

QA Document Round 2 Questions

Revised 1/30/2015

1 To what extent of involvement will the consultant have with regards to relocation appeal? Will the consultant's involvement continue into testifying?

RESPONSE: The consultant will be expected to work with MDOT to provide information on any relocation appeal including but not limited to, providing testimony if necessary.

2 On the "Extra Work" break out, it indicates rights of entry. Is this also the same fee that would be used if the agency utilizes the Possession & Use Agreement? If not, how should this be accounted for in either the "Extra Work" breakout or in the Bid Sheet?

RESPONSE: Yes

3 On the "Extra Work" break out sheet, is the "Not to Exceed" column to be based on one unit or an overall number of units to be all inclusive for the life of the project for each applicable line item? If this is an overall value for the life of the project, what should the number of units or baseline be for calculating the "Not to Exceed" number?

RESPONSE: After the Extra Work break out sheet was revised, the "Not to Exceed" column is no longer relevant and is being removed.

4 Regarding the Extra Work break out sheet, it states that it will not be used to calculate the Consultant bid. What will these figures be used for? More specifically, will they be used as part of the selection evaluation?

RESPONSE: Extra Work will be used in the evaluation process but not used in the scoring calculation.

5 Who pays for utility shut offs? Is the consultant expected to pay up front and await reimbursement? Should this cost be built into unit price on the Bid Sheet?

RESPONSE: The consultant will not be responsible for utility shut offs.

6 On numerical page 8 of the RFP, it references Environmental Review (HazMat). This seems to suggest clean out costs per vacated unit. Does the unit clean out cost need to entail removing any potential hazardous material and provide a sign off from a certified environmentalist, i.e. appliances, furnace, and floor tiles for example that may need to be lab tested?

RESPONSE: No

7 If clean out costs per vacated unit are to be offered as part of the formal bid, where should these proposed costs be provided (Bid Sheet, Extra Work list)?

RESPONSE: See #6

8 In the event the consultant turns over a property for demolition and someone dumps tires (or anything else) on the site, would that be an obligation of the consultant to continuously clean the site under the proposed unit price number submitted?

RESPONSE: The consultant's responsibility ends once the property is turned over to the Demolition contractor.

9 Do the tools and supplies needed for securing the property - i.e. fencing, boards, nails - represent reimbursable costs to be passed through to MDOT with receipts on invoicing, or are these costs to be applied to the unit price on the bid proposal?

RESPONSE: Materials necessary for security will be reimbursed through invoicing MDOT.

10 Will MDOT provide a secure storage and lay-down area for such materials?

RESPONSE: No

11 Is there a requirement to comply with Davis Bacon laws? Will subcontractors have to provide certified payroll since this contract is based on unit pricing?

RESPONSE: No, this is not applicable. Once selected the award will be contingent upon the selected consultant providing appropriate documentation.

12 Is a "prevailing wage" applicable this project?

RESPONSE: No.

13 Can MDOT clarify to what extent security on the project is desired for personnel and property (over the life of the project)? Can the entire task be clarified with more detail and more defined expectations?

RESPONSE : The security task has been added to the Extra Work break out sheet of the Scope of Service. Parking lot security is provided by the Landlord at the main office during business hours.

14 With regards to security, there is no line item within the "Extra Work" break down. Should the fee to have the security element be built into the various unit pricing for a total unit price? Or should it be treated as entirely separate line item on the "Extra Work" breakdown sheet?

RESPONSE: See #13

15 In the RFP, the "Length of Project Penalty Clause" defines a specific penalty for exceeding the desired completion timeframe (24 mos.). Will MDOT offer an incentive plan to the prime contractor for early completion of the project (prior to 24 mos.)? If so, can that be explained in detail?

RESPONSE: No

16 We understand that an MI licensed broker is required to manage the project. In respect to ground-level negotiations/relocation agents, do they also need to be MI licensed real estate salespeople?

RESPONSE: See Authorizations and Licenses in the Scope of Service

17 The RFP references the following FTP Directory: <ftp://ftpmidot.state.mi.us/NITC> RFP Information (Adtnl. Forms Coming Soon)/. Within this directory, there appears to be sub-directories/lists of prequalified acquisition/relocation agents and/or firms and similarly prequalified appraisers. What do these lists represent? If we are not on either of these lists, can we still respond to this RFP?

