

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	

DESCRIPTION

MDOT PROJECT MANAGER: Check all items to be included in RFP			CONSULTANT: Provide only checked items below in proposal
WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

(These forms are not included in the proposal maximum page count.)

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts) **AA**

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RFP SPECIFIC INFORMATION

ENGINEERING SERVICES BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS
 NO YES DATED _____ THROUGH _____

<input type="checkbox"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, is on file with MDOT’s Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. Form 5100J is required with proposal for all firms performing non-prequalified services on this project.
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Qualification Based Selection - Use Consultant/Vendor Selection Guidelines.

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor’s job-order accounting system.

Qualification Based Selection / Low Bid – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

Best Value – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required – no proposal required.)

BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

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PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
Example: Understanding of Service – N/A
- 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 company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company 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

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. ~~Understanding of Service~~ **Demonstrated Knowledge of Scope of Service**
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - 3. **Resumes of Key Staff**
 - B. Organizational Chart
- IV. **Past Performance**
- V. ~~Resumes of Key Staff~~ Quality Assurance/ Quality Control Plan
- VI. Pricing Documents/ Bid Sheet **& Extra Work**

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
REAL ESTATE SERVICES**

New International Trade Crossing (NITC) Property Acquisition

Revised 12/23/2014

Revised 1/8/2015

Revised/1/30/2015

CONTROL SECTION: 82194

JOB NUMBER: 113716B

PROJECT LOCATION:

The proposed project links I-75 in Detroit, Wayne County, Michigan and Highway 401 in Windsor, Essex County, Ontario, Canada. This Scope of Service only pertains to the parcels located in Michigan.

The project is located in the Delray area of the City of Detroit, Michigan. The project area for the interchange and plaza is bounded by I-75, Campbell Avenue, Green Street and Jefferson Avenue. The project area for the bridge is bounded by Jefferson Avenue, south to the Detroit River between Green Street and Truck Ferry Road. (See attachment - Project Map.)

PROJECT DESCRIPTION:

The Scope of Service for this project includes acquiring approximately ~~310 400 individual properties that will be assembled into~~ parcels. The final parcel count will be determined when the right-of-way plans are completed in mid-January. Properties may be added or subtracted, from stated amount.

If, during an acquisition, a settlement cannot be reached with the property owner, the parcel will be turned over to MDOT for the completion of the acquisition. All other real estate activities will remain the responsibility of the Consultant.

MDOT requests proposals for the performance of services that include, but are not limited to:

- Provide all necessary real estate activities for assigned parcels in accordance with MDOT's federally approved real estate manual according to the time frames established.
- Provide a detailed acquisition plan defining how the Consultant plans to acquire all parcels.
- Assign a suitable Project Manager and Project Leads with the appropriate experience and skills to address the requirements of the contract.
- Attend a kick-off meeting where the MDOT Project Manager will outline MDOT expectations and the Consultant will discuss their acquisition plan.
- Carry out the project according to the terms of the contract.
- Fully cooperate with MDOT in the execution of this project.

Attend meetings in various locations including Canada and the United States with officials of MDOT, other governments, or representatives of the private sector, as required.

- Schedule and organize meetings as required.
- Keep MDOT fully informed of progress and any issues encountered through regularly scheduled updates (at a minimum on a bi-weekly basis).
- Immediately advise MDOT of any significant, special, unusual or urgent issues pertaining to the project when they arise.
- Coordinate with other Consultants as defined by MDOT.
- List and prepare a land inventory of apparent excess property.
- Maintain an approved Quality Assurance Program.
- Appear in court or administrative hearings, as required.
- Provide any reasonable and necessary ancillary services.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

PREFERRED QUALIFICATIONS/EXPERIENCE:

The Consultant Project Manager should have a minimum ten (10) years of experience including five (5) years of management experience on projects of similar size and scope.

The Project Leads for Valuation, Acquisition, Relocation and Property Management should have a minimum ten (10) years of experience on projects of similar size and scope.

These requirements also apply to any Sub-consultant serving as Project Manager or as a Project Lead.

ANTICIPATED START DATE:

The Consultant shall begin work on the project immediately upon execution of the contract, which is expected in the 1st quarter of 2015.

ANTICIPATED COMPLETION DATE:

Twenty-four (24) months after contract execution date.

DBE PARTICIPATION:

5%

CONSULTANT RESPONSIBILITIES:

The Consultant will be responsible for ensuring all properties assigned to the Consultant for the NITC project are acquired in accordance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act).

The Consultant is responsible to and solely reports to the MDOT.

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards for this job and adhere to the Personal Protective Equipment (PPE) standards.

The Consultant shall meet with the MDOT Project Manager to review the project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the project by the planned completion date. Attention shall be given to critical target dates that may require a large lead time.

General Property Acquisition Activities

- Assist MDOT with resolving issues arising from the property acquisition process.
- Monitor and facilitate the property acquisition process.
- Provide administrative support.
- Ensure the property acquisition process complies with all United States laws and regulations.
- Ensure all documentation is received in order to verify the legitimacy of the claims and to substantiate the costs related to the property acquisition process.
- Monitor and facilitate the progress of the acquisition process to ensure all targeted schedules and budgetary goals are met.
- Support MDOT in the completion of all NITC project property acquisitions.
- Ensure the use of a secured data base for project information.
- Provide interpreters for property owners whose first language is not English, when needed.
- Provide adequate identification to all personnel and their vehicles identifying agents as project personnel.
- Attend all meetings as requested by MDOT.
- Facilitate public meetings in the field office or a meeting hall within the project area.
- Invite property owners to the public meetings to expedite preliminary interviews.
- Identify issues and possible solutions related to the real estate project.

- Promptly respond to all inquiries made by MDOT and keep MDOT informed of issues related to the land acquisition process, as well as applicable policies, procedures, practices and legal requirements.
- Ensure MDOT is immediately informed of changes or potential changes to relocation requirements and costs for the displaced.
- Coordinate with Environmental and Demolition Consultants.
- Work cooperatively with other core project advisors (i.e. financial, transactional and legal) and other consultants as required.

Manage significant coordination, negotiation and interaction with the following:

- Core advisors and consultants hired by MDOT
- Private/public utility property owners
- Government of Canada entities
- State of Michigan
- Federal Highway Administration
- General Services Administration
- U.S. Federal Inspection Services entities
- City of Detroit
- Local railway companies
- Local utilities
- Others to be identified

Project Schedule

The Consultant shall submit a schedule showing milestones and the proposed time-frames required to develop the requested activities and project delivery dates for a **twenty-four (24) month** right-of-way acquisition program.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, standards, and all applicable statutory requirements.

Online links to the MDOT Real Estate Procedure/Desk Operating Manuals, CFR 23 & CFR 49; and MDOT Consultant/Vendor Selection Guidelines are available at:

FTP DIRECTORY

[ftp://ftpmdot.state.mi.us/NITC%20RFP%20Information%20\(Adtl.%20Forms%20Coming%20Soon\)/](ftp://ftpmdot.state.mi.us/NITC%20RFP%20Information%20(Adtl.%20Forms%20Coming%20Soon)/)

GENERAL REQUIREMENTS:

Authorization To Begin Work

The Consultant shall not begin any work on this Project prior to the execution of the contract and any work performed prior to the execution of the contract will not be eligible for reimbursement. In addition, the Consultant is required to contact the MDOT Project Manager prior to beginning any work on the project.

MDOT Project Manager

Sherry Piacenti
New International Trade Crossing Real Estate Project Manager
Michigan Department of Transportation
Development Services Division
Van Wagoner Building
425 West Ottawa Street
Lansing, Michigan 48909
517-373-4148 – office
517-230-7369 – mobile
517-373-2209 – fax
piacentis@michigan.gov

Conflict of Interest and Confidentiality

The Consultant shall maintain strict confidentiality and will comply with all Conflict of Interest requirements at all times.

Pre-Proposal Meeting

The Consultant shall attend a mandatory meeting of recipients of this RFP, at **1 p.m. on Friday, January 23, 2015, to be held at MDOT’s Office of Aeronautics located at 2700 Port Lansing Road, Lansing, Michigan, 48906-2160.** This meeting site is accessible. If sign language interpreter or assistive listening devices are required, or if you need information in an alternate format such as large print, braille or audio tape, or if you require another type of accommodation, contact the MDOT Development Services Division, P.O. Box 30500, Lansing, Michigan 48909 **at least 10 days in advance.** Phone (517) 373-2200, Fax (517) 373-2209.

Failure by a Consultant to attend the Pre-Proposal meeting will render its proposal non responsive.

The purpose of the meeting will be for MDOT to respond to questions from the RFP recipients and to clarify contractual requirements in an open forum. In addition, recommendations by the recipients concerning the contents, requirements, Scope of Service, etc., contained in this RFP will be discussed. Any changes to the RFP will be at the sole discretion of MDOT and will be posted on MDOT’s website.

Proposal Due Date

Proposals are due to MDOT by close of business on Thursday, February 5, 2015.

Qualifications of Key Personnel

MDOT will determine whether the Consultant is qualified to perform the services being contracted based on the Consultants qualifications and by the Consultant demonstrating in its proposal satisfactory experience and capability in the work area. The Consultant shall use the necessary experienced personnel, equipment and facilities to support the activities associated with this contract.

Project Field Office and Satellite Relocation Office

MDOT will provide office space for a project field office and a satellite relocation office for the Consultant.

The Consultant shall be responsible for staffing and all office equipment, including but not limited to: computers for Consultant staff, printers, telephones, fax machines, copiers and other general equipment necessary to operate an office. Normal business hours for the project field office will be 8:00 a.m. to 5:00 p.m., Monday through Friday. The satellite relocation office will be open and staffed not less than ten (10) hours per week with the hours of operation approved by MDOT.

Presence of Qualified Personnel

The Consultant shall designate a Project Manager to be present at the field office for project decisions as necessary, and as directed by the MDOT Project Manager. Key personnel, not solely clerical support, shall be available during all business hours. Staffing, as approved by the MDOT Project Manager, must be appropriate for delivery of relocation assistance payments.

