

## **ADVERTISEMENT FOR RIGHT OF WAY AND RELATED SERVICES**

**April 1, 2022**

**CONTRACT NOS. 40000143, 40000144, 40000145, 40000146, 40000147, 40000148, 40000149, 40000150, 40000151, 40000152, 40000153, 40000154, 40000155, 40000156, 40000157, 40000158, 40000159, 40000160, 40000161, 40000162, 40000163, 40000164, 40000165, 40000166, 40000167, 40000168, 40000169, 40000170, 40000171, 40000172, 40000173, 40000174, 40000175, 40000176, 40000177, 40000178, 40000179, 40000180, 40000181, 40000182, 40000183 AND 40000184**

### **IDIQ CONTRACTS FOR RIGHT OF WAY APPRAISAL SERVICES FOR PROJECTS STATEWIDE**

Under authority granted by Title 48 of the Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues this advertisement for consulting firms to provide right of way and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and prime consultants must be registered with the Louisiana Secretary of State and the Federal Government, using SAM.gov, prior to contract execution.**

One (1) proposal will be selected for each contract solicited per this advertisement. Only one (1) DOTD Standard Form (SF) 23-120 proposal is required for this advertisement, and it represents the prime consultant's qualifications to be used for the referenced contract(s). All identifying contract number(s) should be listed in Section 3 of the DOTD SF 23-120.

Any questions concerning this advertisement must be sent in writing to [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov) no less than 48 hours (excluding weekends and holidays) prior to the proposal deadline.

**Sub-consultants will not be considered in this selection.**

### **SCOPE OF SERVICES**

The general tasks that the consultant may be required to perform are described more specifically in Attachment A, which is incorporated herein by reference. The selected consultant will perform the specific services covered in an Indefinite Delivery/Indefinite Quantity (IDIQ) contract as detailed in individual Task Orders (TOs), which will specify TO-specific scope of services, contract time, and compensation.

The consultant shall perform the work in accordance with the requirements of this advertisement, the resulting contract, and any TOs issued thereunder. Deliverables shall be in such format as required in Attachment A, unless otherwise specified in an individual TO. The work performed by the consultant shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

## **MINIMUM PERSONNEL REQUIREMENTS (MPRs)**

The requirements set forth in Attachment B must be met at the time the proposal is submitted.

## **EVALUATION CRITERIA**

The criteria to be used by DOTD in evaluating responses for the selection of a consultant to perform these services are listed below:

1. firm experience on similar projects, weighting factor of three (3);
2. staff experience on similar projects, weighting factor of four (4);
3. firm size as related to the project magnitude, weighting factor of three (3);
4. past performance on similar DOTD projects, weighting factor of six (6);
5. current work load with DOTD, weighting factor of five (5);
6. approach and methodology, weighting factor of nine (9).

Proposals will be evaluated as set forth in the “Evaluation Criteria” section of this advertisement. 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 one (1) through five (5). The rating will then be multiplied by the corresponding weighting factor. The rating in each category will then be added to arrive at the proposal’s final rating.

DOTD’s Project Evaluation Team (PET) will be responsible for performing the above described evaluation, and will present a shortlist of the five (5) (if five are qualified), highest rated consultants to the Secretary of DOTD. The Secretary will make the final selection.

## **COMPLIANCE WITH SUPPLEMENTAL ETHICS REQUIREMENTS**

DOTD has established supplemental ethics requirements applicable to consultants and PET members. These requirements are found in the “Supplemental Ethics Requirements” article of the sample contract linked to this advertisement, which are incorporated herein by reference. Any firm that is found to have violated these requirements may not be considered for this selection.

**By submission of a proposal to perform services pursuant to this advertisement, the consultant agrees to comply with DOTD’s Supplemental Ethics Requirements.**

## **RULES OF CONTACT UPON ADVERTISEMENT**

DOTD is the single source of information regarding the contract selection. Any official correspondence will be in writing, and any official information regarding the contract will be disseminated by DOTD’s designated representative via the DOTD website. The following rules of contact will apply during the contract selection process, commencing on the advertisement posting date and ceasing at the time of final contract selection.

Contact includes face-to-face communication, the use of a telephone, facsimile, electronic mail (email), or formal or informal written communications with DOTD. Any contact determined to be

improper, at the sole discretion of DOTD, may result in the rejection of the proposal (i.e., DOTD SF 23-120).

Consultants and consultant organizations shall correspond with DOTD regarding this advertisement only through the email address designated herein; [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov) and during DOTD sponsored one-on-one meetings.

No consultant, or any other party on behalf of a consultant, shall contact any DOTD employee, other than as specified herein. This prohibition includes, but is not limited to, the contacting of: department, office, or section heads, project managers, members of the evaluation teams, and any official who may participate in the decision to award the contract resulting from this advertisement.

DOTD will not be responsible for any information or exchange that occurs outside the official process specified above.

