

# A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2019-03 Statewide Right of Way Appraisal Review Services

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.

**A restriction of communication is in effect for this project.** From the advertisement date of the solicitation through contract award and the selection is announced, all respondent(s) are restricted to communicate about this solicitation or scope with any staff of KYTC, including the Appraisal Branch Manager or Director of Right of Way & Utilities, except for submission of questions as instructed in the RFP or as provided by any existing work agreement(s). For violation of this provision, KYTC reserves the right to reject the submittal of the offending Respondent.

### **I. PROJECT DESCRIPTION**

Provide Right of Way Appraisal Review Services for proposed highway projects on a statewide, as-needed basis for two (2) years.

### **II. PROJECT INFORMATION**

Project Manager – Eric R. Monhollon, Appraisal Branch Manager  
User Division – Division of Right of Way and Utilities  
Approximate Fee – \$100,000 per contract  
Up to six (6) Appraisers will be selected  
Projects to be assigned by Letter Agreement not to exceed \$20,000 each  
Project Funding – State and Federal Funds

### **III. PURPOSE AND NEED**

The purpose of this contract is to assist the Kentucky Transportation Cabinet in providing appraisal review services on a statewide basis for both Highway Plan and non-highway plan projects, on an as-needed basis.

### **IV. DBE REQUIREMENT**

None

### **V. SCOPE OF WORK**

The selected review Appraiser(s) will be responsible for the review of appraisals and other appraisal related services. Additionally the review Appraiser may be called upon to testify in a court of law during a condemnation trial. Additional compensation will be negotiated at the time of the request to testify.

- a. The selected review Appraiser agrees that upon request, he or she will be available to assist in responding to FHWA or State inquiries or citations.
- b. Scoping Meeting – a scoping meeting shall be required for all projects and should follow the [Scoping Meeting Requirements – General Guidelines](#)
- c. Project Report – It will be the responsibility of the selected Consultant to compile and complete the Project Report prior to the scoping meeting. The Report shall summarize in detail all appraisal related issues related to each parcel to be assigned. Note: Project Report shall be written by a qualified person(s). Note: The Cost of the Project Report shall be part of the fee proposal.
- d. The District Right of Way Agent Supervisor will be the single point of contact for all Valuation Services and will be responsible for resources, assignment of work, managing workload, monitoring schedules and ensure quality of reports meet Department expectations and requirements.

## **1. Appraisals**

- 1.1 Review Appraisers must be one of the pre-qualified real estate appraisers from the KYTC ROW list and have Review Status. Please contact Eric Monhollon at [Eric.Monhollon@ky.gov](mailto:Eric.Monhollon@ky.gov) for a copy of the list.
- 1.2 Shall accompany the appraiser on the appraiser's inspection of subject property whenever possible.
- 1.3 For the initial appraisal, prepare complete a review 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 and appraisal reviews shall comply with KYTC Appraisal Guidelines.  
<https://transportation.ky.gov/RightofWay/Appraisal%20Forms/KYTC%20Appraisal%20Guidelines.pdf>
- 1.4 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.
- 1.5 As necessary, the review appraiser shall coordinate with the appraiser regarding revisions, comments, or additional information that may be required.
- 1.6 Respondent (s) shall review project plans on site in order to discover and recommend corrective solutions to plan problems prior to assignment of appraisals if necessary.
- 1.7 Respondent (s) shall submit a minimum of three (3) copies of the fully completed review appraisal to KYTC.
- 1.8 Respondent (s) must agree to the anticipated scope of the valuation problem for each parcel and the format of the review.

## **2. Items to be furnished by Kentucky Transportation Cabinet (KYTC):**

- 2.1 Right of Way Plans (Most current plan sheets available)
- 2.2 Cross Sections/ Profile Sheets
- 2.3 Pertinent Data Obtained from Informational Meetings
- 2.4 Title Reports

## **VI. SPECIAL INSTRUCTIONS**

Instructions for Response to Announcement can be found at:

<https://transportation.ky.gov/ProfessionalServices/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 Review Services advertisement only.

- Page 2 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 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

Up to six (6) review Appraisers will be selected to provide services statewide for a period for two (2) years. No new work shall be assigned from two years after original Notice to Proceed, although the contract may be extended for time complete work already assigned. Each of the contracts will have an upset limit of \$100,000 per contract. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. Contracts will not be modified to increase upset limit or extended for time to assign new work. No Letter Agreement shall exceed \$20,000 without written approval from the State Highway Engineer.

Review Appraisers will be ranked by the Selection Committee to determine the rotational order for project assignments. Projects will generally be assigned on a rotational basis. The Department reserves the right to select a review Appraiser outside of the assignment order for a particular project if it is to the benefit of the Department. That review Appraiser, if selected out of order, will be skipped in the rotation when their turn comes and the regular order will be followed thereafter. The Division of Right of Way & Utilities reserves the right to group multiple projects together as one offering if it is advantageous to the Department. The Department may also add additional work to an existing Letter Agreement, if needed. A review Appraiser will not be offered an additional project until the remaining review Appraisers on the list have been offered a project. If a review Appraiser declines a project or does not respond to an invitation to perform services for a project within five (5) business days, documentation shall be provided in the project files and the next review Appraiser on the rotating list shall be offered the project.

The selected review 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) day written notice to the selected review Appraiser. In the event of termination, the selected review 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.

## **VII. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the proposed review Appraiser must have been designated as having review status by the Division of Right of Way and Utilities by the Response Due Date of this Advertisement. The selected review Appraiser must maintain prequalification as set out in the ROW Guidance Manual throughout the term of the contract.

### **APPRAISAL SERVICES**

- Right of Way Appraisal Review

## **VIII. PROCUREMENT SCHEDULE**

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

- Advertisement Date – September 11, 2018
- Response Date – October 3, 2018 by 4:30 PM ET (Frankfort Time)
- First Selection – October 8, 2018
- Final Selection – October 24, 2018
- Contract Scoping Conference – October 31, 2018
- Notice to Proceed – December 20, 2018

## **IX. PROJECT SCHEDULE**

Individual project schedules will be by Letter Agreement on a project-by-project basis.

Completion of All Services • December 30, 2020

## **X. EVALUATION FACTORS**

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

- 1) **Experience – (15 Points)** Score is based on the review appraiser's experience with KYTC or any other projects from previous assignments, and any professional training. The review 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 review 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 review appraiser(s), to competently accept the assignment.
- 3) **Communication – (20 points)** The ability of the review 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 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 review 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 review appraiser has responded to requests from those responsible for oversight on any past contracts. Timeliness is based on how well the review 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.

#### **XI. SELECTION COMMITTEE MEMBERS**

1. Eric R. Monhollon, User Division
2. Joseph Justice, User Division
3. Mikael Pelfrey, PE, Secretary’s Pool
4. Rachel Catchings, PE, Secretary’s Pool
5. Wesley Sydnor, Governor’s Pool

#### **ACRONYMS:**

KYTC – Kentucky Transportation Cabinet

PM – Project Manager

RFP – Request for Proposal

ROW – Right of Way

KYTC ROW Project Manager – Generally the District Right of Way Agent Supervisor

RWUMS – Right of Way & Utilities Management System

USPAP – Uniform Standards of Professional Appraisal Practice