

**NITC Property Acquisition Requisition 1660**

**QA1**

**1/8/2015**

1. Can MDOT provide a list of the 400 parcels to be acquired along with a breakdown of property types and structures in order for us to prepare a unit cost proposal?

**RESPONSE: Parcel information is being developed and MDOT expects to make it available by the Pre-Proposal Meeting on Jan 23rd, 2015**

2. Can MDOT provide a CAD or KMZ file of the RW plans being developed?

**RESPONSE: MDOT will provide CAD file when plans are completed.**

3. Is there a specific font size or spacing requirement for the proposal?

**RESPONSE: No, see RFP's page 3 for Proposal requirements**

4. What constitutes substantial project completion?

**RESPONSE: Legal possession of all assigned parcels and payments of all major relocation signifies project completion.**

5. Will the Consultant process acquisition and/or relocation checks with an Escrow account or will MDOT process property owner checks? If MDOT processes the checks, how long does that process take?

**RESPONSE: The Consultant will not process checks. Check processing times are variable depending upon the complexity of the pay item**

6. Please provide clarification regarding the Real Estate Tracking System and what is to be turned over at the end of the project. Generally, software is not turned over to the client, but the data in the system can be provided

**RESPONSE: The RFP is clear on MDOT's expectation for use and delivery to MDOT. MDOT will be posting supplemental information on requirements for the tracking system by Jan 15, 2015.**

7. If there are errors by other consultants not part of our team that require us to re-do work, how are we compensated?

**RESPONSE: MDOT will compensate appropriately under EXTRA WORK**

8. How do we budget property management on a unit cost basis to account for MDOT allowing extended possession?

**RESPONSE: Property management for extended possession would be compensated under EXTRA WORK, Other Real Estate Services.**

9. How much time is needed for MDOT to file a condemnation case?

**RESPONSE: Time needed to file a condemnation case is variable depending on complexity of the case. Generally one to six months is needed from the time MDOT receives the parcel file.**

10. What is the milestone for project completion? Relocation claim eligibility will extend way beyond 24 months.

**RESPONSE: Legal possession of all assigned parcels and payments of all major relocation signifies project completion.**

11. On parcels where settlements are not negotiated, it appears MDOT only willing to pay 75% of the unit cost. Will this 75% be used even if the parcel involves relocation? Even if the parcel falls under the "Acquisition of an Improved Industrial parcel?"

**RESPONSE: Yes**

12. Does the field office to be provided by MDOT contain desks, chairs and file cabinets?

**RESPONSE: Yes**

13. How do we price for attending public meetings, etc.?

**RESPONSE: Attendance at public meetings will be compensated under EXTRA WORK, Other Real Estate Services.**

14. How do we prepare a unit price for a parcel that has a building that consists of multiple relocations, such as multi-family housing or multiple businesses in a facility?

**RESPONSE: See Revised Bid Sheet. Parcel numbers to be supplied at a later date.**

15. Page 1 indicates that the page limitation is 14 pages. Please confirm that this is the true page limitation. Also, please confirm that resumes and forms are not included in the page limitation.

**RESPONSE: The resumes, licenses and forms are not part of the 14 page limit.**

16. Is the 5100J required for all consultants, including the lead consultant and all subs?

**RESPONSE: Yes, the 5100J Consultant Data and Signature Sheet is required for all firms performing non-qualified services on this project.**

17. On page 24 of 28 of the RFP package (numerical page 19) there is an unnumbered form that seems to serve the purpose of the 5100J. Is this the form that needs to be submitted as the 5100J or is this a separate form that needs to be submitted along with the formal 5100J.

**RESPONSE: The form listed in the Request for Proposal is a generic contact information sheet. The 5100J is a form that is used so that the Consultant's interested in non-**

**prequalified work proposed can list their staff who are authorized to execute contracts and sign other pertinent documentation.**

18. There are three sections of the RFP that seem to identify what is to be included in the submitted proposal:

Page 4 of 28, “Required Bookmarking Format”

Pages 17 (numerical page 12) – 19 (numerical page 14), “Part I – Technical and Management Submittal”

Pages 21 (numerical page 16) – 23 (numerical page 18), “Criteria for Selection”

In some parts of these sections, the apparent requirements of the proposal are somewhat unclear. Can the requirements of the submitted proposal be clarified?

**RESPONSE: The bookmarking format has been modified to be consistent with the Scope of Service.**

19. There seems to be redundancy in respect to a “staffing plan.” Namely, there are components of a staffing plan that are requested in the Work Plan, then again in the formal “Proposed Staffing Plan.” Is the duplication of requested information necessary or should one of these components be interpreted differently? If a different interpretation is necessary, how should it be interpreted?

**RESPONSE: The staffing plans are redundant but will remain in the Scope of Service.**

20. Do you think you may publish the plan holders list, as in those who responded with a LOI in order to be included in the distribution for this procurement?

**RESPONSE: No, MDOT has no plans to publish the plan holders list.**

21. Did you have to send in a Letter of Interest in order to be responsive or is it open to all now that the RFP has been published on the website.

**RESPONSE: The RFP is open to all bidders.**

22. Do we need to be pre-qualified with the DOT in order to perform right-of-way services on behalf of the State?

**RESPONSE: No, there are no pre-qualifications for this RFP.**

23. Would you happen to have a preview of the agenda for the Pre-Proposal meeting in a couple weeks?

**RESPONSE: No, the agenda is being developed.**

24. Selection Guidelines for Service Contracts (MDOT), page 27 of 33, Section 3.2.4, references MDOT Form 1242 for resumes. MDOT Form 1242 appears to be the MDOT prequalification application, which does not appear to apply to ROW acquisition. The application states, “You may choose to replace the template with your own resume form,

however, if you do so, make sure that all information listed in the template is included on your resume format.” In respect to the 1242, how should we address resumes?

**RESPONSE: You may use your own resume format.**

25. The RFP indicates that appropriate licenses need to be in place at the time of submittal. We assume this to be applicable to the broker’s license and appraisal licenses. Should we submit copies of the licenses with our submittal, and, if so, will these count toward the page limitation?

**RESPONSE: The resumes, licenses and forms are not part of the 14 page limit.**

26. Will Form 5100D be provided by MDOT, or will it be acceptable to simply download a blank form from the Internet. I ask primarily because the form appears to need pre-completion by MDOT before respondents can fill the rest out. Some of the departmental/administrative information can likely be gleaned from the RFP, but, given its nature, I do not want to assume that MDOT will not prepare one specifically for the NITC project.

**RESPONSE: It is the consultant’s responsibility to download the form from the following link <http://mdotcf.state.mi.us/public/webforms/public/5100D.pdf>. The entire form is to be completed by the consultant.**