RESPONSE: These lists represent the pre-qualified contractors to provide real estate services to MDOT. Yes, you can still respond to this RFP.

18 Regarding the schedule for procurement, will you provide specific dates for oral interviews; projected contract award date; contract negotiations, finalization, and approval; and notice to proceed for the actual production work?

RESPONSE: Proposal due date is COB Feb 5, 2015. Proposed Dates: Bid Review- Feb 9th - 13th. Technical evaluation & scoring- Feb 17 & 18th. Oral Interviews- Feb 26th & 27th. Selection approval by March 7th. Notice to proceed no later than April 1, 2015.

19 Internet Service or other Wi-Fi, phone service etc. in bid? What about janitorial? Will it be large enough to hold public meetings? What about utilities and security for personnel and vehicles? What about signing and other identification? Does MDOT have a Bridge Logo we can utilize for identification of personnel and vehicles?

RESPONSE: A main production office will be provided. Community outreach facilities which will include a large room suitable for public meetings will be available. Internet and phone service will not be provided. All office services including utilities, janitorial service, and parking lot security will be provided. An identification letter will be provided.

20 In order to permit additional potentially qualified teams and project managers, would the MDOT consider eliminating the requirement that the consultant project manager possess a Michigan Real Estate Broker's license, but instead have a Real Estate Broker's license, along with demonstrated federal aid land acquisition experience?

RESPONSE: Please refer to Authorizations & Licenses paragraph in the Scope of service.

21 Would a software package that houses each parcel and includes all documents related to each file (i.e., title work, r/w engineering, appraisal, review appraisal, buying documents, deeds, claim forms and project status reports) satisfy the tracking system requirement?

RESPONSE: Please refer to R-Tracks High Level System Requirements posted on the FTP site

22 Has MDOT quantified the parcels by property type and surveyed the number of displacees?

RESPONSE: Please see the Revised Bid Sheet 01/23

23 A subcontractor has been contacted by two different companies requesting her to serve on their teams for purposes of bidding on this project. The question asked is whether a subcontractor can join more than one company or are they limited to one.

RESPONSE: The prime contractor is responsible for the compilation of his/her team.

24 Does the prime need to have a Michigan Broker license or will a Broker license from another state be sufficient?

RESPONSE : Please refer to Authorizations and Licenses paragraph of the Scope of Service. As per LARA, Michigan has no reciprocity for real estate licenses.

25 How can we compete for environmental due diligence relative to property acquisition for The Bridge?

RESPONSE: There will be a separate RFP for environmental services which will be posted soon on the MDOT website.

26 My company provides land acquisition and mapping services. How do I receive information about becoming an MDOT approved Consultant?

RESPONSE : Please visit MDOT's website for information on the NITC/DRIC project and how to become an MDOT approved consultant. For more information on MDOT's Approved Real Estate Consultant List, call 517-373-2200.

27 Has a conceptual stage relocation plan been completed? If so can the bidders be provided a copy for review?

RESPONSE: Yes the conceptual relocation plan will be placed on the FTP website

28 Has the Right of Way cost estimate been completed? If so can the bidders be provided a copy?

RESPONSE: Yes. A copy is not available at this time.

29 What is the time frame for MDOT approvals? For example Just Compensation and Administrative Settlements? How will a delay in this process effect the 24 month schedule and penalty clause in the RFP?

RESPONSE: MDOT approvals will be handled expeditiously and MDOT does not anticipate this will delay the process or schedule.

30 If a site requires an environmental remediation and/or any plan changes, how does this affect the 24 month schedule and the penalty clause in the RFP?

RESPONSE: Individual parcel circumstances that affect scope or timelines will be handled on a case by case basis

31 It was questioned previously how a parcel is completed and the answer was turned over to the Department. Can this be clarified, because if a structure as residential relocation for example then the occupants can move and the structure be turned over but the file will not be complete as they have time frames to occupy and make claims (Up to 18-months)?

