

Request for Qualifications

Right of Way

Acquisition and Relocation Services

on MOVEBR Projects

for

City of Baton Rouge and

Parish of East Baton Rouge

Department of Transportation and Drainage

(Revised 10/3/19)

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PUBLIC NOTICE

**RIGHT OF WAY ACQUISITION SERVICES
ON MOVEBR PROJECTS**

The City of Baton Rouge and Parish of East Baton Rouge (City-Parish) invites qualified firms or individuals to submit a Statement of Qualifications for Professional Services for the acquisition of right of way on MOVEBR projects.

The City-Parish desires to hire qualified Right of Way consultants (Consultants) to provide Right of Way Acquisition Services under a general retainer contract for projects included in the 2018 Half-Cent Sales Tax Initiative, known as "MOVEBR". The Consultant will be required to coordinate closely with the MOVEBR Program Manager, the City-Parish Department of Transportation and Drainage, and the City-Parish Attorney's Office on individual projects during the acquisition phase of the projects.

The MOVEBR Program Manager, in consultation with the City-Parish Department of Transportation and Drainage, will assign parcels to the selected Consultant(s) on an as needed basis, based upon each Consultant(s) ability to complete the work on schedule and the quality of the services performed, as determined by the City-Parish Department of Transportation and Drainage. The City-Parish does not guarantee a minimum number of parcels, nor a minimum dollar amount of fees, to be generated by this contract.

It is the intent of the City-Parish that the Consultant(s) selected for this program will have the necessary expertise to effectively acquire rights of way and easements for MOVEBR projects while ensuring that all applicable federal, state and local rules and policies are followed.

Statement of Qualifications shall only be submitted on the provided form (MOVEBR ROW Request for Qualifications for Acquisition Services Standard Form 1A). Interested firms shall obtain an official Request for Qualifications (RFQ) package from Mr. Joseph Earls, Right of Way Manager, CSRS, Inc., 6767 Perkins Road, Suite 200, Baton Rouge, Louisiana 70808, direct line (225) 831-2176, fax (225) 769-0546.

Any questions regarding this request for qualifications may be addressed in writing or via e-mail to Mr. Joseph Earls, SR/WA, RW-EC, MOVEBR Right of Way Manager, CSRS, Inc., 6767 Perkins Road, Suite 200, Baton Rouge, Louisiana 70808, fax number (225) 769-0546, joseph.earls@csrsinc.com.

PROJECT OBJECTIVE:

1.0 General:

The purpose of this project is to acquire real property and easements necessary for the construction of MOVEBR projects for the City of Baton Rouge and Parish of East Baton Rouge (City-Parish) Department of Transportation and Drainage.

2.0 Program Scope:

The City-Parish desires to hire qualified Right of Way Consultants (Consultants) to provide Right of Way Acquisition and Relocation Services under a general retainer contract for projects included in the 2018 Half-Cent Sales Tax Initiative, known as “MOVEBR”. The MOVEBR Plan consists of approximately 50 road projects, the majority of which will require the acquisition of real property and easements/servitudes. It is estimated that it will be necessary to acquire approximately 1300 parcels over the life of the program. The Consultant will be required to coordinate closely with the MOVEBR Program Manager, the City-Parish Department of Transportation and Drainage, and the City-Parish Attorney’s Office on individual projects during the acquisition phase of the projects.

In order to establish a fair process and assignment of work, it is the intent of the City-Parish to utilize as many qualified consultants as practical. The MOVEBR Program Manager, in consultation with the City-Parish Department of Transportation and Drainage, will assign parcels to the selected Consultant(s) on an as needed basis, based upon each Consultant(s) ability to complete the work on schedule and the quality of the services performed, as determined by the City-Parish Department of Transportation and Drainage.

The Consultant(s) shall be utilized to augment the current City-Parish Department of Transportation and Drainage and Program Manager right of way acquisition staff. The City-Parish does not guarantee a minimum number of assigned parcels, nor a minimum dollar amount of fees to be generated by this contract. The number of parcels assigned to each Consultant is at the discretion of the City-Parish Department of Transportation and Drainage. If more than one Consultant is used, the number of parcels assigned to each Consultant may not be equal.

For MOVEBR projects that are on State Routes, preference may be given to those agents with LaDOTD Right of Way experience. For projects requiring relocation assistance services, preference may be given to those agents that demonstrate technical expertise in relocation assistance.

