

**Missouri Department of Transportation**

*Patrick K. McKenna, Director*

1.888.ASK MODOT (275.6636)

March 8, 2021

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, March 26, 2021 at the appropriate office. All participants will be notified by letter of the results of the RFQ before April 2, 2021.

Sincerely,



Digitally signed by Travis  
Koestner  
Date: 2021.03.08 08:14:55  
-06'00'

Travis Koestner, P.E.  
State Design Engineer

## **DISTRICT OFFICES**

Southwest District  
Steve Campbell, P.E., District Engineer  
Missouri Department of Transportation  
3025 East Kearney Street,  
Springfield, MO 65803

### Contact

Andy Ellsworth  
417-829-8038

[Andrew.Ellsworth@modot.mo.gov](mailto:Andrew.Ellsworth@modot.mo.gov)

or

Steve Shelton  
417-829-8037

[Stephen.Shelton@modot.mo.gov](mailto:Stephen.Shelton@modot.mo.gov)

Email responses are encouraged

## Southwest District

<b>Southwest District, Business Route 65, Greene County</b>	
<b>Job No:</b>	J7P3433
<b>Location:</b>	Route 60 in Lawrence County from Western Avenue in Marionville to County Road 194 west of Republic
<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 J7P3433, Lawrence County, Missouri for railroad crossing safety improvements along Route 60 at various locations from Western Avenue in Marionville to County Road 194 west of Republic. The project has a ROW acquisition estimate of \$88,000.00. It is anticipated that project acquisitions will begin in June 2021. ROW clearance in December 2021 and project letting in February 2022. Construction of the project is anticipated to begin in the spring of 2022 and run through the winter of 2022. 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. The Consultant/Offeror agrees 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.<ul style="list-style-type: none"><li>• The selected consultant, with the assistance and guidance of MoDOT, may be required to provide all necessary handouts/graphics and attend or participate in informational presentations regarding ROW</li></ul></li></ol>

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

2. Pre-Acquisition Meeting and Progress Report Meetings

- The selected consultant and their sub consultants may be required to participate in a pre-acquisition meeting prior to the start of a project. This meeting will be with MoDOT District Project Manager, District ROW Manager and may include other MoDOT Support Staff. This meeting will be to discuss project timelines, project milestones and review the scope of work responsibilities.
- Selected Consultant will be required to participate in weekly or bi-weekly progress report meetings with the MoDOT Project Manager and MoDOT ROW Manager and staff during the duration of right of way acquisition activities.

3. Appraisal Services:

- Visit and review the project site and ROW plans with the ROW Manager or 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 any necessary studies and special reports that are not

	<p>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&amp;E) reports, cost to cure studies, planning studies, architects' reports, septic system replacements.</p> <ul style="list-style-type: none"><li>• 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.</li><li>• Utilize qualified appraisers and specialists from the MoDOT's roster of approved fee appraisers to complete appraisals or valuation estimate assignments.</li><li>• Prepare a comprehensive appraisal plan detailing the fee appraisers to be contracted. This plan must be approved by the ROW Manager.</li><li>• Any appraisal indicating Just Compensation in excess of \$10,000 must be completed on a Standard or Value Finding format.</li><li>• If Just Compensation is below \$10,000, prepare a payment estimate or waiver valuation. MoDOT will sign such forms to authorize the Waiver as an offer for Just Compensation.</li><li>• The acceptance and approval of payment estimates, appraisal waiver valuations, 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 payment estimate or appraisal waiver valuation.</li></ul>
--	---

	<ul style="list-style-type: none"><li>• The format of each appraisal must be approved by the ROW Manager. It is the responsibility of each appraiser to ensure that they are in compliance with all USPAP requirements.</li><li>• All appraisal reports will be reviewed by a pre-qualified review appraiser, independent of the individual who issued the report. The Consultant will be required to provide the appraisal review or hire an outside fee appraiser for this service on all Value Finding and Standard Format.</li><li>• All completed appraisal and valuation estimate reports will be transmitted to MoDOT in PDF format.</li></ul> <p>4. Negotiations</p> <ul style="list-style-type: none"><li>• The Consultant will provide title insurance information for parcels where new right of way and permanent easements are being acquired. Consultant will obtain the last deed of record from county records to determine ownership of all parcels where only temporary easements are being acquired. Any ownership deeds, easements deeds, subdivision plats, etc. needed or used in the development of existing property lines and easement boundaries for the right of way plans will be furnished by the Consultant</li><li>• The Consultant will secure the necessary right of way and easements by negotiation or condemnation, if necessary, for construction of this project.</li><li>• 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</li></ul>
--	---