RESPONSE: Under certain circumstances if a property owner should choose to delay purchase of replacement housing, MDOT may assume responsibility on a case by case basis.

32 Is a market study (MARS) approved for total take vacant land and total take improved that have an anticipated value of \$25,000 or less?

RESPONSE: MDOT anticipates having a market study available for purchases \$25,000 or below.

33 It appears in the RFP that if a parcel is submitted to MDOT for condemnation than the consultant will only receive 75% of the total unit fee. Could this be interpreted by the property owners and their legal counsel that this could potentially be considered bad faith negotiations and challenged in a condemnation case? Especially since the bid sheet reflects a complete rolled up unit fee that includes other task not just acquisition of the parcel.

RESPONSE: No, the reduced fee is based on reduced services.

34 Does the contract have a portion where a minority can be involved?

RESPONSE: The RFP does have a disadvantaged business component of 5%.

35 How do you let the contractor awarded the contract know that you are available as a subcontractor?

RESPONSE: A contact list of pre-proposal meeting attendees was provided to anyone interested at the mandatory meeting. The selected candidate will be posted on the website in early March 2015.

36 Does the contract have a portion where a minority can be involved? How do you let the contractor awarded the contract know that you are available as a subcontractor?

RESPONSE: The RFP states 5% for disadvantaged business enterprise participation.

37 What is the timeline for an Environmental & Demolition Consultant being identified and when will it be posted? How long do you expect a property will be have to managed?

RESPONSE: Environmental & Demolition RFP's will be posted on MDOT's website in the future. Properties will be managed by Consultant until turned over to the Demolition contractor.

38 In the RFP does the subcontractor have to be approved with Homeland Security/ e-verify?

"RESPONSE : The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>."

39 Does review appraiser need to be from a separate company all together or will a person within the company different from the appraiser suffice as the review appraiser?

RESPONSE : The review appraiser must be from a separate company.

40 " Is your intent to contract one acquisition consultant?

"

RESPONSE: Yes

41 Is there a minimum work share to be devoted to the prime consultant?

RESPONSE: 40%

42 Is the database going to be used for the 1225 properties?

RESPONSE: The tracking system will be for all project parcels by all involved parties including by not limited to MDOT, WDBA and the Consultant.

43 What happens if the demolition consultant does not demo the building in a timely manner and the Consultant has to maintain the property management, vegetation control, etc. ?

RESPONSE: Once the property is turned is turned into the Demolition contractor, the Consultant is no longer responsible.

44 Can you provide us a quick status of the P3 procurement process? Will there be flow down provisions of liquid damages from work and sub coordination from P3?

RESPONSE: Status of P3 Procurement is the RFQ on the street by summer of 2015, the P3 RFP will be out by fall 2015 and Concessionaire will be on board and commence work in 2017. The P3 and MDOT Real Estate contract are independent and unrelated contracts.

45 Existing survey information. Would existing survey information be provided and would it be in a CAD format? If one of the extra work items is ROW staking, will the consultant be allowed to get the electronic CAD files that exist with Transport Canada?

RESPONSE: MDOT will make available any information share by Transport Canada.

46 Will the plan owners list be made available?

RESPONSE: A contact list of pre-proposal meeting attendees was provided to anyone interested at the mandatory meeting.

47 The extra work is not calculated in scoring portion of a consultant's bid. How will the extra work be factored into the bidding process?

RESPONSE: All components of the bid will be considered in the evaluation process for Best Value.

48 What is your expectation of how much work will be required from the consultant to support the legal process and how should it be accounted for in the bid?

REPNONSE: Once a parcel is turned into MDOT for condemnation, the consultant will be expected to provide information to the legal team regarding negotiations and provide testimony in court if necessary. Any such work after the parcel is turned in is considered Extra Work.

49 Of the 310 parcels, have the publicly owned parcel been subtracted out?

RESPONSE: Yes

50 It is not clear, if penalty would apply if you have a voluntary parcel that ends up being condemnation. Does that count towards the 24 months?

RESPONSE: The time clock stops when the parcel is turned into MDOT for condemnation. Therefore a penalty would not be apply to condemnation parcels.