3.0 Program Tasks:

Through a cooperative effort with the City-Parish Department of Transportation and Drainage, the Parish Attorney’s Office, and the MOVEBR Program Manager, the selected Consultant(s) will acquire real property rights and interests as well as easements/servitudes under the following requirements:

Compliance: All Acquisition and Relocation Services are to be performed in consideration of current editions of:

- a. The Uniform Acquisition and Relocation Assistance and Real Property Act of 1970, as amended
<http://www.fhwa.dot.gov/realestate/act.htm>
- b. The Federal Regulations in 49 C.F.R Part 24, as amended:
<http://www.fhwa.dot.gov/realestate/49cfr.htm>
- c. All State Regulations, specifically Title 19 & 48 of LA Revised Statutes:
<http://www.legis.state.la.us/lss/lss.asp?folder=75>
- d. Any City-Parish authorized guidelines

Acquisition Requirements for Each Parcel:

The general scope of work for Right of Way Acquisition will be to acquire the assigned parcels on behalf of the City-Parish. Duties shall include establishing contact with property owners, notifying property owners of any title problems revealed in the abstract, identifying title problems not revealed in the abstract, delivering offer letters, negotiating and explaining offers to property owners, delivering sale documents, and all document preparation associated with the above. Details concerning the scope of work are as follows:

- a. Personal contact is to be the primary method of communication. Personal contact will be required for all owners residing within a 30 mile radius of Baton Rouge. Personal contact, via telephone, is also recommended for persons residing outside of the 30 mile radius. Certified Mail is to be used to deliver any documents to owners residing outside of the established limits.
- b. In order for expropriation to proceed on a Parcel, the Director of the City-Parish Department of Transportation and Drainage, or his authorized representative, must concur with the Consultant that an amicable settlement is unable to be achieved. A minimum of two (2) letters, three (3) phone calls, and two (2) visits to the owner must be attempted prior to requesting expropriation due to the inability to locate property owners. The City-Parish Attorney's Office must agree that the owners are unable to be located.
- c. Consultant shall attempt to make initial contact within five (5) working days of having parcel assigned. Consultant will notify the Program Manager within five (5) working days of attempted initial contact if unsuccessful. Consultant is responsible for obtaining any additional documentation or information that is required.
- d. The Consultant shall be the first point of contact to the property owner, which serves two purposes: The first is to identify and resolve any title issues (This will be done in coordination with the City-Parish Attorney's Office), The second purpose of early contact is to obtain and verify the information necessary to prepare Act of Sale documents.
- e. Consultant shall only use acquisition forms/letters approved by the Program Manager.

- f. Envelopes must be marked “Do not forward. Address correction requested.”
- g. Consultant shall send duplicate letter to any new addresses that are obtained from Post Office or other owners or sources and provide Program Manager with this information.
- h. Consultant shall report any counteroffers in writing by means of fax or email within two (2) working days to Joseph Earls, SR/WA, RW-EC, CSRS, Inc. MOVEBR Right of Way Manager, for presentation to and discussion with the City-Parish Right of Way Work Group, who will provide approval, rejection, or the identification of either additional needed data or a City-Parish counteroffer proposal to be communicated back to the property owner by Consultant(s). The Consultant shall not have the authority to adjust the offer or counteroffer without prior approval.
- i. Consultant shall hand deliver or mail the acquisition agreement to the property owner, and shall ensure that same is executed before a Louisiana notary in the presence of two (2) witnesses, or Consultant shall act as one of two witnesses (known as the “attesting” witness) and then Consultant shall appear before a notary as the “attesting” witness to execute an acknowledgement. City-Parish Attorney’s will notarize at no charge either the agreement or the acknowledgement if the property owner or the “attesting” witness appears before them.
- j. Consultant shall meet with and advise property owners that consideration will be paid once title is approved. In some cases, this approval will include getting a partial or full release/cancellation of mortgage, lien, or judgment of record. Consultant shall make no promises as to consideration being delivered by a specific date.
- k. Consultant shall advise owners that although the City-Parish Attorney’s Office will try to assist the owner in securing any necessary lien releases, and will pay to record necessary releases, it is the responsibility of the owner to secure any needed full or partial release/cancellation.
- l. Consultant shall report in writing by means of fax or email within one (1) working day to Program Manager and the City-Parish Attorney’s office if acquisition agreement is unobtainable because the offer is rejected.
- m. Consultant shall be responsible for all out of pocket expenses.
- n. The Consultant shall submit no less than the following documentation for each parcel in PDF format:
 - i. General Information Notice
 - ii. Offer Letter
 - iii. Owner Information Sheet
 - iv. Sale Document prior to signature
 - v. Sale Document after signature
 - vi. Any other written communication with the landowner
 - vii. “Contact Summary Sheet” for each contact made on the parcel

viii. Transmittal to Program Manager for close out

All documentation is to be submitted to the Program Manager as it is obtained. Submittals are required on a weekly basis.

