

# Illinois Department of Transportation

## Advertisement for Land Acquisition Services

---

Project Reference # DOT11-LAC-D7-01  
District District 7  
Advertisement Date May 27, 2011  
Contract Duration 24 Months  
DBE Participation 0%  
Subcontracting Yes  
Joint Ventures Yes  
Estimated Cost \$200,000.00  
Number of Contracts to be Awarded 1  
Option to Renew No

Consultant Presentation NOT Required to make a presentation of the PROPOSAL.

Consultant Conference

Date June 6, 2011  
Time 1:00 PM  
Location Room 214 Central Office  
Address 2300 South Dirksen Parkway  
City/State/Zip Springfield / IL / 62764

Date Proposal Due June 17, 2011

Time Proposal Due 1:00 PM

### **SCOPE OF SERVICES**

### **APPRAISALS**

The Appraiser shall be on the DEPARTMENT'S Fee Appraiser list in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM).

Determinations of fair market value performed by the Appraiser shall be in accordance with the LAPPM.

The Appraiser shall make a detailed inspection of the properties and make such investigations and studies as are necessary to derive sound conclusions for the preparation of appraisal reports.

# Illinois Department of Transportation

## Advertisement for Land Acquisition Services

---

Valuations shall be prepared as outlined in the LAPPM. The format to be used shall be one of the following types as described in the LAPPM:

- Non-Complex Appraisal Report
- Complex Appraisal Report

The Appraiser is to determine which type of appraisal format should be used for each parcel and obtain the DEPARTMENT'S concurrence.

Property needed shall be acquired by fee simple, dedication, permanent easement, temporary use permit, or temporary easement as determined and shown on the right of way plan furnished by the DEPARTMENT.

It may be necessary for a completed appraisal to be updated for condemnation purposes or revised due to a change in the ROW plat or due to new information provided by the DEPARTMENT. These updates or revisions will be assigned to the Appraiser in a separate work order as the need arises. An Appraiser's revision of the appraisal due to the Review Appraiser's comments or corrections does not constitute an update or revision that would necessitate a separate work order.

On parcels that require the acquisition of a residence, it may be necessary for the Appraiser to perform an additional analysis to determine an allocated value for the residence and home site as separate from the whole parcel to be acquired. This would be needed for relocation purposes and is not to be included in the appraisal report. The cost for the additional appraisal analysis will be included in the hourly price established in the work order for that appraisal.

The Appraiser shall prepare a comparable sales brochure in accordance with the LAPPM for each project and as directed by the DEPARTMENT.

The Appraiser shall prepare grids that compare comparable sales to the subject parcel.

The Appraiser shall include land and improvement allocations in the comparable sales data section of all appraisals.

The Appraiser shall provide vacant land sales data for waiver valuations in order to validate land compensation estimates.

The Non-complex Appraisal Report and Complex Appraisal Report, and an updated or revised appraisal report, shall be deemed complete when an acceptable appraisal report is submitted by the CONSULTANT and approved by the DEPARTMENT.

Each Non-complex Appraisal Report shall be paid for at the Contract hourly price for NON-COMPLEX APPRAISAL.

# Illinois Department of Transportation

## Advertisement for Land Acquisition Services

---

Each Complex Appraisal Report shall be paid for at the Contract hourly price for COMPLEX APPRAISAL.

Each Updated Appraisal or Revised Appraisal for either a Non-Complex or Complex Appraisal shall be paid for at the Contract hourly price for UPDATE OR REVISIONS TO NON-COMPLEX APPRAISAL OR COMPLEX APPRAISAL.

Appearances in court and/or pretrial conferences, which include depositions and preparation time for depositions and court, may be required for the appraisal services requested herein. The time spent at such appearance or appearances shall be made upon request of the DEPARTMENT or its trial counsel and shall be paid for at the Contract hourly price for COURT APPEARANCE.

### **REVIEW APPRAISALS**

The Review Appraiser shall be on the Department's Fee Review Appraiser list in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM).

All appraisals, except those prepared for the legislative disposal of excess land or rights in land in excess of \$5,000, must be reviewed and certified by a Review Appraiser. Appraisal reviews performed by the Review Appraiser must be in accordance with the LAPPM. It is the Review Appraiser's responsibility to ensure that all items affecting the value of the property have been considered in the appraisal. A study of the comparable sales brochure is considered as part of the appraisal review.

The Review Appraiser must complete an Appraisal Review Certification for all appraisal reviews.

It may be necessary for a completed appraisal review to be updated due to a change in the ROW plat or due to new information provided by the DEPARTMENT. These updates or revisions will be assigned to the CONSULTANT in a separate work order as the need arises. A Review Appraiser's second or other subsequent review of an appraisal, rewritten by the appraiser due to the Review Appraiser's comments or corrections, does not constitute an update or revision to the appraisal review that would necessitate a separate work order.

