

# A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways  
Professional Services Procurement Bulletin 2017-12  
Laurel | US 25 | 11-147

This document constitutes a Request for Proposals for Professional Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

## **I. PROJECT DESCRIPTION**

County - Laurel  
Route - US 25  
Item No. - 11-0147.00  
Project Description - Widen US 25 to 5 lanes from KY 1006 to KY 2069

## **II. PROJECT INFORMATION**

Project Manager - Greg D. Combs  
User Division - Division of Right of Way and Utilities  
Approximate Fee - \$135,000.00 (Lump Sum - Unit Price per Parcel)  
Project Funding - State Funds (SPP funds)  
Project Length - Approximately 0.502 miles  
Number of Parcels - 65 Parcels for appraisal services will be determined in the Project report.

## **III. PURPOSE AND NEED**

The purpose of this project is to assist the Kentucky Transportation Cabinet in providing Right of Way appraisal services on the above project in Laurel County. The subject project is for the reconstruction of US 25 from MP 9.028 to MP 9.53.

## **IV. DBE REQUIREMENT**

None

## **V. SCOPE OF WORK**

The selected Appraiser will be responsible for all or any of the following: appraisal services.

- a. The selected Appraiser agrees that upon request, he/she will be available to assist in responding to FHWA or State inquiries or citations.
- b. Right of Way contract scoping meeting requirements and general guidelines shall follow: [Scoping Meeting Requirements – General Guidelines](#)
- c. Project Report – It will be the responsibility of the respondent to compile and complete the project report prior to the scoping meeting. The report shall summarize in detail all appraisal related parcels. (Project Report shall be written by a qualified person(s). Note:

The Cost of the project report shall be part of the fee proposal.

## 1.0 Appraisal Services

- 1.1 Appraisers must be one of the pre-qualified real estate appraisers from KYTC ROW list. Please contact Eric Monhollon at [Eric.Monhollon@ky.gov](mailto:Eric.Monhollon@ky.gov) for a copy of the list.
- 1.2 Prepare and conduct personal pre-appraisal contact with interest owner(s) for each parcel using acceptable KYTC forms.
- 1.3 Shall contact property owners or their designated representative to offer opportunity to accompany the appraiser on the appraiser's inspection of subject property.
- 1.4 For the initial appraisal, prepare complete appraisal report for each parcel to be acquired utilizing KYTC forms. These reports shall conform to KYTC policies and procedures along with the Uniform Standards of Professional Appraisal Practice as promulgated by the Appraisal Foundation. The use of Narrative Reports may be utilized if it is determined best practice by the Appraisal Branch Manager and Director of Right of Way & Utilities. All appraisals shall comply with KYTC's [Right of Way Appraisal Guidelines](#).
- 1.5 As necessary, prepare written notification to the Project Manager of any environmental concerns associated with the right of way to be acquired, which could require environmental remediation.
- 1.6 As necessary, the appraiser shall coordinate with the review appraiser regarding revisions, comments, or additional information that may be required.
- 1.7 Complex BAV (Before and After Value)  
In rare instances the complexity of a property and/or appraisal problem may require specialized knowledge or increased documentation. Examples of this type of appraisal may include but not be limited to:
  - 1.7.1 An acquisition from a university campus where the contributing value of the improvements must be documented as part of the larger parcel.
  - 1.7.2 An acquisition from a golf course that affects one or more fairways and/or green where the appraiser may need to consult an Engineer or course designer to determine the true nature of the affect of the taking on the course.
- 1.8 Standard BAV – This category will be used for most KYTC appraisals. The contributing value of all improvements must be documented. Damages may apply in the after situation and may include but not be limited to proximity, changes in topography, severed remainders, and changes in highest and best use, loss of parking, etc.
  - 1.8.1 Minor BAV – Used for minor acquisitions in which the amount of just compensation exceeds the maximum amount under which an MAR (Minor Acquisition Review) may be used. Improvements acquired will be minor in nature and will include but not be limited to items of landscaping, fencing and small secondary buildings (i.e. sheds). The principle building is unaffected and its contributing value may be estimated.
  - 1.8.2 BV (Before Value) – Used only when the parcel is considered a total take and only the before value is needed.
- 1.9 Respondent (s) shall review project plans on site in order to discover and recommend corrective solutions to plan problems prior to assignment of appraisals.

- 1.10 Respondent (s) shall submit three (3) copies of the comparable sales book to KYTC no later than forty-five (45) days from the request for appraisal.
  - 1.11 Respondent (s) shall submit a minimum of three (3) copies of the fully completed appraisal to KYTC.
  - 1.12 Respondent (s) must agree to the anticipated scope of the valuation problem for each parcel and the format of the appraisal.
2. **Subproviders:** Sub-Providers providing service under the work authorization shall be on the KYTC list of prequalified appraisers. No subcontract under the letter agreement shall relieve the primary respondent of responsibility for the service. If the respondent uses a Sub-Provider for any or all of the work required, the following conditions shall apply under the listed circumstances:
- 2.1 Respondents planning to subcontract all or a portion of the work shall identify the proposed Sub-Providers.
  - 2.2 Subcontracting shall be at the respondent's expense.
  - 2.3 KYTC retains the right to check Sub-Provider's background and make a determination to approve or reject the use of submitted Sub-Providers.
  - 2.4 The respondent shall be the only contact for the Department and Sub-Providers and shall list a designated point of contact for all Department and Sub-Provider inquiries.