Relocation Assistance Requirements for Each Relocation Unit:

- a. Attendance at general meetings required of the project. These meetings include planning, progress, and close-out meetings. Other meetings will be scheduled as necessary.
- b. Relocation Assistance planning will be necessary on each project where Relocation Assistance will be necessary. The Consultant shall prepare a Relocation plan that recognizes the challenges or the specific anticipated potential difficulties associated with the displacement of individuals, families, businesses, farms, and non-profit organizations, and shall develop solutions to minimize the adverse impacts of displacement.
- c. Relocation Assistance to be provided for each Relocation Unit shall include assessment interviews with occupants, eligibility determinations, replacement housing payment comparable case studies, housing claim forms processing, business reestablishment claim forms, moving cost claims processing and all computations and document preparation associated with the above activities.
- d. The Consultant shall submit no less than the following documentation for each Relocation Assistance Unit in PDF format:
 - i. General Information Notice
 - ii. Notice of Relocation Eligibility
 - iii. 90 days to vacate notice
 - iv. Initial Interview Questionnaire
 - v. All written communication with the landowner
 - vi. All documentation regarding computed payments
 - vii. Transmittal to Program Manager for close out

All documentation is to be submitted to the Program Manager as it is obtained. Submittals are required no less than once per week. Failure to submit required documentation in the time specified herein can result in immediate termination of this contract, with no compensation due to the Consultant for work completed to date.

4.0 Technical Expertise Required:

The following requirements must be met at the time of submittal:

Any person that will be acting on behalf of the City-Parish for the purposes of acquiring rights of way, whether through written, verbal, or personal contact, must have at least three (3) years of experience acquiring rights of way or easements/servitudes for governmental agencies, utilities, or oil and gas companies.

Any person that will be acting as an agent on behalf of the City-Parish for the purposes of providing Relocation Assistance Services as defined in 49 C.F.R Part 24, as amended, must have at least three (3) years of experience providing such services.

Other criteria that will be used in the selection process include Acquisition experience, formal and trade education, certifications and designations, and court experience. Other criteria may be applied as seen fit.

C. STATEMENT OF QUALIFICATIONS:

1.0

Definitions:

“Principals” are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

“Consultant” is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

“Key Persons/Key Personnel” refer to individuals or firms who will have major responsibility or will provide unusual or unique capabilities for the task under consideration.

General:

The Statement of Qualifications (SOQ) shall be submitted in the attached SF 1A format as to address the qualifications of the Consultant(s) to provide the services requested. The SOQ SF 1A should include the identification of the Consultant(s) background, experience, education, and other qualifications.

Additionally, the SOQ SF 1A shall also include résumé's showing qualifications and experience of Key Persons, including references to former clients for whom comparable work has been undertaken.

Proposers may also include other appropriate information; however, the Statement of Qualifications SF 1A should be prepared simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the project. Emphasis should be placed on completeness and clarity of content. Fancy bindings, elaborate displays, or other promotional material are neither required nor desired.

To assist in evaluating qualifications, interviews may be conducted at the discretion of the MOVEBR Right of Way Selection Committee.

The City-Parish shall not be liable for any cost incurred by the respondent in the preparation of their Statement of Qualifications SF 1A in response to this Request for Qualifications.

2.0 Submission of Statement of Qualifications on SF 1A:

The Consultant shall submit the Statement of Qualifications SF 1A via e-mail to:

Mr. Joseph Earls, SR/WA, RW-EC
MOVEBR Right of Way Manager
CSRS, Inc.
6767 Perkins Road, Suite 200
Baton Rouge, Louisiana 70808
Phone direct line (225) 831-2176
fax (225) 769-0546
e-mail: joseph.earls@csrsinc.com.

This is an on-going request for qualifications. There is no deadline to submit qualifications; however, assignments for the initial projects may be made as early as November 2019. Only those Consultants that have submitted qualifications will be considered for work.

The MOVEBR Right of Way Work Group reserves the right to reject any and all proposals and waive informalities in order to obtain the most favorable proposal for the City-Parish. Additionally, failure to submit all of the requested information may result in the submitted SOQ SF 1A to be considered non-responsive.

Any questions regarding this request for qualifications may be addressed in writing or via e-mail to Mr. Joseph Earls, SR/WA, RW-EC, MOVEBR Right of Way Manager, 6767 Perkins Road, Suite 200, Baton Rouge, Louisiana 70808, fax number (225) 769-0546, joseph.earls@csrsinc.com.

3.0 Selection Process:

The MOVEBR Right of Way Work Group will review all responses received. Proposals will not be ranked or scored. Instead, Consultants will be engaged on an as needed basis throughout the program based upon the qualifications, current workload and capacity, complexity of the work, and the quality of work completed to date.