The Appraisal Review for the Non-complex Appraisal Report and Complex Appraisal Report, and an updated or revised appraisal review, shall be deemed complete when an acceptable Appraisal Review is submitted by the CONSULTANT and approved by the DEPARTMENT.

# Illinois Department of Transportation

## Advertisement for Land Acquisition Services

---

Each appraisal review shall be paid for at the Contract hourly price for APPRAISAL REVIEW FOR NON-COMPLEX APPRAISAL or APPRAISAL REVIEW FOR COMPLEX APPRAISAL.

Each updated appraisal review or revised appraisal review for either a Non-Complex or a Complex Appraisal shall be paid for at the Contract hourly price for UPDATE OR REVISION TO APPRAISAL REVIEW FOR NON-COMPLEX OR COMPLEX APPRAISAL.

Appearances in court and/or pretrial conferences, which include depositions, may be required for the review appraisal services requested herein. The time spent at such appearance or appearances shall be made upon request of the DEPARTMENT or its trial counsel and shall be paid for at the Contract hourly price for COURT APPEARANCE.

### WAIVER VALUATION

Waiver Valuations shall be prepared as outlined in the Appraisal and Appraisal Review chapter of the Land Acquisition Policies and Procedures Manual (LAPPM). The format to be used shall be as described in the LAPPM.

The Waiver Valuations problem is not complex. A minimal inspection is necessary only to the level of consideration of all compensable items which are impacted and any minor damages caused.

The Waiver Valuation, and an updated or revised Waiver Valuation, shall be deemed complete when an acceptable Waiver Valuation report is submitted by the CONSULTANT and approved by the DEPARTMENT.

Each Waiver Valuation shall be paid for at the Contract hourly price for WAIVER VALUATION.

Each Updated Waiver Valuation or Revised Waiver Valuation shall be paid for at the Contract hourly price for UPDATE OR REVISION TO WAIVER VALUATION.

# Illinois Department of Transportation

## Advertisement for Land Acquisition Services

---

### **NEGOTIATIONS**

The Negotiator shall be on the Department's Fee Negotiator's list in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM).

The Negotiator is responsible for all land acquisition negotiations conducted under this Contract for assigned projects. Negotiations shall be in accordance with the LAPPM. The negotiator shall:

- Be the DEPARTMENT'S representative to the property owner.
- Work with the Project Manager to receive and understand the scope of work for each work order and the associated deadlines/time frames involved.
- Establish schedules for each activity and report the progress to the Project Manager to assure a quality product.
- Assure that the deadlines assigned are met.
- Maintain channels of communication.
- Provide a quality product.

Before the initiation of negotiations for each parcel, the DEPARTMENT must approve the amount of just compensation. The Negotiator shall be required to personally contact the property owner a minimum of three times before determination that the acquisition of the parcel cannot be successfully negotiated. One of the three minimum contacts shall be made in person unless otherwise directed by the District Land Acquisition Office. The Negotiator should exceed the minimum number of contacts on most parcels before recommending that the parcel proceed to eminent domain action. The Negotiator shall fully document on an ongoing basis all efforts made to acquire the parcel in the negotiator's report.

The Negotiator may recommend administrative settlements as outlined in the LAPPM. Administrative settlements will be determined by the DEPARTMENT on an individual parcel basis.

In the event the Negotiator, after having made every reasonable effort to negotiate with the owner of a parcel, is unable to obtain all the required documents, the Negotiator shall prepare and submit a written copy of the Negotiator's Report completed to date with the names and addresses of all interested parties. If necessary, the Negotiator's written report shall include a recommendation for further action. Even though eminent domain action may be in process, the Negotiator will be required to make continued efforts to settle until the actual filing date of the petition to condemn the parcel. Any additional work required to obtain title approval does not constitute an update or revision that would necessitate a separate work order.

The negotiation for a parcel will be deemed complete when all required documents necessary to obtain title approval are submitted and approved by the DEPARTMENT. If

# Illinois Department of Transportation

## Advertisement for Land Acquisition Services

---

a negotiated settlement cannot be reached, the negotiation for a parcel will be deemed complete when the documentation for eminent domain action is submitted and approved by the DEPARTMENT, and the complaint is filed.

Each parcel negotiated by the CONSULTANT shall be paid for at the Contract hourly price for NEGOTIATION.