51 Has MDOT located a project office?

RESPONSE: Yes locations have been secured within close proximity to the project site.

52 Regarding Extra work, you have listed "Not to Exceed" as line items. Can you clarify?

REPSONSE: No longer relevant and will be amended.

53 Was the line for Acquisition for Extra Work...was that line intended

RESPONSE: Typo, oversight it will be removed.

54 Can you estimate a timeline to proceed moving forward?

RESPONSE: See # 18

55 Does 2% penalty apply to value of parcel or contract or the payment fee associated with parcels?

RESPONSE: The penalty is 2% of the contractor's bid amount.

56 Possession- when parcel is turned in for condemnation – when does the clock stop for consultant? I.e. penalty

RESPONSE: See #15

57 Is there an incentive for getting the project done in advance?

RESPONSE: No

58 How do we get a consultant list for future work?

RESPONSE: See #26

59 On the CD that was available Friday, 1/23/15, there is a file named “Condensed DRIC-Parcel Database.” In that file, there are several tabs, one of which is named “Master with Parcel Info”. That tab has a total of 997 individual parcel ID’s listed. During the presentation on Friday, it was mentioned that there are approximately 310 “parcels” that is subject to this RFP. Can you confirm the relationship between the master list and stated number of parcels? (I.e. how many individual parcel ID’s, for this RFP, make up the total number of “parcels” in the eyes of MDOT?)

RESPONSE: All information provided on the CD and at the Pre-Proposal meeting was for your information only and should not be considered official project information.

60 Can MDOT clarify the licensing requirements for the relocation experts? For relocation experts working under a MI licensed real estate broker, does this meet the MDOT licensing requirement or do the individual relocation staff have to be licensed to provide relocation services in Michigan?

RESPONSE: Broker licensing is required for one person responsible for managing key staff.

61 Can MDOT elaborate on the property management Expectations? Such as requirements for vacant structures boarding and or fencing, changing of locks, removal of debris, vegetation maintenance? How what length of time can the consultant assume for the proposal that they will have to keep the property under the property management section and continue to maintain the requirements?

RESPONSE: See #9 & #37

62 With respect to homeland security clearances. Is this something the contract will need to have completed for all employees working on the project or within the project corridor? Can this be completed after the consultant has been selected and contracted?

"RESPONSE : RESPONSE : The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present

and authorized to work in the United States.

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66 Will a real estate license be required of the relocation manager or any relocation staff?

RESPONSE: See # 60

67 On page 7 of the Scope of Service for Real Estate Services— what kind of financial records need to be submitted and would that be in the 14 page proposal limit?

RESPONSE: Financial information may be required of the selected consultant prior to award.

68 Please clarify how (and if) the Past Performance is to be listed? (on the Notification – Mandatory Electronic Submittal it states that Past Performance as a separate section has been eliminated. Under the Required Bookmarking Format, IV. Past Performance is listed (as a separate section).

RESPONSE: Past Performance can be submitted separately as references or included in the resume portion of the RFP.

69 Do you have a breakdown on the 310 parcels? How many residential improved? Resident vacant? Commercial? Industrial? Etc.?

RESPONSE: See most recent Bid Sheet posted on the website. The breakdown of the number of parcel types was listed on the Consultant Bid Sheet provided at the mandatory meeting on 01/23

70 Same question for the 1,225 parcels?

RESPONSE: See #70

71 Will the appraiser have to value the personal property on the property? If yes, what parameter have been put on describing what is personal property? For example, the furniture in a single-family dwelling or in an office? Industrial equipment?

RESPONSE: Residential personal property will need to be valued. Real estate fixture appraisals will be required when necessary.

72 Can you please provide the specific federal guideline that deals with review appraising responsibilities? The only statement that was made at the meeting was something pertaining to avoiding conflict of interest.

REPSONSE: The Federal guidelines are available on the FTP site provided within our Scope of Service link.

73 If the consultant has the property appraised and attempts to acquire the property voluntarily, and then the property switches to non-voluntary, are they still paid for that in accordance to their bid?

REPSONSE: Consultant will be paid per provisions of the RFP and resulting contract.