Real Estate Tracking System

The Consultant is required to provide a forms-based real estate tracking system, subject to prior approval by MDOT, for use by the Consultant, MDOT and Windsor Detroit Bridge Authority staff. The web based system must be approved by MDOT prior to acquisition. The system will provide the level of detail to include the cost estimates associated with the parcels and the actual expenses to complete the acquisition. To ensure ease of access and future ownership, the software shall be licensed as Software as a Service (SaaS) or hosted in "the cloud." The Consultant will be responsible for providing adequate software training for all users involved in the project. The Consultant will be responsible for the cost of licensing and maintenance of the system for the duration of the project. Upon completion of the project the software, database, project information and training materials will become the property of MDOT. The Consultant will be responsible for transferring administrative accounts, user licenses and software maintenance agreements to MDOT.

Authorizations and Licenses

The Consultant must have all necessary authorizations to do business in the State of Michigan. Such authorization and required licenses shall be obtained by the proposal due date.

Any out of state company must register with the Michigan Department of License and Regulatory Affairs as a foreign LLC or Corp. before performing work in the State of Michigan.

The Consultant's Project Manager must possess a Michigan Real Estate Broker's license and all other employees, joint venture employees or employees of Sub-consultants must be licensed in accordance with any applicable Michigan Licensing Law, (i.e. real estate sales agents, brokers, and/or appraisers). Such licenses shall be obtained by the proposal due date.

Cost Liability

MDOT assumes no responsibility or liability for costs incurred by the Consultant prior to the signing of any contract resulting from this RFP. Total liability of MDOT is limited to the terms and conditions of this RFP and any resulting contract.

Disclosure

All information in a Consultant's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act." This act also provides for the complete disclosure of, including but not limited to, contracts and attachments thereto.

Quality Reviews

The Consultant shall conduct Quality Reviews and cooperate with MDOT to ensure compliance with the requirements cited in the Scope of Service. Quality Reviews shall be conducted to evaluate the adequacy of materials, documentation, processes, procedures, training, guidance, and staffing cited in the Scope of Service. Quality Reviews shall also be developed and performed to assure compliance with specific qualified assurance provisions contained in this RFP.

Review of Operations

After the proposal due date and prior to contract award, MDOT reserves the right to perform or to have performed, an on-site review of the Consultant's operations. This review will serve to verify data and representations submitted by the Consultant, and to determine the Consultant has adequate qualified and experienced staff, and can provide overall management, facilities and financial capability adequate to meet the contract requirements.

In the event MDOT determines the size or nature of the Consultant's operations or the number of experienced personnel (including professional staff) are not reasonably adequate according to criteria established by MDOT to ensure satisfactory contract performance, the Consultant will be deemed non-responsive and the proposal will be subject to rejection.

Financials

The Consultant shall provide financial records that substantiate their ability to undertake and complete the project.

Guarantees and Insurance

A Commercial General Liability insurance policy is required. MDOT shall be named an additional insured on said insurance policy. In addition, the Consultant shall indemnify, defend and hold MDOT harmless against any and all expenses, demands, claims or losses of any kind that may arise out of the performance of this contract. The Commercial General Liability Insurance policy shall be in an amount not less than three million dollars (\$3,000,000) in the Aggregate and not less than one million dollars (\$1,000,000) per occurrence and shall provide MDOT a certificate of insurance indicating acceptance by its insurer of its obligation to defend and hold MDOT harmless. The Consultant's liability and indemnification obligations are not limited by any insurance coverage Consultant maintains. The Consultant must acknowledge and demonstrate the ability to meet the guarantee and insurance requirements.

Authorized Expediter

The Consultant shall include the names and phone numbers of the personnel of the Consultant organization authorized to expedite the proposed contract.

WORK DESCRIPTION:

Technical Work

MDOT has ordered a title report for each property to be acquired. The title report includes encumbrances to the title, including any mortgages, liens, easements and attachments, and covers

encumbrances over a minimum of a thirty (30) year period. The title report will be reviewed by the Consultant to determine the status of the title. Additionally, the Consultant shall review title work to identify the owner(s) of record and any mortgages, tax liens, and other liens or judgments. If a title update is needed, a request shall be forwarded to MDOT.

The Consultant shall review Right-of-Way (ROW) acquisition plans/maps, instruments of conveyance and appraisals to verify the consistency of the information, such as the description of the area to be acquired and to identify all interests of each parcel. The Consultant shall be responsible for coordinating with the General Engineering Consultant or other entities for the preparation of legal descriptions and/or modifications necessary for the project as defined by the MDOT Project Manager. This shall include, but is not limited to, all appropriate forms for acquisitions designated on the plans. All area calculations will be verified by the Consultant. Any discrepancies in areas shall be brought to the attention of the MDOT Project Manager. The Consultant shall work with the General Engineering Consultant or other entities as defined by the MDOT Project Manager to correct the description.

Negotiations may facilitate a change in the proposed acquisitions. The Consultant will bring any revision requests to the attention of the MDOT Project Manager. If the proposed change appears to be appropriate, the request for the revision will be made by the Consultant. If errors, discrepancies or omissions are discovered in the right-of-way plans, the Consultant shall immediately report to the MDOT Project Manager. Activities on the affected parcel or parcels will cease until corrected information or further instruction is provided to the Consultant by the MDOT Project Manager.

Preliminary Interview

The Consultant shall conduct Preliminary Interviews with property owners as per MDOT's Procedure Manual. The Consultant shall identify any special or unusual Acquisition/Relocation problems and report them to the MDOT Project Manager.

Environmental Review (Hazardous Materials)

The Consultant will be responsible for coordinating with the Environmental Consultant for environmental testing, activities and obtaining Rights of Entry for the Environmental Consultant. The Consultant will not be responsible for environmental reviews.

The information generated by the investigation(s) will be communicated to the Consultant, via the MDOT Project Manager for their use. It is anticipated that most parcels will be immediately determined to be free of environmental contamination while others will require more intensive investigative steps to make that determination. The determinations of no potential contamination shall be provided to the Consultant by the MDOT Project Manager. As the balance of the investigations are completed, those determinations will also be released to the MDOT Project Manager. In some cases, the discovery that a parcel is a site of environmental contamination may require that special procedures be followed before acquisition. In no case will acquisition of a parcel proceed without clearance from the Project Manager, in order to prevent the inadvertent acquisition of a contaminated property.

Valuation

The Consultant shall provide Valuation Services including Scope of Work, Appraisal (including Fixtures), and Appraisal Review as per the MDOT's Procedure Manual. Each appraiser/review appraiser shall be on MDOT's Approved Consultant List. Responsibility for establishing amounts to be offered as just compensation is reserved by MDOT.

Valuation Deliverable

The negotiated appraisal/appraisal review fee per parcel or the negotiated market study fee agreed to in this contract shall include:

1. Four (4) original Appraisal Reports with Appraisal Review attached
2. One (1) Appraisal Checklist (Form 633E)
3. Two (2) original Market Studies
4. One (1) Electronic copy of Appraisal Report with Appraisal Review or Market Study
5. Provide Valuation Status Report as requested
6. Time required to attend conferences for the purpose of discussing certain aspects of the appraisal report

Acquisition

The Consultant shall provide Acquisition Services as per MDOT's Procedure Manual and Desk Operating Manual up through and including recording of the instrument. The Consultant shall submit the name of the individuals who will perform the acquisition to the MDOT Project Manager for approval prior to any work being started. The Consultant will have a licensed Real Estate Broker on staff that will be responsible to oversee the real estate acquisition. The Consultant will provide acquisition status reports as requested. Any administrative settlements or recommendation for condemnation are subject to approval by the MDOT Project Manager.

Acquisition Deliverable

When submitting a parcel package to MDOT for processing and payment to the landowner(s), Consultant shall provide all necessary documents as outlined in MDOT's Optioned Parcel Requirements (Form 743).

Relocation

The Consultant shall provide Relocation Assistance in accordance with the MDOT Procedure Manual and Desk Operating Manual; Act 31, Michigan P.A. 1970; Act 227, Michigan P.A. 1972; Act 87, Michigan P.A. 1980, as amended; P.A. 367 and 439 of 2006, as amended; the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended; and any other applicable state or federal requirements.

- The Consultant will provide the following for the displacees:
- Adequate staff to assist displacees in proper preparation and documentation of relocation activities.
- Current listings of replacement houses which are suitable in price, size and condition.
- Neighborhood and metropolitan newspapers for listings of available properties.
- Local real estate publications of homes for sale or for rent.
- State and local maps showing location of schools, parks and shopping districts.

- School district boundary information.
- Current financial data on closing costs, typical down payments, interest rates and terms on conventional, FHA-VA, MSHDA, etc. mortgages.
- Brochures on public transportation schedules, costs, and routes.
- "Your Rights and Benefits" booklet.
- Copies of local ordinances pertaining to housing, building codes, open housing, etc.
- Consumer education literature on housing costs and family budgeting.
- Address lists and phone numbers of organizations or agencies which provide assistance and services to displacees.
- Current information on public housing which may be suitable for displacees.
- Any other information the displacees may find helpful.
- Provide Relocation Advisory Services.

MDOT must review and approve all replacement housing/rental determinations prior to making a good faith offer to the property owner. All relocation payments must be approved by MDOT.

Relocation Assistance Deliverable

When submitting relocation documentation to MDOT for processing and payment, the Consultant shall provide the necessary claim forms and all supporting documentation as outlined in MDOT's Procedure Manual and Desk Operating Manual.

The Consultant assigned to a project shall remain available to all parties until all of the displacees have been relocated and all documentation and claims submitted and final payment made, or until services of the Consultant are otherwise terminated or concluded under this Contract.

Property Management

The Consultant shall provide for the security of the parcel and all improvements. Property Disposition, Salvage Value Reports, Salvage Value of Improvement, Rodent Control, Fixture Disposal, Notice to Public Building Certifications, Excess Property all shall be handled as per MDOT's Procedure Manual and Desk Operating Manual.

