

REQUEST FOR INFORMATION (RFI)

For

**Land Acquisition Services
Illinois Department of Transportation,
Division of Highways**

Information Due Date: Wednesday, October 24, 2007

Information Due Time: 1:00 p.m. Local Time

<p>Questions regarding general Request For Information (RFI) procedures should be directed to:</p> <p>Dennis Hollahan Illinois Department of Transportation Bureau of Land Acquisition 2300 S. Dirksen Parkway – Room 210 Springfield, Illinois 62764 Phone: 217/785-2344 Fax: 217/782-3813 E-Mail: dennis.hollahan@illinois.gov</p>	<p>Send or deliver six (6) copies of your Request for Information (RFI) response by the due date and time to:</p> <p>Richard Hunter Illinois Department of Transportation Bureau of Land Acquisition 2300 S. Dirksen Parkway – Room 210 Springfield, Illinois 62764</p> <p>A public opening of all information will be conducted at this address on the date and time the information is due.</p>
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Vendor Company Name

Address

City, State, Zip

Vendor Representative Name

Telephone number and e-mail address

Vendor Representative Signature

REQUEST FOR INFORMATION (RFI)

Introduction

The Illinois Department of Transportation (Department) would like to thank you in advance for reviewing this Request for Information (RFI) and assisting us in this effort. We intend to use the information you supply us for planning purposes and to help us decide the best approaches to future Requests for Proposals (RFP) for the services described herein.

Background

The Illinois Department of Transportation, Division of Highways, is currently making an assessment of its capacity to acquire right of way for current and future highway projects. Like many state transportation departments the reduction in the number of in-house right of way specialists has led to increased need for private vendor services. We do not see this trend changing in our future.

Our challenge is finding sufficient vendor expertise with the capacity to deliver future right of way projects. It is our present assessment that more private support is needed and we must expand the number of qualified providers in order to meet that need.

Department Land Acquisition Policies and Procedures are available for review in providing responses to this RFI at

<http://www.dot.il.gov/landacq/lamannual/toc/LandAcTOC.pdf>

Recent department Requests for Proposal for private vendor services for land acquisition can be reviewed at <http://www.dot.il.gov/desenv/inviteforbid.html>

The department's current published FY 2008-2013 Proposed Highway Improvement Program can be viewed at <http://www.dot.il.gov/hip0813/hwyimprov.html>

Purpose

The purpose of this RFI is to gauge industry interest in the services described herein and to receive feedback in regard to the department both expanding and reorganizing its methods for contracting critical parts of its highway right of way procurement processes. Right of way acquisition is a vital step in the process of delivering the state's highway improvement program. It is the department's hope that by engaging private vendor services through this RFI we can better develop vendor partnerships that ensure the ability to acquire necessary right of way in a timely manner regardless of the program size.

The department further recognizes that there are a number of firms providing highway right of way services in other states that are not currently performing work in Illinois. We hope this RFI affords all respondents an opportunity to present input regarding how the services detailed herein might be performed.

Confidentiality

All information included in any response to this RFI will be kept confidential by the Department to the extent permitted by law.

Cost of Response Preparation

Please note that the department cannot reimburse RFI respondents for any expenses associated with responding to this RFI, but we sincerely appreciate your efforts and very much value your input.

Response Format

Cover Page to include:

Vendor Name

Vendor Address

Name and Contact Information for Vendor Representative including:

- Telephone number
- e-mail address
- Signature of Vendor Representative

Response to RFI items in numerical order followed by any additional comments or suggestions

Brochures, project descriptions and other pertinent literature or similar information

Please note: Select vendors may be requested to make oral presentations to and participate in questions and answer sessions with a task group of department personnel reviewing department right of way acquisition strategies.

RFI Questionnaire

The department subdivides right of way activities into the following areas of work.

- Right of Way Engineering (including the preparation of surveys, plats and plans)
- Appraisal, Appraisal Review and Waiver Valuations
- Specialty Reports including specialty damage assessments and cost to cure analysis
- Negotiation and purchase payments for all property acquisitions
- Condemnation Support (The Illinois Attorney General represents the department in eminent domain litigation with supporting testimony from department experts.)
- Relocation Assistance and Payments

- Property Management (including preconstruction management and disposal of excess lands)
- Administrative and data management

Please review the following list of questions and respond to each as completely as possible.

1. For each of the right of way activities listed above, describe the type of experience a vendor should have for performing this work for state highway agencies?
2. What vendor qualifications do you believe are most critical to successfully performing this work?
3. How should compensation be determined and paid for vendors providing management services? When work is performed a full-time basis? Part-time basis? Examples would be appreciated.
4. The department is considering out-sourcing complete responsibility for delivering parts of its right of way program in selected geographic areas. That would include most right of way functions for all projects in a given highway program. What capabilities must a vendor have to provide these services? How can this best be accomplished? Examples would be appreciated.
5. The department requires both private vendor services with the technical skills associated with the specific functional area of right of way acquisition and comprehensive program management to ensure the State of Illinois has completed acquisition to all needed real estate interests prior to award of any highway construction contract. Meeting construction project letting schedules is a critical responsibility of all personnel engaged in this work. Given this responsibility, are you aware of alternative approaches to out-sourced or privatized right of way acquisitions? Examples or additional suggestions would be appreciated.
6. What level of work described in dollars over a fixed time frame or person hours over a fixed time frame do you believe would be required for a vendor to establish and perform right of way work, including work described in item #4 above, in Illinois?
7. If you are familiar with previous RFP solicitations from the department for this type of work, please suggest changes or improvements to the scope of services that would result in improved service at a competitive price.
8. Additional comments or suggestions would be appreciated.