**By submission of a proposal to perform services pursuant to this advertisement, the consultant agrees to the communication protocol herein.**

### **CONTRACT TIME**

This IDIQ contract shall be in effect for **five (5) years**. **All TOs must be completed by the termination date of the IDIQ contract.** No TO will be initiated unless sufficient contract time remains to complete the TO.

### **COMPENSATION**

The maximum compensation payable to the consultant under each IDIQ contract shall not exceed **\$400,000**. Compensation to the consultant for services rendered in connection with each TO will be made on the basis of cost per unit of work as specified in each TO, subject to the limitation set forth in the IDIQ contract.

### **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.

### **CONTRACT EXECUTION REQUIREMENTS**

The selected consultant will be required to execute the contract within ten (10) days after receipt of the contract.

See sample contract posted with this advertisement.

### **SECONDARY SELECTION PROCESS**

When multiple IDIQ contracts with similar scopes of service are available within a DOTD Section that is prepared to issue a TO, the TO selection procedures set forth in Attachment C shall be used to award that TO. Documentation of the selection process shall be retained by DOTD.

### **REVISIONS TO THE ADVERTISEMENT**

DOTD reserves the right to revise any part of the advertisement by issuing addenda to the advertisement at any time. Issuance of this advertisement 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 DOTD SF 23-120s submitted, and/or cancel this consultant services procurement if it is determined to be in DOTD's best interest. All materials submitted in response to this advertisement become the property of DOTD, and selection or rejection of a proposal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the advertisement.

### **CLARIFICATIONS**

DOTD reserves the right to request clarification of ambiguities or apparent inconsistencies found within any proposal, if it is determined to be in DOTD's best interest.

### **PROPOSAL REQUIREMENTS**

The consultant's proposal for this advertisement must be submitted by email to [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov) using the DOTD SF 23-120 posted with the advertisement. Hard copies of the consultant's proposal are not required. All proposals must be in accordance with the requirements of this advertisement. Unless otherwise stated in this advertisement, copies of licenses and certificates are not required to be submitted with the proposal.

ANY CONSULTANT FAILING TO SUBMIT ANY OF THE INFORMATION REQUIRED ON THE DOTD SF 23-120, OR PROVIDING INACCURATE INFORMATION, MAY BE CONSIDERED NON-RESPONSIVE.

DOTD employees may not submit a proposal, nor be included as part of a consultant's proposal.

Contract and/or part-time employees are allowed. Such employees should identify their employment status in Section 10 Personnel List of the DOTD SF 23-120.

The DOTD SF 23-120 should be identified with **contract numbers 40000143, 40000144, 40000145, 40000146, 40000147, 40000148, 40000149, 40000150, 40000151, 40000152, 40000153, 40000154, 40000155, 40000156, 40000157, 40000158, 40000159, 40000160, 40000161, 40000162, 40000163, 40000164, 40000165, 40000166, 40000167, 40000168, 40000169, 40000170, 40000171, 40000172, 40000173, 40000174, 40000175, 40000176, 40000177, 40000178, 40000179, 40000180, 40000181, 40000182, 40000183 and 40000184**, and must be received by DOTD via email **no later than 3:00 p.m. CST on Friday, May 6, 2022**.

## **ATTACHMENT A SCOPE OF RIGHT OF WAY SERVICES**

The project time is typical.

### **I. PROJECT MANAGEMENT AND ADMINISTRATION SERVICES**

Consultant shall:

- Comply with DOTD's
  - *Title Research Manual*
  - *Operations Manual*
  - 49 CFR
  - USPAP
  - All other applicable laws and regulations
- Attend meetings including project kick-off, public hearings and other scheduled meetings
- Coordinate with Public Information Office as directed by DOTD
- Provide project field office if directed by DOTD
- Submit a service plan prior to kick-off meeting
- Appraisal plan
- Project schedule check points/milestones/updates
- Management work processes/work flow
- Work product approval process
- Submit resumes of staff and consultants not already approved in consultant's bid proposal
- Provide detailed monthly invoices for completed and approved work
- Submit all itemized invoices for DOTD approval
- Prepare voucher and pay invoices from clerk of courts when received
- Maintain AARS or other data management systems
- Prepare consultant cover letters
- Train and manage sub-consultants
- Execute and administer Sub-Consultant contracts
- Testify in legal proceedings on behalf of DOTD
- Implement and maintain quality assurance and quality control program
- Prepare and maintain right of way files
- Perform any other tasks and activities necessary to complete project management and administrative services

### **II. APPRAISAL SERVICES**

Consultant shall:

- Field review the project
- Meet with the review appraiser and the relocation assistance agent and conduct an onsite inspection of each parcel and determine the items which are to be considered realty and the items which are to be considered personality
- Identify the appropriate appraisal format (i.e., Form A, Form B or Form C)

