

Missouri Department of Transportation

Ed Hassinger, Interim Director

1.888.ASK MODOT (275.6636)

October 9, 2024

Dear Consultant:

The Missouri Highways and Transportation Commission is requesting the services of a consulting firm to perform Local Public Agency (LPA) oversight for right of way services for local agency projects across the state. Up to four consultants will be chosen for four regions across the state.

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 will be provided to the qualified firms to prepare a cost of services. A firm will be selected to enter into a Right of Way Services Agreement 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 services. It should also include any other information which might help us in the selection process, including key personnel you would assign to the services and the experience of those individuals. Also include information relating to 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.

MoDOT will utilize the consultant information already on file and will not need a lengthy submittal of other general company information. In addition, please attach one page with detailed information on similar projects or services that your key personnel have experience in performing. Indicate the role the individual served and the project information along with reference contact information.

MoDOT will evaluate firms based on: Right of Way Acquisition 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 31, 2024 at the appropriate office. All participants will be notified by letter of the results of the RFQ before December 5, 2024.

Sincerely,

Kenny Voss, P.E.
State Design Engineer

CENTRAL OFFICE RIGHT OF WAY

Brenda Harris, Assistant to State Design Engineer – Right of Way
Missouri Department of Transportation
105 West Capitol Avenue
Jefferson City, MO 65102
Phone: 573-751-7458
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Right of Way Oversight Services	
Four Regions Statewide	Northwest District (St. Joseph Office) and Northeast District (Hannibal Office)- Region 1; Kansas City District (Lee Summit Office) and Southwest District (Springfield Office) - Region 2; Central District (Jefferson City Office) and Southeast District (Sikeston Office) Region 3; St. Louis District (Chesterfield Office) Region 4
Oversight Services:	<p>The services required by this solicitation include oversight and training for right of way functions conducted by local public agencies (LPA) on local projects. The chosen consultant will be required to review all right of way documentation, procedures, and policies associated with right of way acquisition and relocation on local projects from beginning of the right of way phase until project is cleared. The chosen consultant will compare the right of way plans with all prepared documentation by the local agency prior to the acquisition authority approval date (a-date) or notice to proceed with acquisition. After the a-date or notice to proceed, the chosen consultant will review all documentation involved in the acquisition and provide certification that all procedures were conducted by the local agency or their agent in accordance with the uniform act and procedures outlined within MoDOT EPG 136 and EPG 236. Upon receipt and approval of right of way clearance certification by central office right of way, the local agency can proceed with the construction phase. The successful Offeror agrees to provide to MoDOT ROW services for all local projects within the chosen region.</p> <p>The chosen oversight consultant firm cannot under any circumstances work on any portion of a local project in which they are providing oversight for right of way services.</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> <p>1. Pre-Acquisition Meeting and Progress Report Meetings with Central Office Right of Way staff.</p> <ul style="list-style-type: none">• The selected consultant may be required to participate in a pre-acquisition meeting prior to the start of a project. 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 regular progress report meetings with central office right of way staff during the duration of right of way acquisition activities. <p>2. Oversight ROW Services</p> <ul style="list-style-type: none">• The Consultant will provide oversight status reports with checklist of project details associated with right of way acquisition. All acquisition documents including, appraisals, negotiator logs, donation letters, title commitments, deeds, temporary easements, permanent easements, legal descriptions, will all be provided from the local agency to the oversight firm for review.• The LPA or its agent will secure the necessary right of way and easements by negotiation or condemnation, if necessary, for construction of the project. The chosen oversight consultant will review the process and procedures associated with the acquisition and certify steps were correctly followed.• The chosen oversight consultant shall confirm that the agency or their agent negotiated 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).
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	<ul style="list-style-type: none"> • The chosen consultant will also affirm the agency, or their agent conducted the acquisition per guidance, referencing plans or plats, explaining right of way and construction plans, project schedule and other project details, explained details related to the appraisal or value determination and how the offer was developed, as well as answering other necessary valuation questions. • The chosen oversight consultant will review all necessary documents and assure the correct signatures were obtained by the agency or their agent. • The chosen oversight consultant must confirm secure notarized signatures from all owners, or their representatives is obtained as well as any tenants, and the landowner was paid as agreed. • At a minimum, the chosen oversight consultant must affirm the following acquisition actions on each ROW parcel being acquired on every project: the delivery of the 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. • The chosen consultant will provide statewide in person training as needed to LPA’s or LPA’s consultants explaining the entire ROW acquisition process and addressing frequently identified challenges of the attendees.
DBE Goal (if applicable)	Zero
Consultant Services Required:	
Other Comments:	Interviews or presentation will not be required for the consultant selection.

	Tentative Date of Consultant Selection – December 5, 2024
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Rating Criteria w/Weighted Values

Understanding & Innovation of Services	15 Points Max
Past Performance	25 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