnitude: \***  
weighting factor of 3.
- 4. Consultant's past performance on DOTD Real Estate Projects: \*\***  
weighting factor of 6.
- 5. Consultant's current work load with DOTD: \***  
weighting factor of 1.

**6. Location where the work will be performed: \***  
weighting factor of 4.

\*All consultants will be given a score of five (5).

\*\*Consultants with no past performance rating in a given category will be assigned the average rating of the firms submitting for that category, the statewide average rating for that category, or 3.0, whichever is lowest as of the date the advertisement was posted.

All consultants will be evaluated as indicated in Items 1-6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 1-5. The rating will then be multiplied by the corresponding weighting factor.

Evaluation will be based upon the information provided in the Consultant's SF 23-119 submittal. If during the course of the evaluation the Project Evaluation Team has questions or requires clarification of the information provided, the Project Evaluation Team may send a request to the consultant for additional information through the Real Estate Contract/Grants Reviewer.

The consultants will receive a rating of 0 on any of the individual evaluation criterion for failing to meet the minimum personnel requirements.

Once each DOTD Project Evaluation Team member completes evaluations for all items, the scores for each item will be averaged then multiplied by that item's corresponding weighting factor. The values for each item will be totaled to arrive at a final score.

**Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. George Dean
2. Debra Milstead
3. Robert Richard
4. Erin Rousel
5. Kiawasha White

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a shortlist of the twelve (if twelve are qualified) highest rated Consultants to the Secretary of DOTD. The Secretary will make the final ten selections.

**Rules of Contact (Title 48 Engineering and Related Services)**

These rules are designed to promote a fair, unbiased, legally defensible selection process. DOTD is the single source of information regarding the contract selection. The following rules of contact will apply during the contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, e-mail, or formal

written communications. Any contact determined by DOTD, at its sole discretion, to be improper, may result in the rejection of the submittal (SF 23-119):

- A. The Consultant shall correspond with DOTD regarding this advertisement only through Radha Kumar via email, [Radha.Kumar@la.gov](mailto:Radha.Kumar@la.gov)
- B. The Consultant, or any other party on behalf of the Consultant, shall not contact any DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and DOTD employees is allowed during DOTD sponsored one-on-one meetings.
- C. Any official information regarding the project will be disseminated from DOTD'S designated representative on DOTD website. Any official correspondence will be in writing.
- D. DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the consultants agree to the Rules of Contact herein.**

## **Secondary Selection Process**

Description of Secondary Selection Process:

- There are two processes for selecting a consultant to award a task order
  - Task Order Query – consultants are sent a short questionnaire pertaining to a specific project. Consultants' responses are recorded and scored. The consultants are ranked according to numerical score, then the Right of Way Administrator recommends consultants for selection.
  - Task Order Justification – a memo is prepared explaining why a particular consultant is being selected for a task order rather than sending a query to a group of consultants. The Right of Way Administrator signs, recommending the selection. Common reasons for selecting a consultant instead of sending a query are:
    - Updating the consultant's own work on a project
    - Performing additional work on a project, previously performed by that consultant
    - Performing new work on a project adjacent or related to a project for which the consultant has previously performed services

Description of Task Order Query Process

- When using the task order query process, consultants with IDIQ contracts for the appropriate service will be sent a task order query and a description of the work to be performed.

- Consultants are instructed as to when responses to each query are due. Once the responses are returned to Support Services, the responses are recorded and scored.
  - Tier 1 – Consultants are asked Yes/No questions to determine their interest and eligibility for the project. Additional eligibility requirement may be maintained by Support Services. Examples:
    - Are you interested in this assignment?
    - Can you meet our required completion date?
    - Do you and/or your firm meet specific minimum requirements for this assignment which are greater than the minimum requirement to be awarded a IDIQ contract?
  - Consultants who answer “No” to any of the previous questions are eliminated.
  - Tier 2 – Remaining consultants are scored based on information maintained by Support Services. The categories are:
    - Deliverables Due
    - Amount of Work Issued in the past 12 months
  - The intent of this tier is to distribute work as evenly as possible across the pool of IDIQ contracts.
  - The top four consultants advance to Tier 3.
  - Tier 3 – Remaining consultants are scored based on information provided in their task order query.
    - Proposed Delivery Date – consultants are provided the opportunity to propose a delivery date earlier than our required completion date. Not all projects may be accelerated. Support Services may alter this date based on weekends, holidays and/or other factors to best meet the needs of the project.
    - Experience – consultants are asked report specific experience relevant to the project. These responses are evaluated and scored.
    - Consultant Past Performance Rating – the consultants’ scores from the CPPR System over the previous five years are averaged.
  - Final Scores – The scores from Tier 2 and Tier 3 are weighted to generate a final score as follows:
    - Deliverables Due – 20%
    - Work Issued in Past 12 Months – 15%
    - Proposed Delivery Date – 20%
    - Experience Relevant to Project – 15%
    - Consultant Past Performance Rating – 30%
- Consultant Ranking and Recommendation for Selection
  - Once the consultants are ranked by final score, the Real Estate Section Task Manager has an opportunity to review the responses and provide comments to the Real Estate Administrator.
  - The Real Estate Administrator reviews the ranking and any comments provided, then recommends a consultant or consultants for selection.

- Should the Real Estate Administrator wish to recommend a consultant or consultants other than the highest ranked, a justification will be provided to the Chief, Project Development Division along with the recommendation for selection.

### **Insurance**

During the term of the contracts, the consultants will carry professional liability/errors and omissions insurance in the amount of \$300,000. This insurance will be written on a "claims made" basis.

### **Submittal Requirements**

All submittals shall use the **Standard Form 23-119 (SF 23-119), "Professional Right of Way Acquisition and Related Services", revised September 17, 2018.** A short resume for each professional listed on the SF 23-119 shall be attached by a staple in the upper left hand corner. One original submittal (**stamped "original" with a signature in blue ink**) and **five (5)** copies of the submittal must be received by DOTD **prior to 3:00 p.m. CST Friday, June 26, 2020 at the following address:**

Department of Transportation and Development  
Attn.: Ms. Radha Kumar  
Contracts/Grants Reviewer, Support Services  
1201 Capitol Access Road, Room S-337  
Baton Rouge, LA 70802  
Telephone: (225)242-4554

All submittals shall be in accordance with the requirements of this advertisement. Any consultant failing to submit any of the information required on the **SF 23-119**, failing to provide accurate information on the **SF 23-119**, and/or failing to ensure that its submittal is received by DOTD at the location designated herein, will be considered non-responsive.

### **Revisions to the RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.