

July 24, 2013

**RETAINER CONTRACT NO. 4400004185 (LEAD NO.)**

**RETAINER CONTRACTS FOR RIGHT OF WAY RELOCATION ASSISTANCE AND  
ADVISORY SERVICES FOR PROJECTS STATEWIDE**

**QUESTIONS AND ANSWERS**

**Q1** The Scope of Services in Exhibit A includes several activities unrelated to Acquisition Services. For example, it requires the Consultant to prepare an “appraisal plan.” Additionally, it indicates that the Consultant is required to “prepare voucher and pay invoices from clerk of courts when received.” Are they intended to be included as part of the scope of services in this contract?

**A1** The Scope of Services in the ad consists of two components. The first component is the: I. PROJECT MANAGEMENT AND ADMINISTRATION SERVICES. This narrative is common to all of our advertisements for right of way services. The items are intended to be somewhat general in nature at a high level for typical full project management and administrative activities. The appraisal plan is not expected to be part of the relocation assistance activities. The vouchers mentioned in this section are not expected to be part of the relocation services. The vouchers relating to relocation are discussed in the XIII. RELOCATION ASSISTANCE AND ADVISORY SERVICES narrative.

**Q2** The Scope of Services also requires the acquisition agent to “provide a project field office if directed by DOTD.” If directed by DOTD to open a project field office, will the acquisition agent be separately compensated for its expense?

**A2** It is not expected with this contract, limited to relocation, that there would be a need for a field office.

**Q3** The Scope of Services requires the relocation agent to “meet with the appraiser and review appraiser and conduct an onsite inspection for each parcel and determine which items are to be considered realty and which items are to be considered personality.” Is this meeting required to be in person or can it be handled telephonically? If there are no disagreements with the conclusions contained in the appraisal report and review appraisal report, does this meeting still need to be held?

**A3** Yes, the meeting is required and should be in person.

**Q4** The Scope of Services requires the relocation consultant to “testify in legal proceedings on behalf of DOTD.” Will the Consultant be separately compensated for providing such expert witness services?

**A4** Expert witness services are paid on an as needed basis.

**Q5** The RFQ states “the maximum limiting compensation for each retainer contract is \$24,000.” Does this mean that the maximum fee that can be earned on this contract is \$24,000 over the two year period of the contract? For example, if DOTD pays \$7,800 per acquisition, does this mean a Consultant can only be granted three relocations in the two year period of the contract?

**A5** Yes, the maximum fee that can be earned under this contract is \$24,000 over the two year period of the contract. Relocation fees vary based on circumstances. If the dollar value of this contract is exhausted before the expiration of the time of the contract, the consultant can apply for a new relocation contract when we advertise for that specialty, even though two years may not have passed.

**Q6** SF 23-116 Box 9a & 9b – For purposes of the percentage of work to be performed by consultant and Sub-Consultant, Boxes 9a and 9b of the 23-116, how is the Consultant to know what portion of the assignment will be handled by a Sub-Consultant unless the Consultant knows (1) the number of relocations, (2) the type of relocations and (3) the location of the relocations? Of course, if the maximum number of relocations that can be awarded is three, see Question 5 above, then we would not likely identify any Sub-Consultant to work with us in providing relocation and advisory services under this contract. Please provide further explanation.

**A6** Because the retainer contract allows work on multiple projects, it is impossible to have any details available about the relocations. A reasonable effort should be made to determine percentages based on what you know about your staff. From the relatively small dollar value of this contract, it might be reasonable to expect that the work under this contract would be modest and not a large project.