In all cases, between vacation of the buildings and demolition of improvements, the responsibility for security and boarding is the responsibility of the Consultant. Any continued use of utilities shall be approved by the MDOT Project Manager and the account shall be transferred to MDOT's name. Utility bills may be submitted to the MDOT Project Manager for payment by MDOT.

Demolition

The Consultant will be responsible for determining when a parcel will be ready for demolition and coordinating demolition activities with the Demolition Consultant. In the event the demolition contract has not been awarded, it shall be the Consultant's responsibility to maintain and provide security to the improvements and property. Consultant will be responsible for all property management activities for property acquired by MDOT, such as: security, board-up and, if vacant, weed abatement and debris removal. Consultant will not be responsible for demolition or site clearance.

Progress Reports

The Consultant shall submit bi-weekly project progress reports to the MDOT Project Manager. Each report shall provide supporting detail and documentation as necessary to reasonably substantiate, and for MDOT to reasonably verify, that the activities were performed and costs were incurred in accordance with the applicable statement of activities and this Scope of Service.

The requirements stated in this paragraph may be satisfied through a mutually acceptable and agreed upon electronic or other reporting process.

The Consultant shall maintain in a database the actual costs for all real estate activities as they are incurred. The actual cost will be reflected as a comparison to the initial cost estimates for real estate activities.

MDOT RESPONSIBILITIES:

MDOT will provide the following to the selected Consultant for use on this project.

- Right-of-way plans and revisions.
- Initial title reports and searches which have been ordered prior to award of contract.
- MDOT Approved Consultant Lists.
- Development Services Division/Real Estate Section Procedure Manuals and Desk Operational Manual.
- Optioned Parcel Requirements (Form 743).
- Forms and brochures required by the Procedure Manual and Desk Operating Manual; Deeds (Conveyance instruments).
- Identification letter.
- Any Preliminary Interviews which have been completed prior to award of contract.
- Any relocation plans completed prior to award of contract.

CONSULTANT PAYMENT:

Compensation for this project shall be on a **unit price** basis. This basis of payment includes a maximum quantity of units and a maximum reimbursable cost per unit. ****See Attached Bid Sheet ****

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved by MDOT. Billings must be submitted within sixty (60) days after the completion of services for the current billing. The final billing must be received within sixty (60) days of the completion of services.

PROPOSAL FORMAT AND CONTENTS:

The Consultant shall not contact any other employee, elected official, or agent of the State of Michigan concerning this request as a part of your preparation for your response to this Request For Proposal (RFP) and its engagement, unless otherwise delegated by the MDOT Project Manager.

For purposes of proposal evaluation, each proposal must be submitted in two (2) parts and will be in accordance with MDOT's Consultant/Vendor Selection Guidelines which can be found on the MDOT web page under [Vendor/Consultant Services](#).

Part I – Technical and Management Submittal

Part II – Compensation (Bid Sheet)

PART I- TECHNICAL AND MANAGEMENT SUBMITTAL:

Business Organization

State the full name and address of your organization and, if applicable, the branch office of other subordinate offices that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership, or corporation; if as a corporation, include the state in which you are incorporated. State whether you are licensed to operate in the State of Michigan. List all Sub-consultants; include firm name and address, contact person, and complete description of work to be subcontracted. Include descriptive information concerning Sub-consultant's organization and abilities.

Statement of the Scope of Service

State in precise terms your understanding of the Scope of Service presented by this RFP.

Management Summary

Include a narrative description of the proposed work plan and the products that will be delivered.

The Consultant shall present the proposed approach for completing the desired work. The Consultant shall demonstrate the firm's understanding of the objectives and shall discuss the means by which these objectives, and demonstrate the efficient use of manpower and materials. Methods to minimize MDOT project support shall be discussed. Include any innovative approaches for providing the services.

Work Plan

Describe in narrative form your technical approach for accomplishing the work. Also, in table format, the plan should include the following:

- a. A Consultant organizational chart.
- b. Resumes and applicable licenses for the project staff members and/or Sub-consultants showing education and experience relevant to this project along with other substantial documentation.
- c. The role of each staff member. Include the number of executive and professional personnel, by skill and qualification that will be employed.
- d. Show the inclusive periods, in hours, each individual will devote to the project by task.
- e. Indicate which of these individuals by name and title you consider key to completion of the work by name and title.

Prior Experience of the Firm and Sub-consultants

Experience in project management, right-of-way technical service, title work, valuation, acquisition, relocation and property management are absolutely necessary to satisfy the requirements of this RFP. Examples and/or descriptions of similar experiences or projects which have been successfully completed must be included. The Consultant grants MDOT the right to verify previous experience and projects. Documentation of previous work must include:

- a. Date of project.
- b. Name and address of client organization.
- c. Name and telephone number of individual in the client organization who is familiar with the project.
- d. Short description of project.

Proposed Staffing Plan

The Consultant shall submit a staffing plan which clearly illustrates the key elements of the organizational structure proposed, including all Sub-consultants, to accomplish the management, technical and administrative services required. Project management and key technical personnel within each discipline shall be identified and past experience of each, as it relates to this project, shall be discussed.

Sub-consultants

The Consultant shall address the desirability and necessity of Sub-consultant services on the project. Where Sub-consultant services are proposed, the information specified in the Proposed Staffing Plan shall also be furnished for the Sub-consultant firm(s).

Resumes and applicable licenses for the project staff members and/or Sub-consultants showing education, experience relevant to this project and any other substantial documentation must be submitted. Include the number of executive and professional personnel, by skill and qualification, that will be employed. Show the inclusive periods each individual will devote to the project by task. Indicate which of these individuals, by name and title, you consider key to completion of the work.

Schedule of Events

The Consultant shall submit a schedule showing major events and the proposed time-frames required to develop the requested activities and project delivery dates for a **twenty four (24) month** right-of-way acquisition program.

Coordination

The Consultant shall discuss in detail the manner in which proper coordination and information exchange will be guaranteed between MDOT and the Consultant.

Quality Control

The Consultant shall describe and demonstrate its quality control program, namely the policies and procedures followed to assure a complete, accurate, and quality product.

Other Appropriate Data

Other data demonstrating the ability and experience of the Consultant in providing the specified services may be included in the proposal.

Additional Information and Comments

The Consultant shall include any other information that is believed to be pertinent but not specifically requested elsewhere.

Consultant Comments

Any comments the Consultant has concerning the requirements of this RFP or the project to be undertaken shall be made in this section of its proposal. The information in this section is to provide advance notice of a concern of the Consultant.

The Consultant may take exceptions to, or suggest deviations from, the technical and nontechnical portions of the RFP. Descriptions of no more than half page each of each exception and deviation shall be consolidated in the appropriate section of the proposal and cross-referenced to the "Consultant Comments" section.

An exception to a specific item or provision of this RFP implies that the Consultant cannot or does not intend to meet the requirements of that item or provision. An alternate to that item or provision shall be included in the proposal and the exception shall be reflected in the proposal cost estimate. Consultants are advised that their proposal may be rejected as non-responsive upon consideration of the exceptions taken.

A deviation to a specific item or provision in this RFP is a suggested change that in the Consultant's opinion would enhance their ability to perform the work and/or would provide a benefit to the project. Each proposed deviation shall be noted in the appropriate section(s) of the proposal, as well as cross-referenced to the "Consultant Comments" section, and shall adequately and concisely describe its advantages and/or other reasons it is proposed. Deviations may be items of negotiation during the negotiation process with the Consultant.

Cost and Price Analysis

All rates quoted in Consultant's response to this RFP will be firm for the duration of the contract. No price changes will be permitted.

Separation of Approval Authority

All computations which determine compensation for owners or displacees shall be approved by MDOT Project Manager.

Extra Work

For each unit task, please indicate in the format presented below, a price per item or hourly rate that would be charged for extra work that may be required, but that does not involve an entire parcel package. These figures will not be used in calculating the Consultant’s bid.

Extra items per function to be used for extra work.	(Not to exceed)
Preliminary Interview	_____
Appraisal Scope of Work	_____
Appraisal	
Vacant Property Before and After	_____
Improved Property Before and After	_____
Fixtures	_____
Form Appraisal (URAR)	_____
Appraisal Review	
Vacant Property	_____
Improved Property	_____
Market Study	_____
Acquisition	
Vacant Property	_____
Improved Property	_____
Relocation Determination	_____
Relocation Business	_____
Relocation Residential	_____
Relocation Appeals	_____
Rights of Entry	
Right of way Staking per Parcel	_____
Coordination with Demolition Consultants (hourly)	_____
Coordination with Survey Consultants (hourly)	_____
Coordination with Title Search Consultants (hourly)	_____
Coordination with Closing Consultants (hourly)	_____
Coordination with Environmental Consultants (hourly)	_____
Coordination with General Engineering Consultants (hourly)	_____
Coordination with Title Insurance Company and Escrow Service Companies (hourly)	_____
Coordination with Special Attorney General (hourly)	_____
Testimony (hourly)	_____
Other Real Estate Services (hourly)	_____
Computerized Real Estate Tracking System	_____
Security (hourly)	_____

Quality Assurance Plan

The Consultant shall furnish a Quality Assurance Plan draft to the MDOT Project Manager. The Quality Assurance Plan shall detail the procedures, evaluation criteria, and instruction to the Consultant organization to assure conformance with the contract. The Consultant shall submit a Final Quality Assurance Plan within thirty (30) days of receiving award of a contract. Unless specifically waived, no payment shall be made until the Consultant's Final Quality Assurance Plan is approved by MDOT.