- Verify that title research reports and maps agree in detail
- Mail a property owner notification letter to each property owner(s)
- Schedule a meeting with and meet on site with property owner(s) for each parcel
- Document meeting
- Define the appraisal problem by identifying:
  - Fixtures to be valued
  - Property rights to be acquired
  - Objective of appraisal
  - Definition of value
  - Date of value
  - Other limiting conditions for each parcel
- Develop a preliminary survey and appraisal plan including:
  - Data required
  - Data sources
  - Time constraints for each parcel.
- Collect general economic data including:
  - Market
  - Financial
  - Economic
  - Trend
- Location data including
  - Regional
  - Community
  - Neighborhood to be analyzed in determining the before value for the subject property
- Collect specific appraisal property data including:
  - Title
  - Zoning
  - Physical characteristics of the site
  - Improvements data
  - Sales data
  - Listings
  - Costs
  - Rental data
- Determine highest and best use for subject property and provide an analysis and justification
- Determine value approaches that are relevant to the subject property
- Appraise the parent tract
- Value the land in the area of acquisition
- Value the improvements in the area of acquisition
- Reconcile the approaches to value on the improved properties
- Analyze acquisition and its effect on the remainder
- Estimate the loss in value to the remainder, if any, resulting from the acquisition of the parcel
- Identify the cost of any cures that will eliminate or mitigate damages

- Estimate additional compensation to which the owner is entitled
- Compose an appraisal report in the form (i.e., Form A, Form B, or Form C) that corresponds to the land use type of the property being appraised and to the complexity of the appraisal assignment
- Sign and date the appraisal report
- Submit the appraisal report to DOTD electronically
- Compile and submit a master binder, which is to include :
  - Inspected comparable sales
  - Verified comparable sales
  - Photographs of comparable sales
- Provide revisions and updates to appraisal reports as directed by DOTD
- Request right of way staking services as required
- Testify in legal proceedings on behalf of DOTD
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete appraisal services

### **III. APPRAISAL REVIEW SERVICES**

Consultant shall:

- Review the title research reports, construction plans, right of way maps, and improvement data for correctness, completeness and usability
- Report any discrepancies to the DOTD Right of Way Project Manager
- Meet with the appraiser and the relocation assistance agent and conduct an onsite inspection of each parcel and determine the items which are to be considered realty and the items which are to be considered personality
- Collaborate with the appraiser to determine the appraisal format to be used
- Collaborate with the appraiser in the determination of the need for other valuation experts
- Submit an appraisal plan to DOTD for approval
- Schedule on-site meeting after DOTD approval of appraisal and other valuation experts
- Verify reports completed by other valuation experts' to determine that they:
  - Comply with all appropriate laws and regulations
  - Comply with DOTD policy and procedure
  - Meet scope of work requirements
  - Contain verification of data, zoning and code requirements and other items affecting compensation determination
- Accept or reject reports completed by valuation experts
  - If rejected order corrections or additional information.
- Verify reports completed by appraisers to determine that they:
  - Comply with all appropriate laws and regulations
  - Comply with DOTD policy and procedure
  - Meet scope of work requirements
  - Contain verification of data, zoning and code requirements and other items affecting compensation determination



- Review reports performed by appraisers for consistency
- Review reports for damages and additional compensation and verify their justification and analysis
- Consult with DOTD relocation assistance officer to discuss and avoid any duplication of compensation or payment
- Accept or reject appraisers' reports
  - If rejected order corrections or additional information
- Prepare written report (review sheet) that
  - Identifies the appraisal reports reviewed
  - documents their findings and conclusions
- Maintain documentation of the review process
- Notify the right of way project manager of any information that develops that requires changes in valuation experts' scope of services/contracts
- Determine just compensation
- Electronically transmit appraisal reports and review sheets to DOTD
- Testify in legal proceedings on behalf of DOTD
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete appraisal review services

#### **IV. SUPERVISING APPRAISAL SERVICES**

Consultant shall:

- Supervise a DOTD Appraiser Trainee as required and approved by the Louisiana Real Estate Appraisers Board
- Follow DOTD Appraiser Trainee plan
- Sign DOTD Appraiser Trainee's report once approved
- Sign DOTD Appraiser Trainee's experience log within 30 days of approval of appraisal report
- Perform any other tasks and activities necessary to complete supervising appraisal services

#### **SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD**

1. Identity of the DOTD Regional Manager responsible for 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.

## **ATTACHMENT B - MINIMUM PERSONNEL REQUIREMENTS (MPRs)**

The following requirement must be met at the time the proposal is submitted:

1. At least one (1) principal of the prime consultant shall possess a Certified General Appraiser License issued by the Louisiana Appraisal Board.

**NOTE: WHEN SATISFYING A MINIMUM PERSONNEL REQUIREMENT, PLEASE ENSURE THE RÉSUMÉ REFLECTS REQUIRED EXPERIENCE AS REQUESTED.**

- Please note the number of MPRs are minimal; however, all relevant personnel necessary to perform the Scope of Services must be identified in Section 10 of the DOTD SF 23-120 and their resumes included in Section 11 of the DOTD SF 23-120

## ATTACHMENT C - 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 Evaluation System (CPE) – the consultants’ scores from the CPE 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 the highest ranked, a justification will be provided the Chief, Project Development Division along with the recommendation for selection.