	<p>individual basis or in a public meeting with property owners.</p> <ul style="list-style-type: none"><li>• The consultant shall negotiate all acquisitions in accordance with MoDOT’s Engineering Policy Guide (EPG), the laws of the State of Missouri, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended and the implementing regulations (49 CFR Part 24). This may include but is not limited to the following: Describing the acquisition, referencing plans or plats, explaining right of way and construction plans, project schedule and other project details. Clearly explain details related to the appraisal or value determination and how the offer was developed, as well as answering other necessary valuation questions.</li><li>• The consultant shall prepare all necessary documents for review and signature by the ROW Manager. The only offer allowed to be made is that which has been approved by MoDOT. The consultant may not present any counteroffer 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 or designee for review and consideration.</li><li>• When negotiations result in an agreement for approved just compensation or a MoDOT approved administrative settlement, the consultant shall prepare the necessary documents and secure notarized signatures from the owner or their representatives as well as any tenants to submit for payment.</li><li>• At a minimum, the consultant’s agent(s) must take the following acquisition actions on each ROW parcel being</li></ul>
--	---

	<p>acquired on the project: Deliver each owner's notice of intended acquisition letter (60-day notice letter), acquisition brochures, copy of appraisal, plans, offer letters, and unsigned documents and agreements by means of personal contact or certified mail. Maintain a detailed written negotiator's log of contacts with each property owner to document negotiations, efforts to achieve amicable settlements, responsiveness to owners' counter proposals, and suggestions for changes in plans.</p> <ul style="list-style-type: none"><li>• Utilize the MoDOT approved forms, letters and agreements.</li><li>• MoDOT forms in negotiation packets shall include but not limited to the following documents:<ul style="list-style-type: none"><li>○ Notice of Intended Acquisition Letter</li><li>○ Offer letter</li><li>○ Appraisal or waiver valuation</li><li>○ <u>Pathways for Progress brochure</u></li><li>○ Conveyance documents (Deed or Easement Documents)</li><li>○ Escrow Agreement, if applicable</li><li>○ Pro Rata Real Estate Tax Claim form</li><li>○ Plan sheet, portion of plan sheet or plat illustrating the acquisition and the remainder</li><li>○ When applicable and appropriate, provide <u>Request for Allocation of Gross Proceeds</u>, (Form 7-7.3).</li><li>○ MoDOT Public Participation Survey (Title VI Survey).</li></ul></li><li>• Complete negotiations on all parcels on the project to settlement stage or condemnation prior to the scheduled project ROW clearance date, as determined by the ROW Manager and Project Manager.</li></ul>
--	--



	<ul style="list-style-type: none"><li>• Consultant will complete all documents necessary to facilitate the payment of settlements to property owners. Some payments may be handled through a local title company. This will be determined during the initial pre-acquisition meeting.</li><li>• MoDOT forms utilized in the payrolling process shall include but are not limited to:<ul style="list-style-type: none"><li>○ Negotiator Report and Notes</li><li>○ A419 form</li><li>○ Vendor Input form</li></ul></li><li>• MoDOT will be responsible to pay for fees associated with the final processing of payments to property owners and title insurance.</li><li>• When negotiations result in condemnation, the consultant shall submit all necessary completed files and documents to the ROW Manager. Condemnation forms to be completed are as follows:<ul style="list-style-type: none"><li>○ Condemnation Information Sheet</li></ul></li><li>• See additional documents to be completed in Section 7. Condemnation / Legal Processing</li></ul> <p>5. Relocation Services</p> <ul style="list-style-type: none"><li>• The consultant will provide relocation assistance to eligible displaced individuals and businesses, which will include the temporary or permanent relocation of personal property due to the acquisition right of way or easements. All relocation services must be performed in accordance with MoDOT's Engineering Policy Guide (EPG), the laws of the State of Missouri, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended and the</li></ul>
--	--

	<p>implementing regulations (49 CFR Part 24).</p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><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</li></ul>
--	---

statement of benefits, or offer of replacement housing.

- 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.
- 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).

#### 6. Mediation

- The consultant shall cooperate and assist in offering Mediation to property owners when necessary with the District Right of Way Manager and Regional Counsels Office of MoDOT to assist in the processing of all parcel files not yet acquired. The consultant will make available staff and information as may be required by MoDOT representatives.
- Consultant will complete all documents necessary to facilitate Mediation with property owners. MoDOT forms utilized in the mediation process shall include the following but are not limited to:
  - Mediators Letter to Property Owner
  - Mediation Checklist and Worksheet

#### 7. Condemnation / Legal Processing

- The consultant shall cooperate and assist when necessary with the Missouri Highways and Transportation Commission's Chief Counsels Office or other legal representatives of MoDOT to assist in the processing of all cases for

	<p>condemnation or other legal action. The consultant will make available staff and information as may be required by MoDOT legal representatives.</p> <ul style="list-style-type: none"> <li>• Forms to be completed for condemnation include the following but are not limited to: <ul style="list-style-type: none"> <li>○ Condemnation Information Sheet</li> <li>○ Notice of Intended Acquisition (confirmation of delivery)</li> <li>○ Offer Letter (confirmation of delivery)</li> <li>○ Negotiator Notes</li> <li>○ Updated Title Commitment</li> <li>○ Legal Description (in word format)</li> </ul> </li> </ul>
<b>Length:</b>	0.39 miles
<b>Approximate Construction Cost:</b>	\$2,695,000
<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-May 10, 2021</p> <p>The PM can add any comment necessary to further clarify the solicitation</p>

**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