Significant changes to the work requirements may require the Consultant to revise the Quality Assurance Plan. It shall be the responsibility of the Consultant to keep the plan current with the work requirements. The Plan shall include, but not be limited to, the following areas:

- a. Organization - A description is required of the Consultant's Quality Control Organization and its functional relationship to the part of the organization performing the work under the contract. The authority, autonomy and responsibilities of the quality assurance organization shall be detailed as well as the names and qualifications of personnel in the quality control organization.
- b. Quality Reviews - The Consultant's quality assurance methods used to monitor and assure compliance of his organization with the contract requirements for services and products shall be detailed.
- c. Quality Records - The types of records which will be generated and maintained by the Consultant during the execution of his Quality Assurance Program shall be outlined.

PART II- COMPENSATION (BID SHEET):

Required compensation information must be presented in a separate document from Part I of the Evaluation. This will ensure that pricing of all proposals will be evaluated separately from the technical review for understanding of the assignment and experience of staff. Complete the attached bid sheet and present in a separate document.

CRITERIA FOR SELECTION:

Responses to this RFP will be evaluated based upon a Three-Step selection process described in the following section. The award recommendation will be made based on the highest total point score for the responsive and responsible Consultant. This will provide for the selection of the Consultant which provides the best value for the goods/services offered; the quality of the services to be supplied; their conformity with the specifications; their suitability to the requirements of MDOT, and with the delivery terms being taken into consideration.

Step I - Evaluation of the Written Proposal

95 Points Total

Out of a total maximum possible score in Step I of 95 points, a minimum of 70 points are necessary for a Consultant to be further considered for award under Step II below.

Demonstrated Knowledge of Scope of Service and Innovations - 40 Points

Proposed Project Approach: Describe the understanding of the service, innovations, or other issues you intend to propose. This information is to be based on the Scope of Service.

Consultant should provide the following:

- (i) A narrative that illustrates an understanding of the MDOT's requirements and services.
- (ii) A description of the general approach and methodology that the Consultant would take in performing the services including specifications and requirements;
- (iii) A narrative that illustrates how the Consultant will complete the Scope of Service, manage the Services, and accomplish required objectives within the MDOT's schedules;
- (iv) A description of the standards to be met by the Consultant in providing the services;
- (v) Your corporate philosophy, your vision for future enhancements, new technologies, expandable services;
- (vi) Consultant should provide details of how they intend to manage data electronically.
- (vii) A narrative that demonstrates an ability to meet a deadline;
- (viii) A narrative that demonstrates continuity or replacement of Consultant.

Project Approach for Management, Execution of the Work, Schedule, and Cost Control

The proposal shall address the firm's approach to providing the Services to meet MDOT's purpose and goals of the Project to include the following elements:

- Management: Describe your firm's working relationships with citizens, and other interested parties and how your firm intends to mitigate conflicts.
- Execution of the Work: Describe your firm's proposed method and processes to ensure that the transition and delivery of the Services run smoothly.
- Schedule: Describe your firm's approach to manage the schedule for all work and services required and how to ensure those schedule milestones are met.
- Cost Control: Describe your firm's general approach to managing cost, including but not limited to, the fees and/or pricing requested as part of this RFP.
- Availability of a comprehensive database and use of technology.
- Include any work item that you believe should be added to the Scope of Service, or any work item that is in the current Scope of Service which you believe should be altered.

Qualifications of Team - 30 Points

The scoring for qualifications of team scoring will be one score based on the following information:

- The proposal shall consist of a concise description of the company, including origin, state of incorporation, background, current size (both financially and staffing), general organization and current experience. (Experiences should be descriptive in how it is similar in size and/or scope to the Services required herein and your firm's successful approach to delivering those Services.)
- Structure of the Project Team (Personnel and Roles)-Describe the structure of the project team including the roles of all key personnel and Sub-consultants. For each Sub Consultant/ vendor, describe role in service and include what percent of the named role that the Sub Consultant/vendor is expected to provide.

Staff Service Experience – Provide resumes for each of the key staff of the prime and Sub Consultant/vendors. The format is shown in the Consultant Selection Guidelines (see page 14 and follow link to Form 1242). The resume is limited to two (2) pages per key staff member. The Consultant must assign team members to the Project that are knowledgeable, experienced and able to demonstrate experience in all phases of the acquisition of large amounts of right-of-way according to applicable Uniform Act and state / local regulations.

Past Performance - 15 Points

Provide a list and description of projects that demonstrate specific qualifications and experience similar in size and Scope of Service with MDOT, local governments, federal government and/or other state governments.

MDOT will review relevant performance evaluations for the past three (3) years for prime. If the Consultant has not previously worked for MDOT or has only had a few service opportunities that have been evaluated, this area can be used to provide other references for the Selection Team to contact. These references would be in addition to references provided in the resumes requested in subsection 2- “Qualifications of Team” above, and limited to work completed in the past three (3) years.

Quality Assurance/ Quality Control Process - 10 Points

Outline plan for this service including background information of selected manager for this service. Person performing the quality control review must have extensive experience/knowledge with federally funded land acquisition standards and practices.

Step II - Oral Interview

20 Points Total

A minimum of 15 points are necessary for a Consultant to advance to Step III. For Consultants scoring 15 points or more, their score will be added to the score from Step I.

Consultant and key staff must be in attendance but no more than five members may be present.

The Consultant will be evaluated on the Consultants understanding of the scope of the project; staffing plan and staff qualifications; Consultants Project Manager and MDOT Project Manager interaction; dedicated hours of the staff; quality assurance plan and any savings in time addressed. In addition, MDOT may provide a list of questions and or issues that the Consultant must address at the oral presentation.

A Consultant’s refusal to attend such interviews will be deemed as submitting a non-responsive proposal.

Step III - Price Analysis

40 Points Total

The lowest bid will receive 40 points and the other bids will receive progressively lower points based on a percentage formula. (Lowest Bid divided by Bid multiplied by 40) = Score. These points shall be added to the scores from Step I and Step II.

REQUIRED CONSULTANT INFORMATION:

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the respondent from further participation in this RFP.

CONSULTANT NAME AND ADDRESS: Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address.

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

ORGANIZATION AND YEAR: Please provide the legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the respondent and the year the entity was established.

Status:		Year:
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RFP CONTACT: Please provide the following information of the respondent's RFP contact:

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

LENGTH OF PROJECT PENALTY CLAUSE:

Time being of the essence, the Consultant agrees to proceed with the work hereunder in such sequence and orders as presented in this proposal and will furnish and deliver said work covering the entire project within **twenty-four (24) months** after written notice to proceed has been given by MDOT.

If this contract is not completed by the due date, a penalty of **2%** per work week against the total contract bid amount for each week that the contract is not complete will be assessed to the Consultant.

Signed at _____, this ____ day of _____.

NAME OF FIRM

By

Title:

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
REAL ESTATE SERVICES**

New International Trade Crossing (NITC) Property Acquisition

Revised 12/23/2014

Revised 1/8/2015

Revised 1/30/2015

CONTROL SECTION: 82194

JOB NUMBER: 113716B

PROJECT LOCATION:

The proposed project links I-75 in Detroit, Wayne County, Michigan and Highway 401 in Windsor, Essex County, Ontario, Canada. This Scope of Service only pertains to the parcels located in Michigan.

The project is located in the Delray area of the City of Detroit, Michigan. The project area for the interchange and plaza is bounded by I-75, Campbell Avenue, Green Street and Jefferson Avenue. The project area for the bridge is bounded by Jefferson Avenue, south to the Detroit River between Green Street and Truck Ferry Road. (See attachment - Project Map.)

PROJECT DESCRIPTION:

The Scope of Service for this project includes acquiring approximately ~~310~~ **400 individual properties that will be assembled into** parcels. The final parcel count will be determined when the right-of-way plans are completed in mid-January. Properties may be added or subtracted, from stated amount.

If, during an acquisition, a settlement cannot be reached with the property owner, the parcel will be turned over to MDOT for the completion of the acquisition. All other real estate activities will remain the responsibility of the Consultant.

MDOT requests proposals for the performance of services that include, but are not limited to:

- Provide all necessary real estate activities for assigned parcels in accordance with MDOT's federally approved real estate manual according to the time frames established.
- Provide a detailed acquisition plan defining how the Consultant plans to acquire all parcels.
- Assign a suitable Project Manager and Project Leads with the appropriate experience and skills to address the requirements of the contract.
- Attend a kick-off meeting where the MDOT Project Manager will outline MDOT expectations and the Consultant will discuss their acquisition plan.
- Carry out the project according to the terms of the contract.
- Fully cooperate with MDOT in the execution of this project.

- Attend meetings in various locations including Canada and the United States with officials of MDOT, other governments, or representatives of the private sector, as required.
- Schedule and organize meetings as required.
- Keep MDOT fully informed of progress and any issues encountered through regularly scheduled updates (at a minimum on a bi-weekly basis).
- Immediately advise MDOT of any significant, special, unusual or urgent issues pertaining to the project when they arise.
- Coordinate with other Consultants as defined by MDOT.
- List and prepare a land inventory of apparent excess property.
- Maintain an approved Quality Assurance Program.
- Appear in court or administrative hearings, as required.
- Provide any reasonable and necessary ancillary services.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

PREFERRED QUALIFICATIONS/EXPERIENCE:

The Consultant Project Manager should have a minimum ten (10) years of experience including five (5) years of management experience on projects of similar size and scope.

The Project Leads for Valuation, Acquisition, Relocation and Property Management should have a minimum ten (10) years of experience on projects of similar size and scope.

These requirements also apply to any Sub-consultant serving as Project Manager or as a Project Lead.

ANTICIPATED START DATE:

The Consultant shall begin work on the project immediately upon execution of the contract, which is expected in the 1st quarter of 2015.

ANTICIPATED COMPLETION DATE:

Twenty-four (24) months after contract execution date.

DBE PARTICIPATION:

5%

CONSULTANT RESPONSIBILITIES:

The Consultant will be responsible for ensuring all properties assigned to the Consultant for the NITC project are acquired in accordance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act).

The Consultant is responsible to and solely reports to the MDOT.

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards for this job and adhere to the Personal Protective Equipment (PPE) standards.

The Consultant shall meet with the MDOT Project Manager to review the project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the project by the planned completion date. Attention shall be given to critical target dates that may require a large lead time.

