

**LAND ACQUISITION VENDORS CONFERENCE  
OCTOBER 17, 2011  
HARRY HANLEY BUILDING  
SPRINGFIELD, ILLINOIS**

**MINUTES**

Meeting held on October 17, 2011 at 1:00 p.m. in the auditorium of the Harry Hanley Building, Springfield, Illinois.

The meeting is being held to talk about the current RFP for Districts 4, 5, 6, 7, 8 and Bureau of High Speed Rail. Representatives of all were present (Jennifer Earleywine, Dave Baylor, Laura Mlacnik, Greg Jamerson, Mike Myler and Mike Garcia) along with representatives from CBLA (Cheryl Cathey, Steve Warren, Rita Williams and Jodi Griffel).

Ms. Cathey started the meeting by stating the meeting minutes and sign in sheet will be emailed to all that are present. She also stated vendors could ask any questions related to the RFP's today, but after today only those questions regarding the process can be asked (i.e., how to submit). Electronic submittals are due to Central Office on October 31, 2011 at 1:00 p.m. Any proposal received after that date and time will not be considered. Only three files for each RFP should be submitted. They are:

1. Costs
2. Disclosures
3. Proposals

All notices are on IDOT's web page. An Addendum went out on Friday, October 14, 2011.

Proposals will be reviewed favorably which contain both agents who have worked on IDOT projects previously, as well as new, approved agents.

**High Speed Rail:** Mike Garcia gave a brief presentation of the scope of services. The Railroad is seeking a firm to manage and acquire the property needed as a result of the new high speed rail project. This property will be for stations and grade crossings (local and state). There will be a new station at Pontiac, Ill.

The selected firm will be required to report as required on ARRA projects.

**Questions of High Speed Rail:** A question was asked about the 30 month duration of the contract. Mike Garcia stated the department is into the first year of this four-year project. All land acquisition will need to fit within that time frame.

Does IDOT have a list of properties needed to be acquired? That list is not complete yet.

When do you anticipate acquisitions to begin? As soon as possible. Still completing NEPA. Acquisitions will begin as soon as possible after NEPA approval.

**Additional Questions Regarding RFP's:** How is the percentage of DBE participation computed? This is set by the Regional Engineer.

Do Districts have an idea of the scope? District 4 stated most of the work they have would be appraisals and negotiations. District 5 stated their work will mostly be appraisals. District 6 stated they have several projects over the next couple of years. They would have approximately 300 parcels over a three to four year period. District 7 stated that the work will mostly comprise of projects that are in their program. District 8 stated they would have approximately 150 parcels in Dupou, Ill., some in the East St. Louis area. Both of the District 8 RFP's include land surveying.

What do the electronic submittals of Disclosures consist of?

1. Disclosures (all documents that are part of the Disclosure form)
2. If submitting more than one proposal, need Prime Disclosure forms for each proposal.

The Financial Capacity information states "upon request." Is this the case? That is correct, only upon request.

Are disclosures needed for the prime and sub consultants? At time of the proposal submittal, the prime shall submit only its own disclosures. If/when selected, the prime is responsible to upload all sub consultant required disclosure forms. All sub consultants are required to be listed on Form LA-RFP-07.

For contracts on Appraisal Management, can the appraisal manager also prepare appraisals? Yes.

It was noted the price sheet for negotiations, specialty reports and land surveying were not included. Central Office has reviewed this and the correct sheets have been added under "Required Proposal Forms" on IDOT's website.

Items the selection committee will be looking at in the proposals:

1. New approved agents
2. DBE participation required or not required

Is IDOT going to continue to send out a reply email stating that the consultants emailed proposal(s) has/have been received? Yes.

Can a DVD with the proposal on it be mailed instead of submitting by email? No.

Does IDOT create hard copies of the proposals for the selection committee? No.

When will the selection be made? Not sure as it is dependent on the selection committee's respective schedules. Hopefully by the end of the year.

**Note:** Section 1.03 of "REQUIREMENTS FOR SUBMITTING PROPOSAL FOR LAND ACQUISITION SERVICES" on our Outsourcing for Land Acquisition Services web site states that when the advertisement for a project specifies a Consultant Conference, attendance at the Consultant Conference is mandatory. The advertisements were posted without clearly stating that attendance was mandatory. Therefore, proposals will be accepted from non-attendees for these advertisements. Advertisements in the future will clearly state that attendance at the consultant conference is mandatory.

**SIGN IN SHEET**  
**October 17, 2011**

**DISTRICT 4 DOT12-LAC-D4-01**  
**DISTRICT 5 DOT12-LAC-D5-01**  
**DISTRICT 6 DOT12-LAC-D6-01, DOT12-LAC-D6-02**  
**DISTRICT 7 DOT12-LAC-D7-01**  
**DISTRICT 8 DOT12-LAC-D8-01**  
**HIGH SPEED RAIL DOT12-LAC-HSR-01**

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