

**Missouri Department of Transportation**  
*Patrick K. McKenna, Director*

1.888.ASK MODOT (275.6636)

September 27, 2019

Dear Consultant:

The Missouri Highways and Transportation Commission is requesting the services of a consulting firm to perform the described right of way services for the project included on the attached list.

Please note this RFQ (Request for Qualifications) solicitation is based on qualifications only. Each submittal will be reviewed and rated according to the firms qualifications as outlined in this document. No bid for cost of services should be included with this RFQ.

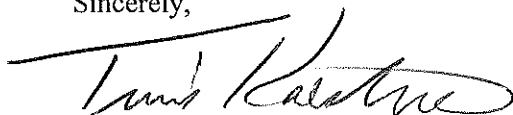
Once consultants are rated and considered as "qualified", a detailed scope of services and set of plans will be provided to the qualified firms to prepare a cost of services. A firm will be selected to enter into a Memorandum of Understanding with the Missouri Department of Transportation for the specified services based on their qualification rating and cost.

If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than three pages. This letter should include a statement to indicate your firm's understanding of the project. It should also include any other information which might help us in the selection process, including key personnel you would assign to the project and the backgrounds of those individuals, and any sub-consultants you would propose to use, and an indication of your firm's approach to promoting and developing a diverse workforce. MoDOT is committed to reflecting the diversity of the communities we serve and we expect our partners to do the same. We will utilize the consultant information already on file so we will not need a lengthy submittal of other general company information. In addition, please attach one page with detailed information on similar projects that your key personnel have worked on. Indicate the role your key personnel played in the projects and include reference contact information.

MoDOT will evaluate firms based on: Project Understanding & Innovation, Past Performance, Qualifications of Personnel Assigned, General Experience of Firm, Familiarity/Capability, Accessibility of Firm & Staff and cost associated with defined services outline in the Scope of Services. Firm's not providing a response on approach to workforce diversity will be considered non-responsive to this solicitation

We request all letters be received by 3:00 pm, October 16, 2019 at the appropriate office. All participants will be notified by letter of the results of the RFQ before October 31, 2019.

Sincerely,



Travis Koestner, P.E.  
State Design Engineer

## **DISTRICT OFFICES**

Northeast District  
Paula Gough, P.E., District Engineer  
Missouri Department of Transportation  
1711 S Highway 61,  
Hannibal, MO 63401

Contact  
Holly Thronson  
573-248-2498  
[Holly.Thronson@modot.mo.gov](mailto:Holly.Thronson@modot.mo.gov)  
Email responses are encouraged

**Northeast District**

<b>Northeast District, Business Route 63/Baltimore, Adair County</b>	
<b>Job No:</b>	J2P2215
<b>Location:</b>	Business Route 63/Baltimore in Kirksville, Adair County from Route 6 south junction (Illinois Street) to Patterson Street
<b>Proposed Improvement:</b>	<p>This project will provide for Right of Way (ROW) and Relocation Services outlined more specifically in the Scope of Services. The successful Offeror agrees to provide to MHTC ROW and Relocation services for Project J2P2215, Kirksville, Adair County, Missouri includes pavement improvement and upgrade of sidewalks to comply with the ADA Transition Plan along Business Route 63/Baltimore in Adair County from Route 6 south junction (Illinois Street) to Patterson Street. The project has a ROW acquisition estimate of \$403,000.00. It is anticipated that project acquisitions will begin in January 2020. ROW clearance in October 2020 and project letting in January 2021. Construction of the project is anticipated to begin in the spring of 2021 and run through the fall of 2021. The ROW consulting firm will supplement MoDOT's staff and provide the necessary services to continue the Missouri Department of Transportations ROW needs for this ongoing project when staff is unavailable. Task orders will be at the discretion of MoDOT's ROW Manager. The specific services required for this project will cover the range of those typically provided by a full-service land acquisition and relocation assistance consultant. Some tasks listed herein may be unnecessary, and, if necessary, others of a more specialized nature may be added.</p> <p>The Offerors agree to perform specific services within the above stated scope of work to include, but not be limited to the following:</p> <ol style="list-style-type: none"> <li>1. Public Involvement. The selected consultant, with the assistance and guidance of MoDOT, may be required to provide all necessary handouts/graphics and attend informational presentations regarding ROW procedures provided</li> </ol>

by MoDOT, at formal public hearings, or at one (or more) separate public meetings.

2. Appraisal Services. Among the services that may be required to be performed are:

- Provide accurate legal descriptions.

- Review the project site and ROW plan with the ROW Manager or his designee.

- Identify the valuation problems, determine the number and type of appraisal reports needed for each parcel, identify items pertinent to the valuation of each parcel, and note any specific or unusual appraisal problems. (e.g., the need for septic and well relocations, irrigation systems, parking studies, special engineering reports, architects reports, unity of use situations).

- Prepare or have prepared studies and special reports that are not appraisals, which are usually incorporated into the final appraisal to provide a complete valuation of the property. Examples of these include, but are not limited to Furniture, Fixture and Equipment (FF&E) reports, cost to cure studies, planning studies, architects reports, septic system replacements.

- Review the cost estimate and appraisal recommendation prepared by the MoDOT Appraiser addressing all parcels to be acquired and the scope of work on the assigned project. May be required to prepare a supplemental cost estimate if requested by MoDOT.

- Utilize qualified appraisers and specialists from the MoDOT's roster of approved fee appraisers to complete appraisal assignments.