General Property Acquisition Activities

- Assist MDOT with resolving issues arising from the property acquisition process.
- Monitor and facilitate the property acquisition process.
- Provide administrative support.
- Ensure the property acquisition process complies with all United States laws and regulations.
- Ensure all documentation is received in order to verify the legitimacy of the claims and to substantiate the costs related to the property acquisition process.
- Monitor and facilitate the progress of the acquisition process to ensure all targeted schedules and budgetary goals are met.
- Support MDOT in the completion of all NITC project property acquisitions.
- Ensure the use of a secured data base for project information.
- Provide interpreters for property owners whose first language is not English, when needed.
- Provide adequate identification to all personnel and their vehicles identifying agents as project personnel.
- Attend all meetings as requested by MDOT.
- Facilitate public meetings in the field office or a meeting hall within the project area.
- Invite property owners to the public meetings to expedite preliminary interviews.
- Identify issues and possible solutions related to the real estate project.

- Promptly respond to all inquiries made by MDOT and keep MDOT informed of issues related to the land acquisition process, as well as applicable policies, procedures, practices and legal requirements.
- Ensure MDOT is immediately informed of changes or potential changes to relocation requirements and costs for the displaced.
- Coordinate with Environmental and Demolition Consultants.
- Work cooperatively with other core project advisors (i.e. financial, transactional and legal) and other consultants as required.

Manage significant coordination, negotiation and interaction with the following:

- Core advisors and consultants hired by MDOT
- Private/public utility property owners
- Government of Canada entities
- State of Michigan
- Federal Highway Administration
- General Services Administration
- U.S. Federal Inspection Services entities
- City of Detroit
- Local railway companies
- Local utilities
- Others to be identified

Project Schedule

The Consultant shall submit a schedule showing milestones and the proposed time-frames required to develop the requested activities and project delivery dates for a **twenty-four (24) month** right-of-way acquisition program.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, standards, and all applicable statutory requirements.

Online links to the MDOT Real Estate Procedure/Desk Operating Manuals, CFR 23 & CFR 49; and MDOT Consultant/Vendor Selection Guidelines are available at:

FTP DIRECTORY

[ftp://ftpmdot.state.mi.us/NITC%20RFP%20Information%20\(Adtl.%20Forms%20Coming%20Soon\)/](ftp://ftpmdot.state.mi.us/NITC%20RFP%20Information%20(Adtl.%20Forms%20Coming%20Soon)/)

GENERAL REQUIREMENTS:

Authorization To Begin Work

The Consultant shall not begin any work on this Project prior to the execution of the contract and any work performed prior to the execution of the contract will not be eligible for reimbursement. In addition, the Consultant is required to contact the MDOT Project Manager prior to beginning any work on the project.

MDOT Project Manager

Sherry Piacenti
New International Trade Crossing Real Estate Project Manager
Michigan Department of Transportation
Development Services Division
Van Wagoner Building
425 West Ottawa Street
Lansing, Michigan 48909
517-373-4148 – office
517-230-7369 – mobile
517-373-2209 – fax
piacentis@michigan.gov

Conflict of Interest and Confidentiality

The Consultant shall maintain strict confidentiality and will comply with all Conflict of Interest requirements at all times.

Pre-Proposal Meeting

The Consultant shall attend a mandatory meeting of recipients of this RFP, at **1 p.m. on Friday, January 23, 2015, to be held at MDOT’s Office of Aeronautics located at 2700 Port Lansing Road, Lansing, Michigan, 48906-2160.** This meeting site is accessible. If sign language interpreter or assistive listening devices are required, or if you need information in an alternate format such as large print, braille or audio tape, or if you require another type of accommodation, contact the MDOT Development Services Division, P.O. Box 30500, Lansing, Michigan 48909 **at least 10 days in advance.** Phone (517) 373-2200, Fax (517) 373-2209.

Failure by a Consultant to attend the Pre-Proposal meeting will render its proposal non responsive.

The purpose of the meeting will be for MDOT to respond to questions from the RFP recipients and to clarify contractual requirements in an open forum. In addition, recommendations by the recipients concerning the contents, requirements, Scope of Service, etc., contained in this RFP will be discussed. Any changes to the RFP will be at the sole discretion of MDOT and will be posted on MDOT’s website.

Proposal Due Date

Proposals are due to MDOT by close of business on Thursday, February 5, 2015.

Qualifications of Key Personnel

MDOT will determine whether the Consultant is qualified to perform the services being contracted based on the Consultants qualifications and by the Consultant demonstrating in its proposal satisfactory experience and capability in the work area. The Consultant shall use the necessary experienced personnel, equipment and facilities to support the activities associated with this contract.

Project Field Office and Satellite Relocation Office

MDOT will provide office space for a project field office and a satellite relocation office for the Consultant.

The Consultant shall be responsible for staffing and all office equipment, including but not limited to: computers for Consultant staff, printers, telephones, fax machines, copiers and other general equipment necessary to operate an office. Normal business hours for the project field office will be 8:00 a.m. to 5:00 p.m., Monday through Friday. The satellite relocation office will be open and staffed not less than ten (10) hours per week with the hours of operation approved by MDOT.

Presence of Qualified Personnel

The Consultant shall designate a Project Manager to be present at the field office for project decisions as necessary, and as directed by the MDOT Project Manager. Key personnel, not solely clerical support, shall be available during all business hours. Staffing, as approved by the MDOT Project Manager, must be appropriate for delivery of relocation assistance payments.

Real Estate Tracking System

The Consultant is required to provide a forms-based real estate tracking system, subject to prior approval by MDOT, for use by the Consultant, MDOT and Windsor Detroit Bridge Authority staff. The web based system must be approved by MDOT prior to acquisition. The system will provide the level of detail to include the cost estimates associated with the parcels and the actual expenses to complete the acquisition. To ensure ease of access and future ownership, the software shall be licensed as Software as a Service (SaaS) or hosted in "the cloud." The Consultant will be responsible for providing adequate software training for all users involved in the project. The Consultant will be responsible for the cost of licensing and maintenance of the system for the duration of the project. Upon completion of the project the software, database, project information and training materials will become the property of MDOT. The Consultant will be responsible for transferring administrative accounts, user licenses and software maintenance agreements to MDOT.

Authorizations and Licenses

The Consultant must have all necessary authorizations to do business in the State of Michigan. Such authorization and required licenses shall be obtained by the proposal due date.

Any out of state company must register with the Michigan Department of License and Regulatory Affairs as a foreign LLC or Corp. before performing work in the State of Michigan.

The Consultant's Project Manager must possess a Michigan Real Estate Broker's license and all other employees, joint venture employees or employees of Sub-consultants must be licensed in accordance with any applicable Michigan Licensing Law, (i.e. real estate sales agents, brokers, and/or appraisers). Such licenses shall be obtained by the proposal due date.

Cost Liability

MDOT assumes no responsibility or liability for costs incurred by the Consultant prior to the signing of any contract resulting from this RFP. Total liability of MDOT is limited to the terms and conditions of this RFP and any resulting contract.

Disclosure

All information in a Consultant's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act." This act also provides for the complete disclosure of, including but not limited to, contracts and attachments thereto.

Quality Reviews

The Consultant shall conduct Quality Reviews and cooperate with MDOT to ensure compliance with the requirements cited in the Scope of Service. Quality Reviews shall be conducted to evaluate the adequacy of materials, documentation, processes, procedures, training, guidance, and staffing cited in the Scope of Service. Quality Reviews shall also be developed and performed to assure compliance with specific qualified assurance provisions contained in this RFP.

Review of Operations

After the proposal due date and prior to contract award, MDOT reserves the right to perform or to have performed, an on-site review of the Consultant's operations. This review will serve to verify data and representations submitted by the Consultant, and to determine the Consultant has adequate qualified and experienced staff, and can provide overall management, facilities and financial capability adequate to meet the contract requirements.

In the event MDOT determines the size or nature of the Consultant's operations or the number of experienced personnel (including professional staff) are not reasonably adequate according to criteria established by MDOT to ensure satisfactory contract performance, the Consultant will be deemed non-responsive and the proposal will be subject to rejection.

Financials

The Consultant shall provide financial records that substantiate their ability to undertake and complete the project.

Guarantees and Insurance

A Commercial General Liability insurance policy is required. MDOT shall be named an additional insured on said insurance policy. In addition, the Consultant shall indemnify, defend and hold MDOT harmless against any and all expenses, demands, claims or losses of any kind that may arise out of the performance of this contract. The Commercial General Liability Insurance policy shall be in an amount not less than three million dollars (\$3,000,000) in the Aggregate and not less than one million dollars (\$1,000,000) per occurrence and shall provide MDOT a certificate of insurance indicating acceptance by its insurer of its obligation to defend and hold MDOT harmless. The Consultant's liability and indemnification obligations are not limited by any insurance coverage Consultant maintains. The Consultant must acknowledge and demonstrate the ability to meet the guarantee and insurance requirements.

Authorized Expediter

The Consultant shall include the names and phone numbers of the personnel of the Consultant organization authorized to expedite the proposed contract.

WORK DESCRIPTION:

Technical Work

MDOT has ordered a title report for each property to be acquired. The title report includes encumbrances to the title, including any mortgages, liens, easements and attachments, and covers

encumbrances over a minimum of a thirty (30) year period. The title report will be reviewed by the Consultant to determine the status of the title. Additionally, the Consultant shall review title work to identify the owner(s) of record and any mortgages, tax liens, and other liens or judgments. If a title update is needed, a request shall be forwarded to MDOT.

The Consultant shall review Right-of-Way (ROW) acquisition plans/maps, instruments of conveyance and appraisals to verify the consistency of the information, such as the description of the area to be acquired and to identify all interests of each parcel. The Consultant shall be responsible for coordinating with the General Engineering Consultant or other entities for the preparation of legal descriptions and/or modifications necessary for the project as defined by the MDOT Project Manager. This shall include, but is not limited to, all appropriate forms for acquisitions designated on the plans. All area calculations will be verified by the Consultant. Any discrepancies in areas shall be brought to the attention of the MDOT Project Manager. The Consultant shall work with the General Engineering Consultant or other entities as defined by the MDOT Project Manager to correct the description.

