

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2016-11 Statewide Right of Way Appraisal 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.

I. PROJECT DESCRIPTION

Up to six (6) appraisers will be selected to provide Right of Way Appraisal Services for proposed highway projects on a statewide basis on an as-needed basis for two (2) years.

A restriction of communication is in effect for this project. From the advertisement date of the solicitation through selection, all respondents are not allowed 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.

II. PROJECT INFORMATION

Project Manager – Eric R. Monhollon, Appraisal Branch Manager

User Division – Division of Right of Way and Utilities

Approximate Fee – \$200,000 per contract

Up to six (6) Appraisers will be selected for each of four (4) regions

Projects to be assigned by Letter Agreement not to exceed \$50,000 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 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 Appraiser(s) will be responsible for appraisal and other appraisal-related services. Additionally the 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 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 Appraiser 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 Appraisers must be one of the pre-qualified real estate appraisers from KYTC ROW list. Please contact Eric Monhollon at 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 Appraisal Guidelines.
<http://transportation.ky.gov/Right-of-Way-and-Utilities/Documents/KYTC%20Appraisal%20Guidelines.pdf>
- 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** Respondents shall review project plans on site in order to discover and recommend corrective solutions to plan problems prior to assignment of appraisals.
- 1.10** Respondents 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** Respondents shall submit a minimum of three (3) copies of the fully completed appraisal to KYTC.
- 1.12** Respondents must agree to the anticipated scope of the valuation problem for each parcel and the format of the appraisal.
- 2. Subproviders:** Subproviders 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 Subprovider 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 Subproviders.
- 2.2** Subcontracting shall be at the respondent's expense.
- 2.3** KYTC retains the right to check Subprovider's background and make a determination to approve or reject the use of submitted Subproviders.
- 2.4** The respondent shall be the only contact for the Department and Subproviders and shall list a designated point of contact for all Department and Subprovider inquiries.
- 2.5** As a training exercise, subproviders shall be assigned atleast 10% of the services and resulting fee of each assignment
- 3. Items to be furnished by Kentucky Transportation Cabinet:**
- 3.1** Right of Way Plans (Most current plan sheets available)
- 3.2** Cross Sections/ Profile Sheets
- 3.3** Pertinent Data Obtained from Informational Meetings
- 3.4** Title Reports

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 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) Appraisers will be selected to provide services in four (4) regions. Appraisers will be limited to two (2) regions. The contract period is a two (2) year contract with no new work 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 \$200,000 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 \$50,000 without written approval from the State Highway Engineer.

Region 1 is comprised of Highway Districts 1, 2, and 3. Region 2 is comprised of Highway Districts 4, 5 and 6. Region 3 will consist of Highway Districts 7, 8, and 9. Region 4 shall include Highway Districts 10, 11 and 12. Appraisers must identify which regions they wish to be considered in their Response to Announcement. The Selection Committee may make multiple selections per region; up to six Appraisers per region, if deemed necessary. Once an Appraiser is selected for two (2) regions, the committee will omit their name from further voting and selection. Appraisers will be ranked by the Selection Committee and assigned to Regions by preference listed in their response or according to the Committee, where necessary.

For regions with multiple Appraisers, project assignments will be made in the same order as rankings by the Selection Committee. Projects for each region will be assigned on a rotational basis. An Appraiser will not be offered an additional project until the remaining Appraisers on the list for that region have been offered a project. If an Appraiser declines to accept a project, that Appraiser will not be eligible to accept another project from that region until the remaining Appraisers on the list have been offered a project from that region. If an 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 Appraiser on the rotating list shall be offered the project.

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) day written notice to the selected Appraiser. 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.

VII. PREQUALIFICATION REQUIREMENTS

To respond to this project, the proposed consultant must be prequalified for 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 contract.

[APPRAISAL SERVICES](#)

- Right of Way Appraisal

VIII. PROCUREMENT SCHEDULE

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

- Bulletin Posted – May 10, 2016

- Response Date – June 1, 2016 by 4:30 PM ET (Frankfort time)
- First Selection – June 6, 2016
- Final Selection – June 22, 2016
- Scoping Conference – July 1, 2016
- Notice to Proceed – September 1, 2016

IX. PROJECT SCHEDULE

Individual project schedules will be by letter agreement on a project by project basis.

COMPLETION OF ALL SERVICES • September 1, 2018

X. EVALUATION FACTORS

Consultants 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 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)**

XI. SELECTION COMMITTEE MEMBERS

1. Eric R. Monhollon, User Division
2. William R. Terry, User Division

3. Jill Asher, PE, Secretary's Pool
4. Travis Thompson, PE, Secretary's Pool
5. Joe Walker, 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