

Michigan Department of Transportation

Scope of Service
For
“AS NEEDED” Real Estate Appraisal Services
Real Estate Services Section, Development Services
Division
Requisition 1353

Proposal Due Date: 12/2/2013, noon EST
Posted: 11/4/2013

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
- MDOT’s requisition number and Appraiser must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_ Appraiser.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 APPRAISAL SERVICES
Real Estate Services Section, Development Services Division**

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Various

PROJECT DESCRIPTION:

The Consultant will be expected to provide appraisal services on an “as needed” basis for Michigan Department of Transportation (MDOT) projects requiring right-of-way acquisition property and excess property. Such tasks would include, but may not be limited to, work in the following areas of appraisal: Real property appraisal and appraisal review, fixture appraisal and fixture appraisal review, market studies, business valuations and expert witness court testimony.

This Scope of Service for “As Needed” Real Estate Appraisal Services is based on the intermittent needs of the MDOT Real Estate Services Section, Development Services Division. It must be noted that this is not a guarantee of consultant authorized work.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

None

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

None

* Real Estate Appraisal, PPMS Task 4413 and Review, PPMS Task 4420 is required.

ANTICIPATED START DATE OF SERVICE: January 6, 2014

ANTICIPATED END DATE OF SERVICE: January 6, 2016

DBE REQUIREMENT:

None

MDOT REAL ESTATE APPRAISAL PROJECT MANAGERS:

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Development Services Division
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NUMBER OF CONSULTANTS & ESTIMATED CONTRACT COSTS:

Up to twenty (20) Consultants will be chosen for this “As Needed” Real Estate Appraisal Services Contract. Each Consultant will be approved for up to a total of \$250,000 for a period of two (2) years. The number of assignments for each Consultant will be determined by future workloads.

GENERAL CONSULTANT REQUIREMENTS:

1. The Consultant must be pre-approved by MDOT, with current standing on MDOT’s Approved Appraiser List.
2. The Consultant must perform work in any of the following areas: Real property appraisal and appraisal review, fixture appraisal and fixture appraisal review, market studies, business valuations and expert witness court testimony.

3. The Consultant must adhere to the following MDOT requirements, when applicable:
 - Requirements of Writing Appraisal Reports, Form 633
 - Requirements of Writing Appraisal Reports Pertaining to Uniform Residential Appraisal Reports (URAR), Form 633D
 - Appraiser's Guide for Minimum Acceptable Requirements Pertaining to the Appraisal of Excess Property, Form 612
 - Requirements and Guidelines for MDOT Market Studies, Form 633C
 - Fixture Appraisal Requirements Guide

GENERAL APPRAISAL SERVICES INFORMATION:

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

This "As Needed" Real Estate Appraisal 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:

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

SELECTION PROCESS:

A selection team will select up to twenty (20) Consultants from among the qualified candidates. The "As Needed" Real Estate Appraisal Services Contract will be awarded to the Consultants whose proposals demonstrates the best value to MDOT based on the highest total score from the technical and cost criteria listed below.

SCORING CRITERIA FOR EVALUATION OF PROPOSALS:

Scoring and evaluation will be based on the following criteria:

1. Qualifications of Appraiser (43 Points)

The Consultant will be scored based on their appraisal qualifications, experience and ability to meet MDOT's appraisal needs. The Consultant must be in current standing on MDOT's Approved Appraiser List.

- Provide level of appraisal licensure.
- Describe appraisal experience, including experience in Before and After appraisals, Value of the Part Taken appraisals, URAR appraisals, appraisal reviews, market studies, fixture appraisals and business valuations.
- Describe experience in providing eminent domain appraisals and providing expert witness court testimony.
- Provide résumé. Limit each résumé to three (3) pages.

2. Past Performance (25 Points)

The Consultant will be scored based on their previous right-of-way appraisal experience. Describe your right-of-way appraisal experience with MDOT and if applicable, local, state, and/or federal governments. The Consultant may provide references.

3. Location (7 Points)

The Consultant will be scored based on their willingness to provide appraisal services in each of the seven Regions of the state. Indicate Regions the Consultant will accept appraisal assignments, as well as Regions the Consultant will not accept appraisal assignments. (See "As Needed" Real Estate Appraisal Services Region Sheet)

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. $\text{Lowest Bid} / \text{Bid} \times 25 = \text{Score}$
(See "As Needed" Real Estate Appraisal Services Bid Sheet)

"As Needed" Real Estate Appraisal Services Region Sheet

MDOT is divided into the following seven Regions. Please indicate in the two left columns which Region(s) that you would accept work assignments in and which Region(s) that you would not accept work assignments in:

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

BID SHEET

CONSULTANT BID INFORMATION:

Level of Licensure

Certified General

Certified Residential

State Licensed

Fixed Hourly Rate

\$ _____

GENERAL BUSINESS INFORMATION

CONSULTANT BUSINESS INFORMATION:

Consultant Name:		
Business Name:		
Business Address:		
Telephone: ()		Facsimile: ()
E-Mail:		
Consultant Signature:		