- Prepare a comprehensive appraisal plan detailing the fee appraisers to be contacted. This plan must be approved by the ROW Manager.

- Any appraisal in excess of \$10,000 must be completed on a Standard or Value Finding format.

- If appropriate, prepare a payment estimate or waiver valuation by analyzing the acquisition and applying unit rates obtained by the consultant through comparable sale research. MoDOT will sign such forms to authorize the Waiver as an offer on valuations below \$10,000. The format of each appraisal must be approved by the ROW Manager.

•All appraisal reports will be reviewed by a pre-qualified appraiser, independent of the individual who issued the report. MoDOT will provide the appraisal review or hire an outside fee appraiser for this service.

•The acceptance and approval of appraisal waiver, appraisal and review reports, and the determination of MoDOT's estimate of just compensation shall only be made by MoDOT after consideration of the review analysis and reviewer's recommendation or the information set forth in the appraisal waiver.

### 3. Negotiations

•The selected consultant may conduct preliminary acquisition interviews with affected property owners prior to the initiation of negotiations. Such preliminary contacts may be made on an individual basis or in a public meeting with property owners.

•The consultant shall negotiate acquisitions in accordance with the Engineering Policy Guide (EPG), the Uniform Act, and the laws of the State of Missouri. This may include but is not limited to the following: Describing the acquisition, referencing plats, explaining construction plans, and project schedule and details. Clearly explain details related to the appraisal and how the offer was developed, as well as answering other valuation questions.

•The consultant shall prepare all necessary documents for review and signature by the ROW Manager. The only offer allowed is that approved by MoDOT. The consultant may not present any counter offer or agree to any engineering plans revisions or changes without express permission by MoDOT. The consultant is to relay all concerns, counter offers, or issues to the ROW Manager for review and consideration.

•When negotiations result in an agreement for approved fair market value or a MoDOT approved administrative settlement, the consultant shall prepare the necessary documents and secure signatures from the owner or their representatives as well as any tenants to submit for payment.

•When negotiations result in condemnation, the consultant shall submit completed files documents

to the ROW Manager.

- At a minimum, the consultant's agent(s) must take the following acquisition actions on each ROW parcel being acquired on the project: Deliver owner's notification letters, acquisition brochures, plans, offer letters, provide pamphlet, and unsigned agreements by means of personal contact or certified mail. Maintain a negotiator's log of contacts with property owners to document negotiations, efforts to achieve amicable settlements, responsiveness to owners' counter proposals, and suggestions for changes in plans. Utilize the MoDOT approved forms, letters and agreements.

- Complete negotiations on all parcels on the project to settlement stage or condemnation prior to the scheduled project ROW clearance date.

#### 4. Relocation Services

- The consultant will provide relocation assistance to eligible displaced individuals and businesses. All relocation services must be performed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended and the implementing regulations (49 CFR Part 24). State laws and regulations shall also be adhered to when delivering the Relocation Assistance program.

- Conduct personal interviews with all occupants to be relocated and prepare a Relocation Plan in accordance with the EPG. Identify specific relocation needs and suggest solutions.

- Evaluate and make eligibility determination for relocation claims, including replacement housing supplemental payments, down payment and/or supplemental rent payments, moving payments, last resort housing plans, business relocation benefits, business reestablishment evaluations, and loss of tangible personal property evaluations. Prepare the necessary documents and secure signatures for processing of all payments of relocation claims. Submit claimants' requests for appeal of a determination of ineligibility for all or a portion of relocation assistance payment to the ROW Manager.

	<ul style="list-style-type: none"> <li>•Inspect replacement housing and assure that it meets applicable decent, safe and sanitary standards. Minimize hardship to the displaced occupants by providing counseling, information as to other sources of assistance, methods of claiming relocation benefits, and such other help as may be appropriate. Coordinate the settlement on replacement dwellings, as necessary, with claimants and their attorney or representative.</li> <li>•Issue Notice to Vacate to displaced according to the needs of the project. The initial 90 day notice should be given at the time the offer of the State's determination of just compensation has been made to the owner and the displaced has received a written statement of benefits, or offer of replacement housing.</li> <li>•Current and detailed contact reports shall be maintained in each relocation file, documenting all actions relating to the relocation including dates, places, and names. Contact reports will be typed when package is submitted for payment.</li> <li>•Secure moving cost estimates from reputable Missouri licensed moving companies. This includes the payment, by the consultant, of any estimating fees that may be required by moving companies (reimbursed by MoDOT).</li> </ul> <p>5. Legal Processing</p> <p>The consultant shall cooperate and assist when necessary with the legal representatives of MoDOT to assist in the processing of all cases for legal action. The consultant will make available staff and information as may be required by MoDOT legal representatives.</p>
<b>Length:</b>	0.8 miles
<b>Approximate Construction Cost:</b>	\$3,670,000
<b>DBE Goal (if applicable)</b>	Zero
<b>Consultant Services Required:</b>	
<b>Other Comments:</b>	<p>Interviews or presentation will not be required for the consultant selection.</p> <p>Tentative Date of Consultant Selection-October 31, 2019.</p> <p>The PM can add any comment necessary to further</p>

	clarify the solicitation
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**Rating Criteria w/Weighted Values**

Project Understanding & Innovation	25 Points Max
Past Performance	15 Points Max
Qualifications of Personnel Assigned	25 Points Max
General Experience of Firm	10 Points Max
Familiarity/Capability	15 Points Max
Accessibility of Firm & Staff	<u>10 Points Max</u>
	100 Points Max Total
Low bid for cost of Services	Pass/Fail