Negotiations may facilitate a change in the proposed acquisitions. The Consultant will bring any revision requests to the attention of the MDOT Project Manager. If the proposed change appears to be appropriate, the request for the revision will be made by the Consultant. If errors, discrepancies or omissions are discovered in the right-of-way plans, the Consultant shall immediately report to the MDOT Project Manager. Activities on the affected parcel or parcels will cease until corrected information or further instruction is provided to the Consultant by the MDOT Project Manager.

Preliminary Interview

The Consultant shall conduct Preliminary Interviews with property owners as per MDOT's Procedure Manual. The Consultant shall identify any special or unusual Acquisition/Relocation problems and report them to the MDOT Project Manager.

Environmental Review (Hazardous Materials)

The Consultant will be responsible for coordinating with the Environmental Consultant for environmental testing, activities and obtaining Rights of Entry for the Environmental Consultant. The Consultant will not be responsible for environmental reviews.

The information generated by the investigation(s) will be communicated to the Consultant, via the MDOT Project Manager for their use. It is anticipated that most parcels will be immediately determined to be free of environmental contamination while others will require more intensive investigative steps to make that determination. The determinations of no potential contamination shall be provided to the Consultant by the MDOT Project Manager. As the balance of the investigations are completed, those determinations will also be released to the MDOT Project Manager. In some cases, the discovery that a parcel is a site of environmental contamination may require that special procedures be followed before acquisition. In no case will acquisition of a parcel proceed without clearance from the Project Manager, in order to prevent the inadvertent acquisition of a contaminated property.

Valuation

The Consultant shall provide Valuation Services including Scope of Work, Appraisal (including Fixtures), and Appraisal Review as per the MDOT's Procedure Manual. Each appraiser/review appraiser shall be on MDOT's Approved Consultant List. Responsibility for establishing amounts to be offered as just compensation is reserved by MDOT.

Valuation Deliverable

The negotiated appraisal/appraisal review fee per parcel or the negotiated market study fee agreed to in this contract shall include:

1. Four (4) original Appraisal Reports with Appraisal Review attached
2. One (1) Appraisal Checklist (Form 633E)
3. Two (2) original Market Studies
4. One (1) Electronic copy of Appraisal Report with Appraisal Review or Market Study
5. Provide Valuation Status Report as requested
6. Time required to attend conferences for the purpose of discussing certain aspects of the appraisal report

Acquisition

The Consultant shall provide Acquisition Services as per MDOT's Procedure Manual and Desk Operating Manual up through and including recording of the instrument. The Consultant shall submit the name of the individuals who will perform the acquisition to the MDOT Project Manager for approval prior to any work being started. The Consultant will have a licensed Real Estate Broker on staff that will be responsible to oversee the real estate acquisition. The Consultant will provide acquisition status reports as requested. Any administrative settlements or recommendation for condemnation are subject to approval by the MDOT Project Manager.

Acquisition Deliverable

When submitting a parcel package to MDOT for processing and payment to the landowner(s), Consultant shall provide all necessary documents as outlined in MDOT's Optioned Parcel Requirements (Form 743).

Relocation

The Consultant shall provide Relocation Assistance in accordance with the MDOT Procedure Manual and Desk Operating Manual; Act 31, Michigan P.A. 1970; Act 227, Michigan P.A. 1972; Act 87, Michigan P.A. 1980, as amended; P.A. 367 and 439 of 2006, as amended; the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended; and any other applicable state or federal requirements.

- The Consultant will provide the following for the displacees:
- Adequate staff to assist displacees in proper preparation and documentation of relocation activities.
- Current listings of replacement houses which are suitable in price, size and condition.
- Neighborhood and metropolitan newspapers for listings of available properties.
- Local real estate publications of homes for sale or for rent.
- State and local maps showing location of schools, parks and shopping districts.

- School district boundary information.
- Current financial data on closing costs, typical down payments, interest rates and terms on conventional, FHA-VA, MSHDA, etc. mortgages.
- Brochures on public transportation schedules, costs, and routes.
- "Your Rights and Benefits" booklet.
- Copies of local ordinances pertaining to housing, building codes, open housing, etc.
- Consumer education literature on housing costs and family budgeting.
- Address lists and phone numbers of organizations or agencies which provide assistance and services to displacees.
- Current information on public housing which may be suitable for displacees.
- Any other information the displacees may find helpful.
- Provide Relocation Advisory Services.

MDOT must review and approve all replacement housing/rental determinations prior to making a good faith offer to the property owner. All relocation payments must be approved by MDOT.

Relocation Assistance Deliverable

When submitting relocation documentation to MDOT for processing and payment, the Consultant shall provide the necessary claim forms and all supporting documentation as outlined in MDOT's Procedure Manual and Desk Operating Manual.

The Consultant assigned to a project shall remain available to all parties until all of the displacees have been relocated and all documentation and claims submitted and final payment made, or until services of the Consultant are otherwise terminated or concluded under this Contract.

Property Management

The Consultant shall provide for the security of the parcel and all improvements. Property Disposition, Salvage Value Reports, Salvage Value of Improvement, Rodent Control, Fixture Disposal, Notice to Public Building Certifications, Excess Property all shall be handled as per MDOT's Procedure Manual and Desk Operating Manual.

In all cases, between vacation of the buildings and demolition of improvements, the responsibility for security and boarding is the responsibility of the Consultant. Any continued use of utilities shall be approved by the MDOT Project Manager and the account shall be transferred to MDOT's name. Utility bills may be submitted to the MDOT Project Manager for payment by MDOT.

Demolition

The Consultant will be responsible for determining when a parcel will be ready for demolition and coordinating demolition activities with the Demolition Consultant. In the event the demolition contract has not been awarded, it shall be the Consultant's responsibility to maintain and provide security to the improvements and property. Consultant will be responsible for all property management activities for property acquired by MDOT, such as: security, board-up and, if vacant, weed abatement and debris removal. Consultant will not be responsible for demolition or site clearance.

Progress Reports

The Consultant shall submit bi-weekly project progress reports to the MDOT Project Manager. Each report shall provide supporting detail and documentation as necessary to reasonably substantiate, and for MDOT to reasonably verify, that the activities were performed and costs were incurred in accordance with the applicable statement of activities and this Scope of Service.

The requirements stated in this paragraph may be satisfied through a mutually acceptable and agreed upon electronic or other reporting process.

The Consultant shall maintain in a database the actual costs for all real estate activities as they are incurred. The actual cost will be reflected as a comparison to the initial cost estimates for real estate activities.

MDOT RESPONSIBILITIES:

MDOT will provide the following to the selected Consultant for use on this project.

- Right-of-way plans and revisions.
- Initial title reports and searches which have been ordered prior to award of contract.
- MDOT Approved Consultant Lists.
- Development Services Division/Real Estate Section Procedure Manuals and Desk Operational Manual.
- Optioned Parcel Requirements (Form 743).
- Forms and brochures required by the Procedure Manual and Desk Operating Manual; Deeds (Conveyance instruments).
- Identification letter.
- Any Preliminary Interviews which have been completed prior to award of contract.
- Any relocation plans completed prior to award of contract.

CONSULTANT PAYMENT:

Compensation for this project shall be on a **unit price** basis. This basis of payment includes a maximum quantity of units and a maximum reimbursable cost per unit. ****See Attached Bid Sheet ****

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved by MDOT. Billings must be submitted within sixty (60) days after the completion of services for the current billing. The final billing must be received within sixty (60) days of the completion of services.

PROPOSAL FORMAT AND CONTENTS:

The Consultant shall not contact any other employee, elected official, or agent of the State of Michigan concerning this request as a part of your preparation for your response to this Request For Proposal (RFP) and its engagement, unless otherwise delegated by the MDOT Project Manager.

For purposes of proposal evaluation, each proposal must be submitted in two (2) parts and will be in accordance with MDOT's Consultant/Vendor Selection Guidelines which can be found on the MDOT web page under [Vendor/Consultant Services](#).

Part I – Technical and Management Submittal

Part II – Compensation (Bid Sheet)

PART I- TECHNICAL AND MANAGEMENT SUBMITTAL:

Business Organization

State the full name and address of your organization and, if applicable, the branch office of other subordinate offices that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership, or corporation; if as a corporation, include the state in which you are incorporated. State whether you are licensed to operate in the State of Michigan. List all Sub-consultants; include firm name and address, contact person, and complete description of work to be subcontracted. Include descriptive information concerning Sub-consultant's organization and abilities.

Statement of the Scope of Service

State in precise terms your understanding of the Scope of Service presented by this RFP.

Management Summary

Include a narrative description of the proposed work plan and the products that will be delivered.

The Consultant shall present the proposed approach for completing the desired work. The Consultant shall demonstrate the firm's understanding of the objectives and shall discuss the means by which these objectives, and demonstrate the efficient use of manpower and materials. Methods to minimize MDOT project support shall be discussed. Include any innovative approaches for providing the services.

Work Plan

Describe in narrative form your technical approach for accomplishing the work. Also, in table format, the plan should include the following:

- a. A Consultant organizational chart.
- b. Resumes and applicable licenses for the project staff members and/or Sub-consultants showing education and experience relevant to this project along with other substantial documentation.
- c. The role of each staff member. Include the number of executive and professional personnel, by skill and qualification that will be employed.
- d. Show the inclusive periods, in hours, each individual will devote to the project by task.
- e. Indicate which of these individuals by name and title you consider key to completion of the work by name and title.

Prior Experience of the Firm and Sub-consultants

Experience in project management, right-of-way technical service, title work, valuation, acquisition, relocation and property management are absolutely necessary to satisfy the requirements of this RFP. Examples and/or descriptions of similar experiences or projects which have been successfully completed must be included. The Consultant grants MDOT the right to verify previous experience and projects. Documentation of previous work must include:

- a. Date of project.
- b. Name and address of client organization.
- c. Name and telephone number of individual in the client organization who is familiar with the project.
- d. Short description of project.