Each Updated Negotiation or Revised Negotiation shall be paid for at the Contract hourly price for UPDATE OR REVISION TO NEGOTIATION. An updated negotiation or revised negotiation is defined as additional negotiation work requested by the DEPARTMENT due to new parcel information supplied by the DEPARTMENT to the CONSULTANT after first contact with the property owner. New parcel information could include, but is not limited to, significant changes in the area of the acquisition; updated (and modified) appraisal amounts that require revised negotiation documents; updated (and modified) title information that requires negotiations with additional property owner(s). Any additional work required to obtain title approval does not constitute an update or revision that would necessitate a separate work order.

Appearances in court and/or pretrial conferences, which include depositions, may be required for the negotiation services requested herein. The time spent at such appearance or appearances shall be made upon request of the DEPARTMENT or its trial counsel and shall be paid for at the Contract hourly price for COURT APPEARANCE.

## **RELOCATIONS**

The Relocation Agent shall be on the Department's Fee Relocation Agent's list in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). Relocation work performed by the Relocation Agent must be in accordance with the LAPPM.

The Relocation Agent shall prepare a relocation plan for the full scope of each project in accordance with Chapter 6 of the LAPPM. All identified relocation units on the project, including advanced acquisitions, must be addressed in the relocation plan. This relocation plan shall be submitted to the District Land Acquisition office for review and approval prior to initiation of negotiations.

It may be necessary for a completed relocation plan to be supplemented due to a change in the DEPARTMENT'S project. These supplements, or relocation plan addenda, will be assigned to the Relocation Agent in a separate work order as the need arises. All relocation plan addenda shall be submitted to the District Land Acquisition office for review and approval prior to initiation of negotiations.

# Illinois Department of Transportation

## Advertisement for Land Acquisition Services

---

The Relocation Agent shall be required to provide relocation assistance, advisory services, and determine the amount of payments to be provided to a displaced person. The Relocation Agent shall submit all computations for replacement housing payments and requests for housing of last resort payment to the District Land Acquisition office for review and approval prior to initiation of negotiations.

The Relocation Agent shall be required to personally contact the property owner or occupant at the onset of the relocation process, present the appropriate informational letter, and provide information about the relocation advisory assistance and payments that will be made available to them. The Relocation Agent is required to remain in continual personal contact with the displaced person throughout the relocation process to assist in their relocation. A log of each contact will be maintained on an ongoing basis as part of the Relocation Assistance Unit Record.

All relocation claims, along with their necessary supporting documentation, shall be submitted to the District Land Acquisition office for review and final approval.

The Relocation Agent shall maintain an accurate and up-to-date file for each relocation unit, including moving expense records, replacement housing payment records, all relevant correspondence and the Relocation Assistance Unit Record. This file will be provided to the DEPARTMENT upon completion of the relocation for that unit.

The Relocation Agent shall forward all written requests for review of disputed relocation claims to the District Regional Engineer.

The Relocation Plan and Relocation Plan Addendum shall be deemed complete when an acceptable Relocation Plan or Relocation Plan Addendum is submitted and approved.

The Residential and Non-Residential Relocation activities shall be deemed complete when the subject property is vacated and able to be utilized for construction of the project, and the displaced person has received all payments.

Each Residential Unit relocated by the CONSULTANT shall be paid for at the Contract hourly price for RESIDENTIAL RELOCATION UNIT. Each Non-Residential unit relocated by the CONSULTANT shall be paid for at the Contract hourly price for NON-RESIDENTIAL RELOCATION. Payment for work completed will be made in accordance with the milestones specified in each work order.

Each Relocation Plan prepared by the CONSULTANT shall be paid for at the Contract hourly price each for RELOCATION PLAN. Each Relocation Plan Addendum prepared by the CONSULTANT shall be paid for at the Contract hourly price each for RELOCATION PLAN ADDENDUM.

# Illinois Department of Transportation

## Advertisement for Land Acquisition Services

---

Appearances in court and/or pretrial conferences, which include depositions, may be required for the relocation services requested herein. The time spent at such appearance or appearances shall be made upon request of the DEPARTMENT or its trial counsel and shall be paid for at the Contract hourly price for COURT APPEARANCE.

### EVALUATIONS OF PROPOSALS BASED ON THE FOLLOWING

Specific weighting of the elements of responsiveness are as follows:

<b>ELEMENT</b>	<b>WEIGHTS</b>
Appraisals	30%
Review Appraisals	15%
Waiver Valuation	10%
Negotiations	30%
Relocations	15%

### BIDDING INFORMATION

The Illinois Department of Transportation is requesting proposals from responsible consultants to meet the State's needs. If you are interested and able to meet these requirements, please submit a proposal.

For information to submit a proposal proceed to the following address:

<http://www.dot.il.gov/landacq/preface.html>