## VI. **SPECIAL INSTRUCTIONS**

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

KRS 322.060 applies to engineers and will not apply to this service contract. KRS 324A is the statute related to necessary licensure for Real Estate Appraisers which is required.

KYTC will allow the following modifications to the standard response format for response to the Statewide Right of Way Appraisal Services advertisement only.

- Page 2 (A) Staff Summary, will be reduced, not to exceed one page
- Page 4 (A-B) Resumes, will be reduced, not to exceed two pages
- Page 5 (A) Workload / commitments, will be reduced, not to exceed one page
- Page 6 (A-B) Project Experience, will be reduced, not to exceed two pages
- Page 7 (A-B) Project Approach, will be reduced, not to exceed two pages

The selected Appraiser will be required to maintain continuing Professional Liability Insurance of an amount not less than \$500,000 during the life of this contract.

The Department reserves the right to terminate this agreement at any time upon a thirty (30) days written notice to the selected Appraiser. In the event termination is a result of a cancellation of a project, no deed will be taken for property once notice is received, unless specifically authorized in writing by the Director of the Division of Right of Way. In the event of termination, the selected Appraiser will be compensated for work performed through the date of said termination. Work completed, in whole or in part, will become the property of the Department. Any dispute in

connection with work not disposed of by this Agreement will be referred to the Secretary of the Transportation Cabinet, or duly authorized representative, whose decision will be final.

An 18 month time frame should be allowed for acquisition and relocation of businesses and individuals on this project.

## **VII. AVAILABLE STUDIES**

[11 x 17 Final Right of Way Plans](#)

[11 x 17 Final Right of Way Plans | Laurel | 11-147 | US-25](#)  
(new hyperlink to Right of Way Plan Sheets)

[TC 62-75 Project Report | Laurel | 11-147 | US-25](#)  
(added hyperlink to TC 62-75 Project Report)

[List of Parcels to be included in Appraisal Contract Bid | Laurel | 11-147 | US-25](#)  
(added hyperlink to Parcels List)

Project Report – It will be the responsibility of the selected firm to compile and complete the project report prior to the scoping meeting. The project report shall summarize in detail all relevant appraisal services. (Project Report shall be written by a pre-qualified person(s) such as a Review Appraiser or Appraiser)

## **VIII. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the proposed Appraiser must be prequalified for Right of Way Appraisal Services by the Division of Right of Way and Utilities by the response due date of this advertisement. The selected Appraiser must maintain prequalification as set out in the ROW Guidance Manual throughout the term of the Agreement.

### [RIGHT OF WAY SERVICES](#)

- Right of Way Appraisal

## **IX. PROCUREMENT SCHEDULE**

Dates other than Response Date are tentative and provided for information only.

- Bulletin Posted – June 13, 2017
- Response Date – July 5, 2017 by 4:30 PM ET (Frankfort Time)
- First Selection – July 11, 2017
- Final Selection – July 26, 2017
- Pre-Design Conference – August 2, 2017
- Fee Proposal – August 11, 2017
- Contract Negotiations – August 23, 2017
- Notice to Proceed – September 21, 2017

## **X. PROJECT SCHEDULE**

Completion of All Services – March 31, 2019

## **XI. EVALUATION FACTORS**

Appraisers will be evaluated by the selection committee based on the following, weighted factors:

1. **Experience – (15 Points)** Score is based on the appraiser's experience with KYTC or any other projects from previous assignments, and any professional training. The appraiser should have appropriate communication skills, be responsive, effectively report progress, maintain organized project files, and have all necessary qualifications to manage the project.
2. **Knowledge of Right of Way Principles – (15 points)** The appraiser's knowledge of and experience with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (Uniform Act), KYTC Right of Way Guidance Manual, KYTC Appraisal Guidelines and USPAP. Capability and experience of the assigned Appraiser(s), to competently accept the appraisal assignment.
3. **Communication – (17 points)** The ability of the appraiser to communicate the details of the proposed acquisition, the appraisal process and answer questions from the affected property owner and/or their representative. Additionally the ability to communicate any difficulties with the appraisal process or acquisition to the review appraiser, right of way supervisor, engineers, attorneys and other right of way staff.
4. **Quality of Work – (25 points)** Score is based on the assigned Appraiser's experience with KTYC, with other agencies, professional training, quality of work, professionalism and ratings from previous assignments
5. **Cooperation and Timeliness on the Project – (25 Points)** Cooperation is based on how well the appraiser has responded to requests from those responsible for oversight on any past contracts. Timeliness is based on how well the appraiser has performed in completing any prior assignments in a timely manner; taking into account those events beyond the control of the selected appraiser which may have caused delays.
6. **Consultant's offices where work is to be performed – (3 Points)**

## **XII. SELECTION COMMITTEE MEMBERS**

1. Greg Combs, User Division
2. Eric Monhollon, User Division
3. Mikael Pelfrey, P.E., Secretary's Pool
4. Brent Sweger, P.E., Secretary's Pool
5. Wes Sydnor, P.E., Governor's Pool

# LOCATION MAP

