

June 2, 2014

ADVERTISEMENT DATE: June 2, 2014

RETAINER CONTRACT NOS. 4400005082 AND 4400005084

RETAINER CONTRACTS FOR RIGHT OF WAY ACQUISITION AND RELATED SERVICES FOR PROJECTS STATEWIDE

QUESTIONS AND ANSWERS

- Q1** My firm currently has a retainer contract for one or more Right of Way Services, including Title Research, Acquisition and Relocation. Do I need to submit a SF 23-116 for this advertisement?
- A1** This advertisement is for 2 retainer contracts. The Scope of Service for these retainer contracts includes Title Research, Acquisition, Relocation, Improvement Control and Expropriation Support Services. These new contract numbers have not been advertised for in the past and all interested firms who submit conforming applications will be evaluated for these two retainer contracts.
- Q2** When will the Department advertise for more retainer contracts?
- A2** Upcoming Right of Way retainer contracts will be posted on the Consultant Contract Services website under LA DOTD Projected Advertisements approximately 30 days before the advertisement is posted.
- Q3** Where are the two listed proposed projects located in Louisiana? What Parish(es) are they located in?
- A3** A. This is an advertisement for retainer contracts for projects statewide.
- Q4** What are the anticipated start dates for each project?
What are the anticipated number of parcels to be acquired for each project?
What are the anticipated number of Relocation displacements for each project?
- A4** Work will be assigned under retainer contracts using our Right of Way Task Order process. Once a project has been identified that needs consultant services, eligible consultants with retainer contracts who provide the needed consultant service will be made aware of the start dates, number of parcels, number of Relocates and other project information. They are then queried about their interest and ability to complete the project.

The anticipated start dates will generally be 2 weeks after the query.

The Department anticipates issuing task orders for no more than 25 – 30 parcels per project. Larger projects may be advertised separately.

- Q5** What is the latest revision date of the SF 23-116 required for submittal?
- A5** The latest revision date of the SF 23-116 is May 10, 2013. Submittals using an earlier version of the form will be deemed non-responsive due to missing information.
- Q6** Submittal requirements include the submittal of one (1) original completed SF 23-116 (stamped as “original”) and six (6) copies. Does the Prime consultant need to include an original completed SF 23-116 for all named subcontractors, or will a copy of the subcontractor SF 23-116, attached to the Prime consultants original SF 23-116, suffice?
- A6** SF 23-116 for sub-consultants may be copies. The SF 23-116 for each sub-consultant must be firmly bound to the original and to each copy of the Prime Consultant’s SF 23-116. See SF 23-116 Instructions for more information.

This document will be updated as questions are submitted. Questions must be submitted by **4:00 pm, Friday, June 13, 2014**. The final questions and answers document will be posted by **4:00 pm, Wednesday, June 18, 2014**.