

# Michigan Department of Transportation

## Scope of Service For “AS NEEDED” Real Estate Acquisition and/or Relocation Services Requisition 1518

**REVISED 5/22/2014**

**Proposal Due Date: 6/9/2014, noon EST  
Posted: 5/12/2014**

**Proposals submitted for this project must be submitted electronically.**

The following are Requirements for Electronic Submittals:

- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to [MDOT-RFP-Response@michigan.gov](mailto:MDOT-RFP-Response@michigan.gov)
- MDOT’s requisition number must be included in the subject line of the e-mail.  
The PDF shall be named using the following format:
  - Requisition#XXX\_ Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant’s will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

**\*\*Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response\*\***

**NOTIFICATION  
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

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>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

**9/13/12**

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
“AS NEEDED” REAL ESTATE SERVICES  
ACQUISITION AND RELOCATION  
REVISED 5/22/2014**

**CONTROL SECTION:**

Various

**JOB NUMBER:**

Various

**PROJECT LOCATION:**

Various

**PROJECT DESCRIPTION:**

The Consultant will be expected to provide acquisition and/or relocation services on an “as needed” basis for Michigan Department of Transportation (MDOT) projects requiring right of way acquisition and relocation. Acquisition and Relocation services must be performed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended, the Uniform Condemnation Procedures Act (Act 87 of 1980), and MDOT’s Acquisition and Relocation Procedure Manual. Acquisition and relocation tasks may include, but are not limited to:

- Provide written good faith offer letters
- Provide written memo of negotiations
- Complete negotiations with property owners, including: administrative settlements, options, closing packages
- Complete Conceptual Stage Relocation Plans
- Provide Relocation Advisory Services
- Establish eligibility of displacees
- Complete Replacement Housing Determinations or Replacement Rental Determinations
- Provide Relocation notices
- Prepare Relocation Claims
- Provide post relocation assistance to displacees
- Assist MDOT staff with Relocation appeals

This Scope of Service for “As Needed” Real Estate Acquisition and Relocation Services is based on the intermittent needs of the MDOT Real Estate Services Section, Development Services Division. This is not a guarantee of consultant authorized work.

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

None

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

None

**ANTICIPATED START DATE OF SERVICE:**

July 1, 2014

**ANTICIPATED END DATE OF SERVICE:**

July 1, 2016

**DBE REQUIREMENT:**

None

**MDOT PRECONSTRUCTION TASKS:**

Real Estate Acquisition, PPMS Task 4430

Real Estate Relocation, PPMS Task 4710

**MDOT REAL ESTATE ACQUISITION AND RELOCATION PROJECT MANAGERS:**

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[vanist@michigan.gov](mailto:vanist@michigan.gov)

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517-335-2408

[fishelld@michigan.gov](mailto:fishelld@michigan.gov)

**NUMBER OF CONSULTANTS & ESTIMATED CONTRACT COSTS:**

**Up to fifteen (15)** consultants will be chosen for this “As Needed” Real Estate Acquisition and Relocation Services Contract. Each Consultant will be approved for up to a total of \$500,000 for a period of two (2) years. The number of assignments for each Consultant will be determined by future workloads.

## **GENERAL CONSULTANT REQUIREMENTS:**

MDOT Form 5100J must be submitted with the proposal.

1. The Consultant must be pre-approved by MDOT, with current standing on MDOT's Approved Acquisition List or MDOT's Approved Relocation List.
2. The Consultant must perform work in either acquisition and/or relocation.

## **GENERAL PROJECT INFORMATION:**

Upon selection approval, the MDOT Real Estate Acquisition and Relocation Project Manager may contact a Consultant to perform a specific acquisition and/or relocation assignment as outlined on MDOT Form 633ES, Real Estate Services Assignment Proposal and Fee Estimate. The Consultant will review MDOT Form 633ES and within two (2) business days will submit a price proposal to complete the acquisition and/or relocation assignment or will decline the assignment.

This "As Needed" Real Estate Acquisition and Relocation Services Contract is on a per assignment basis for a period of two (2) years from the date of initial authorization. A Consultant may not work on any more than two (2) "as needed" assignments at any given time, unless prior authorization is granted.