Proposed Staffing Plan

The Consultant shall submit a staffing plan which clearly illustrates the key elements of the organizational structure proposed, including all Sub-consultants, to accomplish the management, technical and administrative services required. Project management and key technical personnel within each discipline shall be identified and past experience of each, as it relates to this project, shall be discussed.

Sub-consultants

The Consultant shall address the desirability and necessity of Sub-consultant services on the project. Where Sub-consultant services are proposed, the information specified in the Proposed Staffing Plan shall also be furnished for the Sub-consultant firm(s).

Resumes and applicable licenses for the project staff members and/or Sub-consultants showing education, experience relevant to this project and any other substantial documentation must be submitted. Include the number of executive and professional personnel, by skill and qualification, that will be employed. Show the inclusive periods each individual will devote to the project by task. Indicate which of these individuals, by name and title, you consider key to completion of the work.

Schedule of Events

The Consultant shall submit a schedule showing major events and the proposed time-frames required to develop the requested activities and project delivery dates for a **twenty four (24) month** right-of-way acquisition program.

Coordination

The Consultant shall discuss in detail the manner in which proper coordination and information exchange will be guaranteed between MDOT and the Consultant.

Quality Control

The Consultant shall describe and demonstrate its quality control program, namely the policies and procedures followed to assure a complete, accurate, and quality product.

Other Appropriate Data

Other data demonstrating the ability and experience of the Consultant in providing the specified services may be included in the proposal.

Additional Information and Comments

The Consultant shall include any other information that is believed to be pertinent but not specifically requested elsewhere.

Consultant Comments

Any comments the Consultant has concerning the requirements of this RFP or the project to be undertaken shall be made in this section of its proposal. The information in this section is to provide advance notice of a concern of the Consultant.

The Consultant may take exceptions to, or suggest deviations from, the technical and nontechnical portions of the RFP. Descriptions of no more than half page each of each exception and deviation shall be consolidated in the appropriate section of the proposal and cross-referenced to the "Consultant Comments" section.

An exception to a specific item or provision of this RFP implies that the Consultant cannot or does not intend to meet the requirements of that item or provision. An alternate to that item or provision shall be included in the proposal and the exception shall be reflected in the proposal cost estimate. Consultants are advised that their proposal may be rejected as non-responsive upon consideration of the exceptions taken.

A deviation to a specific item or provision in this RFP is a suggested change that in the Consultant's opinion would enhance their ability to perform the work and/or would provide a benefit to the project. Each proposed deviation shall be noted in the appropriate section(s) of the proposal, as well as cross-referenced to the "Consultant Comments" section, and shall adequately and concisely describe its advantages and/or other reasons it is proposed. Deviations may be items of negotiation during the negotiation process with the Consultant.

Cost and Price Analysis

All rates quoted in Consultant's response to this RFP will be firm for the duration of the contract. No price changes will be permitted.

Separation of Approval Authority

All computations which determine compensation for owners or displacees shall be approved by MDOT Project Manager.

Extra Work

For each unit task, please indicate in the format presented below, a price per item or hourly rate that would be charged for extra work that may be required, but that does not involve an entire parcel package. These figures will not be used in calculating the Consultant’s bid.

Extra items per function to be used for extra work.	(Not to exceed)
Preliminary Interview	_____
Appraisal Scope of Work	_____
Appraisal	
Vacant Property Before and After	_____
Improved Property Before and After	_____
Fixtures	_____
Form Appraisal (URAR)	_____
Appraisal Review	
Vacant Property	_____
Improved Property	_____
Market Study	_____
Acquisition	_____
Vacant Property	_____
Improved Property	_____
Relocation Determination	_____
Relocation Business	_____
Relocation Residential	_____
Relocation Appeals	_____
Rights of Entry	_____
Coordination with Demolition Consultants (hourly)	_____
Coordination with Survey Consultants (hourly)	_____
Coordination with Title Search Consultants (hourly)	_____
Coordination with Closing Consultants (hourly)	_____
Coordination with Environmental Consultants (hourly)	_____
Coordination with General Engineering Consultants (hourly)	_____
Coordination with Title Insurance Company and Escrow Service Companies (hourly)	_____
Coordination with Special Attorney General (hourly)	_____
Testimony (hourly)	_____
Other Real Estate Services (hourly)	_____
Computerized Real Estate Tracking System	_____
Security (hourly)	_____

Quality Assurance Plan

The Consultant shall furnish a Quality Assurance Plan draft to the MDOT Project Manager. The Quality Assurance Plan shall detail the procedures, evaluation criteria, and instruction to the Consultant organization to assure conformance with the contract. The Consultant shall submit a Final Quality Assurance Plan within thirty (30) days of receiving award of a contract. Unless specifically waived, no payment shall be made until the Consultant's Final Quality Assurance Plan is approved by MDOT.

Significant changes to the work requirements may require the Consultant to revise the Quality Assurance Plan. It shall be the responsibility of the Consultant to keep the plan current with the work requirements. The Plan shall include, but not be limited to, the following areas:

- a. Organization - A description is required of the Consultant's Quality Control Organization and its functional relationship to the part of the organization performing the work under the contract. The authority, autonomy and responsibilities of the quality assurance organization shall be detailed as well as the names and qualifications of personnel in the quality control organization.
- b. Quality Reviews - The Consultant's quality assurance methods used to monitor and assure compliance of his organization with the contract requirements for services and products shall be detailed.
- c. Quality Records - The types of records which will be generated and maintained by the Consultant during the execution of his Quality Assurance Program shall be outlined.

PART II- COMPENSATION (BID SHEET):

Required compensation information must be presented in a separate document from Part I of the Evaluation. This will ensure that pricing of all proposals will be evaluated separately from the technical review for understanding of the assignment and experience of staff. Complete the attached bid sheet and present in a separate document.

CRITERIA FOR SELECTION:

Responses to this RFP will be evaluated based upon a Three-Step selection process described in the following section. The award recommendation will be made based on the highest total point score for the responsive and responsible Consultant. This will provide for the selection of the Consultant which provides the best value for the goods/services offered; the quality of the services to be supplied; their conformity with the specifications; their suitability to the requirements of MDOT, and with the delivery terms being taken into consideration.

Step I - Evaluation of the Written Proposal

95 Points Total

Out of a total maximum possible score in Step I of 95 points, a minimum of 70 points are necessary for a Consultant to be further considered for award under Step II below.

Demonstrated Knowledge of Scope of Service and Innovations - 40 Points

Proposed Project Approach: Describe the understanding of the service, innovations, or other issues you intend to propose. This information is to be based on the Scope of Service.

Consultant should provide the following:

- (i) A narrative that illustrates an understanding of the MDOT's requirements and services.
- (ii) A description of the general approach and methodology that the Consultant would take in performing the services including specifications and requirements;
- (iii) A narrative that illustrates how the Consultant will complete the Scope of Service, manage the Services, and accomplish required objectives within the MDOT's schedules;
- (iv) A description of the standards to be met by the Consultant in providing the services;
- (v) Your corporate philosophy, your vision for future enhancements, new technologies, expandable services;
- (vi) Consultant should provide details of how they intend to manage data electronically.
- (vii) A narrative that demonstrates an ability to meet a deadline;
- (viii) A narrative that demonstrates continuity or replacement of Consultant.

Project Approach for Management, Execution of the Work, Schedule, and Cost Control

The proposal shall address the firm's approach to providing the Services to meet MDOT's purpose and goals of the Project to include the following elements:

- Management: Describe your firm's working relationships with citizens, and other interested parties and how your firm intends to mitigate conflicts.
- Execution of the Work: Describe your firm's proposed method and processes to ensure that the transition and delivery of the Services run smoothly.
- Schedule: Describe your firm's approach to manage the schedule for all work and services required and how to ensure those schedule milestones are met.
- Cost Control: Describe your firm's general approach to managing cost, including but not limited to, the fees and/or pricing requested as part of this RFP.
- Availability of a comprehensive database and use of technology.
- Include any work item that you believe should be added to the Scope of Service, or any work item that is in the current Scope of Service which you believe should be altered.

Qualifications of Team - 30 Points

The scoring for qualifications of team scoring will be one score based on the following information:

- The proposal shall consist of a concise description of the company, including origin, state of incorporation, background, current size (both financially and staffing), general organization and current experience. (Experiences should be descriptive in how it is similar in size and/or scope to the Services required herein and your firm's successful approach to delivering those Services.)
- Structure of the Project Team (Personnel and Roles)-Describe the structure of the project team including the roles of all key personnel and Sub-consultants. For each Sub Consultant/ vendor, describe role in service and include what percent of the named role that the Sub Consultant/vendor is expected to provide.

Staff Service Experience – Provide resumes for each of the key staff of the prime and Sub Consultant/vendors. The format is shown in the Consultant Selection Guidelines (see page 14 and follow link to Form 1242). The resume is limited to two (2) pages per key staff member. The Consultant must assign team members to the Project that are knowledgeable, experienced and able to demonstrate experience in all phases of the acquisition of large amounts of right-of-way according to applicable Uniform Act and state / local regulations.

Past Performance - 15 Points

Provide a list and description of projects that demonstrate specific qualifications and experience similar in size and Scope of Service with MDOT, local governments, federal government and/or other state governments.

MDOT will review relevant performance evaluations for the past three (3) years for prime. If the Consultant has not previously worked for MDOT or has only had a few service opportunities that have been evaluated, this area can be used to provide other references for the Selection Team to contact. These references would be in addition to references provided in the resumes requested in subsection 2- “Qualifications of Team” above, and limited to work completed in the past three (3) years.

Quality Assurance/ Quality Control Process - 10 Points

Outline plan for this service including background information of selected manager for this service. Person performing the quality control review must have extensive experience/knowledge with federally funded land acquisition standards and practices.

