**RETAINER CONTRACTS FOR RIGHT OF WAY** APPRAISAL **SERVICES FOR PROJECTS IN REAL ESTATE REGION 1, 2, 3, 4 OR 5 AND STATEWIDE**

**QUESTIONS AND ANSWERS**

Please carefully read the **SF 23-116 Instructions 11-25-13** posted along with this advertisement.

The following questions were received by 4:00 PM, Friday, August 21, 2017.

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| **Q1** |  | There are 5 advertisements for appraisal retainer contracts. Do I need to submit a separate proposal for each region? |
|  | **A1** | Yes. You must submit a separate package for each region for which you would like to be considered. Please be sure to include the correct contract numbers for that region on your submittal package. |
| **Q2** |  | The minimum requirements list “Any additional appraisers”. How many appraisers are required? |
|  | **A2** | All minimum requirements may be met by the Principal of the Prime-Consultant. However, additional appraisers may be employed by the Prime-consultant or by sub-consultants.  |
| **Q3** |  | I do not meet the minimum requirements for review appraisal services and/or supervisory appraisal services. Can I still be considered for a retainer contract? |
|  | **A3** | Yes. However, preference will be given to consultant firms who meet the minimum requirements for review appraisal and/or supervising appraisal services, either employed by the Prime-Consultant or through use of sub-consultants, at the time of submittal. |
| **Q4** |  | Can you please explain in general how supervisory appraisal services will be provided and the significance (if any) of the consultant being qualified as a Supervisory Appraiser, as it pertains to being awarded a retainer contract? |
|  | **A4** | Supervisors will supervise a DOTD employee. Once retainer contracts are awarded, a kick off meeting will be held with those appraisers who indicate they will supervise a DOTD employee. Experience supervising trainees will be evaluated by the Project Evaluation Team. Please clearly indicate which appraiser(s) on your application are qualified and willing to supervise DOTD employee(s). *See answer to question 3.*  |
| **Q5** |  | If I already have a retainer with DOTD Real Estate, do I need to send a submittal at this time? |
|  | **A5** | Yes, if you are interested in being awarded a new retainer contract, you would need to apply. Current appraisal contracts are set to expire in 2018 and the next round of advertisements will be 2022. |
| **Q6** |  | I want to apply for appraisal services, appraisal review services, and supervising appraisal services, do I need to fill out a SF 23-116 for each? |
|  | **A6** | No. Only one SF 23-116 needs to be filled out for each region.  |
| **Q7** |  | What is the official Advertisement Title asked for in #1? |
|  | **A7** | The official title is given at the top of each advertisement: “Retainer Contracts for Right of Way Appraisal Services for Projects in Region X” |
| **Q8** |  | What should be listed as the “Consultant Name” under 9a, my firm name or my name? |
|  | **A8** | The “Consultant Name” should be the legal entity entering into the contract with the DOTD. You may enter as a firm or an individual. |
| **Q9** |  | What is meant by ‘work element’ in 9a? |
|  | **A9** | Work element refers to the services you are interested in performing. Please see the screen shot below.  |
| **Q10** |  | In section 13 – Past work performed by DOTD, the instructions state “work performed for DOTD, either directly or indirectly”. Does this include work performed for DOTD as a sub-consultant? |
|  | **A10** | Yes, all work performed either as a consultant or sub-consultant for DOTD can be listed. |
| **Q11** |  | I have worked on more than 4 state projects, can I add more rows to the SF 23-116 form? |
|  | **A11** | Yes, more rows can be added to questions 13 & 14 to include room for more projects.  |
| **Q12** |  | Are the “contract fees (in thousands)” for item 13c and item 14c to be rounded to the nearest $1,000?  For example, if the total fees are $1,500, would I state this as $1.5?  or $1? |
|  | **A12** | You do not need to round. In the example provided, the correct response would be $1.5. If rounding, please round up to the nearest thousand. Either would be acceptable. |