## **CONSULTANT PAYMENT- Fixed Hourly Rate:**

Compensation for each "as needed" acquisition and relocation assignment will be based on the price proposal submitted by the Consultant on MDOT Form 633ES. MDOT Form 633ES must include the estimated number of hours to complete the acquisition and relocation assignment and the Consultant's hourly fixed rate, as provided on the "As Needed" Real Estate Acquisition and Relocation Services Bid Sheet.

## **PROPOSAL REQUIREMENTS:**

A Consultant's proposal MUST have the following items in order to be evaluated and scored:

- 1. Qualifications of the Consultant to perform Acquisition and Relocation activities.**
  - Provide level of Real Estate licensure.
  - Describe your acquisition experience for federally funded right-of-way projects.
  - Describe your relocation experience for federally funded right-of-way projects.
  - Provide resume. Limit resume to three (3) pages.

## **2. Past Performance**

- Provide a list and description of projects that demonstrate your acquisition and relocation experience with MDOT, local governments, federal government and/or other state governments.
- Provide 3 references.

## **3. Location**

- Use the “As Needed” Real Estate Acquisition and Relocation Services Region Sheet to indicate the Regions you will or will not accept acquisition and relocation assignments.

## **4. Price**

- Use the “As Needed” Real Estate Acquisition and Relocation Services Bid Sheet to indicate your fixed hourly rate.

### **SCORING CRITERIA FOR EVALUATION OF PROPOSALS:**

Scoring and evaluation of a Consultant’s proposal will be based on the following criteria:

#### **1. Qualifications of Acquisition/Relocation consultant (43 Points)**

The Consultant will be scored based on their acquisition and relocation qualifications, experience and ability to meet MDOT’s acquisition and/or relocation needs. The Consultant must be in current standing on MDOT’s Approved Acquisition or Relocation List.

#### **2. Past Performance (25 Points)**

The Consultant will be scored based on their previous acquisition and relocation experience with MDOT, local governments, federal governments and/or other state governments.

#### **3. Location (7 Points)**

The Consultant will receive a point for each Region where they will accept acquisition and relocation assignments.

#### **4. Price (25 Points)**

The Consultant will be scored based on their fixed price per hour bid. The lowest bid will receive 25 points and the other bids will receive progressively lower points based on a percentage formula.  $\text{Lowest Bid}/\text{Bid} \times 25 = \text{Score}$

## “As Needed” Real Estate Acquisition and Relocation Services Region Sheet

MDOT is divided into the following seven (7) Regions. Please indicate which Region(s) you would or would not accept acquisition/relocation assignments. A “Yes” response means you would accept acquisition/relocation assignments in that Region and a “No” response means you would not accept acquisition/relocation assignments in that Region.

YES	NO	REGION	REGION OFFICE LOCATION	COUNTIES IN REGION
<input type="checkbox"/>	<input type="checkbox"/>	Bay	Saginaw	Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, Sanilac, Tuscola
<input type="checkbox"/>	<input type="checkbox"/>	Grand	Grand Rapids	Ionia, Kent, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Ottawa
<input type="checkbox"/>	<input type="checkbox"/>	Metro	Southfield	Macomb, Oakland, St. Clair, Wayne
<input type="checkbox"/>	<input type="checkbox"/>	North	Cadillac/Gaylord	Alcona, Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Iosco, Kalkaska, Lake, Leelanau, Manistee, Mason, Missaukee, Montmorency, Ogemaw, Oceola, Oscoda, Otsego, Presque Isle, Roscommon, Wexford
<input type="checkbox"/>	<input type="checkbox"/>	Southwest	Kalamazoo	Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren
<input type="checkbox"/>	<input type="checkbox"/>	Superior	Escanaba	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft
<input type="checkbox"/>	<input type="checkbox"/>	University	Jackson	Clinton, Eaton, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Monroe, Shiawassee, Washtenaw

## “As Needed” Real Estate Acquisition and Relocation Services Bid Sheet

**Level of Licensure**

R.E. Salesman

R.E. Broker

**Fixed Hourly Rate**

Acquisition Services \$ \_\_\_\_\_

Relocation Services \$ \_\_\_\_\_

Project Manager \$ \_\_\_\_\_

Clerical Services \$ \_\_\_\_\_

Total Fixed Hourly Rate \$ \_\_\_\_\_

Consultant Name:	
Business Name:	
Business Address:	
Telephone Number:	( )
Fax Number:	( )
Email Address:	
Consultant Signature:	
Date:	