Step II - Oral Interview

20 Points Total

A minimum of 15 points are necessary for a Consultant to advance to Step III. For Consultants scoring 15 points or more, their score will be added to the score from Step I.

Consultant and key staff must be in attendance but no more than five members may be present.

The Consultant will be evaluated on the Consultants understanding of the scope of the project; staffing plan and staff qualifications; Consultants Project Manager and MDOT Project Manager interaction; dedicated hours of the staff; quality assurance plan and any savings in time addressed. In addition, MDOT may provide a list of questions and or issues that the Consultant must address at the oral presentation.

A Consultant’s refusal to attend such interviews will be deemed as submitting a non-responsive proposal.

Step III - Price Analysis

40 Points Total

The lowest bid will receive 40 points and the other bids will receive progressively lower points based on a percentage formula. (Lowest Bid divided by Bid multiplied by 40) = Score. These points shall be added to the scores from Step I and Step II.

REQUIRED CONSULTANT INFORMATION:

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the respondent from further participation in this RFP.

CONSULTANT NAME AND ADDRESS: Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address.

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

ORGANIZATION AND YEAR: Please provide the legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the respondent and the year the entity was established.

Status:		Year:
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RFP CONTACT: Please provide the following information of the respondent's RFP contact:

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

LENGTH OF PROJECT PENALTY CLAUSE:

Time being of the essence, the Consultant agrees to proceed with the work hereunder in such sequence and orders as presented in this proposal and will furnish and deliver said work covering the entire project within **twenty-four (24) months** after written notice to proceed has been given by MDOT.

If this contract is not completed by the due date, a penalty of **2%** per work week against the total contract bid amount for each week that the contract is not complete will be assessed to the Consultant.

Signed at _____, this ____ day of _____.

NAME OF FIRM

By

Title:

CONSULTANT BID SHEET - UNIT PRICE

REVISED

This bid sheet is required with the response to the Request for Proposal (RFP). All entries on this page must be handwritten in ink or computer generated. Compensation for this project shall be on a **Unit Price** basis.

Priced proposal costs will be required after selection, in accordance with MDOT's Priced Proposal Guidelines which can be found on the MDOT web page under [Vendor/Consultant Services](#). Payment to the Consultant for services rendered shall not exceed the total units assigned multiplied by per unit rate plus approved extra work. ***The unit numbers are for bidding purposes only. The actual number will be provided at a later date.**

Note: MDOT reserves the right to reject any or all bids.

PROJECT DESCRIPTION: NTC Property Acquisition Bid Sheet – Revised 01/06/2014
Revised 1/30/2015

UNIT DESCRIPTION (Pay Items)	QUANTITY (Estimated Units)	UNIT PRICE	TOTAL
Acquisition of a vacant residential parcel	#(*80)	_____	_____
Acquisition of a vacant commercial parcel	#(*30)	_____	_____
Acquisition of a vacant industrial parcel	#(* 30)	_____	_____
Acquisition of an improved occupied residential parcel including one relocation	#(*150)	_____	_____
Additional relocations	#(*)	_____	_____
Acquisition of an improved occupied commercial parcel including one relocation	#(*10)	_____	_____
Additional relocations	#(*)	_____	_____
Acquisition of an improved occupied industrial parcel including one relocation	#(*10)	_____	_____
Additional relocations	#(*)	_____	_____
Computerized Real Estate Tracking System		_____	_____

TOTAL BID PRICE:
(All Unit Prices for Project)

\$ _____

Legal Business Name:	
Consultants Authorized Legal Signer:	
Consultant Address:	
Date:	

Payment will be made to the Consultant as follows:

Vacant Parcels

10% upon valuation

15% when optioned

75% when parcel is complete and turned in

~~Improved~~ **Occupied** Parcels with relocation:

10% upon valuation

15% when optioned

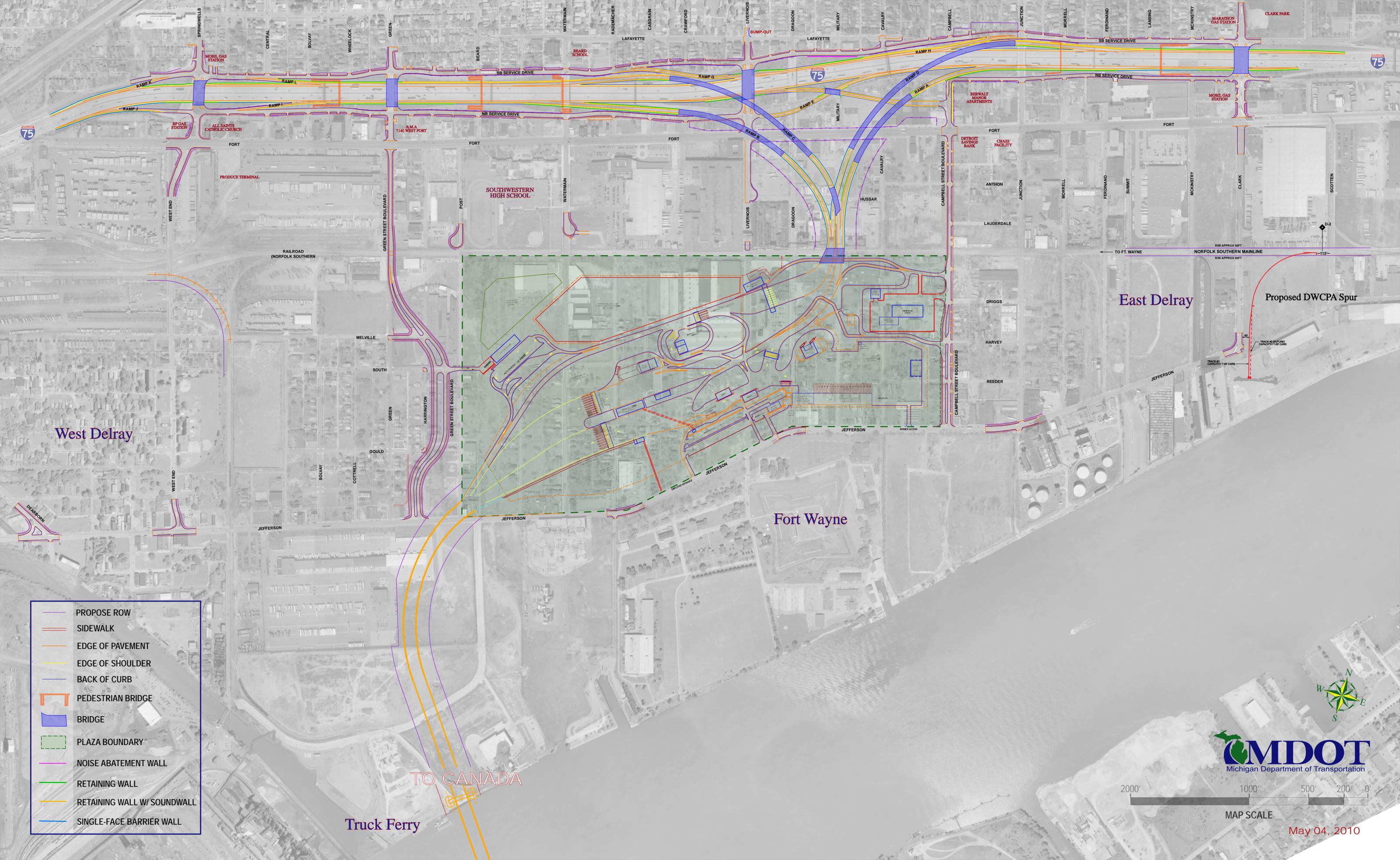
50% when turned in

25% when relocation is completed

Parcels that are turned in for condemnation:

10% upon valuation

65% when turned in for condemnation



West Delay

East Delay

Fort Wayne

Truck Ferry

TO CANADA

Proposed DWCPA Spur

- PROPOSE ROW
- SIDEWALK
- EDGE OF PAVEMENT
- EDGE OF SHOULDER
- BACK OF CURB
- ▭ PEDESTRIAN BRIDGE
- ▭ BRIDGE
- - - PLAZA BOUNDARY
- NOISE ABATEMENT WALL
- RETAINING WALL
- RETAINING WALL W/ SOUNDWALL
- SINGLE-FACE BARRIER WALL



MAP SCALE

May 04, 2010

CONSULTANT BID SHEET - UNIT PRICE

REVISED

This bid sheet is required with the response to the Request for Proposal (RFP). All entries on this page must be handwritten in ink or computer generated. Compensation for this project shall be on a **Unit Price** basis.

Priced proposal costs will be required after selection, in accordance with MDOT's Priced Proposal Guidelines which can be found on the MDOT web page under [Vendor/Consultant Services](#). Payment to the Consultant for services rendered shall not exceed the total units assigned multiplied by per unit rate plus approved extra work. ***The unit numbers are for bidding purposes only. The actual number will be provided at a later date.**

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Acquisition of a vacant industrial parcel	#(* 30)	_____	_____
Acquisition of an improved occupied residential parcel including one relocation	#(*150)	_____	_____
Additional relocations	#(*)	_____	_____
Acquisition of an improved occupied commercial parcel including one relocation	#(*10)	_____	_____
Additional relocations	#(*)	_____	_____
Acquisition of an improved occupied industrial parcel including one relocation	#(*10)	_____	_____
Additional relocations	#(*)	_____	_____
Computerized Real Estate Tracking System		_____	_____

TOTAL BID PRICE:
(All Unit Prices for Project)

\$ _____

Legal Business Name:	
Consultants Authorized Legal Signer:	
Consultant Address:	
Date:	

Payment will be made to the Consultant as follows:

Vacant Parcels

10% upon valuation

15% when optioned

75% when parcel is complete and turned in

~~Improved~~ **Occupied** Parcels with relocation:

10% upon valuation

15% when optioned

50% when turned in

25% when relocation is completed

Parcels that are turned in for condemnation:

10% upon valuation

65% when turned in for condemnation