74 The RFP states that the "Consultant shall provide for the security of the parcel and all improvements." Does this requirement include the obligation to provide a roving security detail to patrol the project area? If so, is this a 24 hours a day/7 day per week requirement?

RESPONSE: Please bid according to provisions of RFP.

75 Can we have a cover? Can we have a cover letter? If yes, do these count against the 14 page limit?

RESPONSE: You can have a cover sheet, but it will be considered part of the 14 page limit.

76 Is MDOT going to have a retainage on the selected consultants invoicing? If so what percent is that going to be?

RESPONSE: No.

77 With respect to having a translator available to meet with property owners in assisting the agents throughout the parcels assigned through this selection what about documentation being converted to the languages spoken in the project area? Will MDOT have these documents or brochures in different languages available to provide to the owners?

RESPONSE: MDOT has "Your Rights and Benefits" and "Public Roads and Private Property" booklet & video available in Spanish.

78 With respect to property management in boarding up the structures. Is the boarding only required on basement windows and first floor of multi-story buildings? What about separate structures such as garages, do those need to be boarded as well?

RESPONSE: The entire building needs to be secured.

79 With respect to pest abatement, can MDOT define this task in greater detail? Such as what is the minimal expectations?

RESPONSE: This is considered part of property management. Respond per the RFP.

80 Will MDOT provide the signs to the consultant to be placed on the outside of acquired structures such as no trespassing and this property has been treated for insects/rat abatement?

RESPONSE: This is considered part of property management. Respond per the RFP.

81 Without the direct knowledge on specific parcels, can MDOT elaborate on the fixture appraisals to be allocated on the extra work sheet? As this fee is truly based on what fixtures specifically involved in a particular fixture appraisal cost. To place a simple line items is difficult. This could have a very large range in the fee to perform this.

RESPONSE: MDOT is not able to elaborate on fixtures on this time.

82 Can the selected consultant perform a rolling certification as property is acquired, or as a final overall certification?

RESPONSE: MDOT is responsible for project certification.

83 What happens in a situation where the project analyst works with the owner of a property and the property owner is in agreement but due to either outstanding liens or cloud on title issues and a property ends up having to be appropriated. How will this be looked at in regards to the 25% reduction in fees to the consultant?

RESPONSE: Issues that fall outside the scope of work will be handled on a case by case basis.

84 What is the 2% penalty going to be applied to? On the initial contract amount or the actual billed amount?

RESPONSE: See #55

85 If a cover letter is included in the RFP response, does that count as part of the 14 pages?

RESPONSE: You can have a cover sheet, but it will be considered part of the 14 page limit.

86 Parcel to be followed through recording? Can MDOT detail this further?

RESPONSE: Recording means recording of the deed.

87 Since MDOT is providing the facility for acquisition and relocation field office. The consultant is responsible for computers and copies, but is MDOT covering the cost for utilities/cable/internet/maintenance, etc...? What is the complete responsibility of the consultant with respect to the field offices being provided by MDOT?

RESPONSE: MDOT is providing utilities, janitorial, maintenance and building security.

88 Of the 310 units shown on the bid sheet, are all of these total takes? If these are not total takes, can MDOT identify the part take parcels? Or can MDOT indicate the number of units out of the 310 that are strip takes?

RESPONSE: Respond to RFP as total takes.

89 Can the Extra work sheet and Bid sheet be posted to the FTP site in an editable working format, so that the bidders are able to insert the unit values and totals?

RESPONSE: No

90 How many of the 150 single family homes in the DRIC Project Area mentioned in the meeting with potential contractors last Friday are OWNER OCCUPIED? I am assuming the names listed on the CD for single family homes are the owners. If they are renting the house to someone else. then we have relocation of a renter we are also dealing with. Is this correct?

RESPONSE: Information provided at Pre-proposal meeting was for information only purposes. It is the responsibility of the Consultant to identify and resolve relocation

91 Will the Consultant hired by MDOT for the DRIC project also be allowed to receive a commission for arranging the purchase of a new or older home for the client family the real estate agent is assisting in being relocated from their home in the DRIC project area?

RESPONSE: Review MDOT's Conflict of Interest Policies posted on the web.