

Request for Qualifications

Right of Way

Abstracting 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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**The Advocate
Baton Rouge, Louisiana**

PUBLIC NOTICE

**RIGHT OF WAY ABSTRACTING 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 Real Estate Abstracting Services for the acquisition of right of way on MOVEBR projects.

The City-Parish desires to hire qualified Abstractors to provide Right of Way Abstract 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 tasks to the selected Abstractor on an as needed basis, based upon each Abstractor(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 Abstractor(s) selected for this program will have the necessary expertise to effectively provide abstracts of title for required rights of way and easements/servitudes 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 Appraisal 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@csarsinc.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 Real Estate Abstractors to provide Right of Way Abstracting 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 Abstractor 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 Abstractors as practical. The MOVEBR Program Manager, in consultation with the City-Parish Department of Transportation and Drainage, will assign parcels to the selected Abstractor(s) on an as needed basis, based upon each Abstractor(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 assigned parcels, nor a minimum dollar amount of fees to be generated by this contract. The number of parcels assigned to each Abstractor is at the discretion of the City-Parish Department of Transportation and Drainage. If more than one Abstractor is used, the number of parcels assigned to each Abstractor may not be equal.

For MOVEBR projects that are on State Routes, preference may be given to those Abstractors with LaDOTD Right of Way Abstract experience.

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 Abstractor(s) will be required to provide one or more of the following:

Components

The abstracting function for the MOVEBR shall be broken into three different components:

- a.) Deed Abstract – This represents latest conveyance of title recorded in the courthouse along with any recorded map that is referenced in the legal description of the property. Each deed abstract provided to the MoveBR Program Management Team shall include a title sheet showing the project, temporary parcel number, full names of current owners, and a legal description of the property. The title sheet will be followed by a copy of the latest conveyance and any referenced maps.

- b.) Full Abstract – A full abstract shall be obtained only for the properties from which land will be acquired. The requirements for a full abstract are to run conveyance records back eleven (11) years or three (3) transfers, whichever is less, and then forward to date to confirm the current ownership. Mortgages should also be run and included. Copies of all servitudes that are referenced in any conveyance or shown on any map shall be included, unless the servitude was created on one of the maps that are being included in the abstract.

The full abstracts are provided to the surveyor prior to their beginning work on the Acquisition Set of right of way maps. It is not necessary for the surveyor to have full abstracts to complete the Base right of way maps. The full abstracts shall be used by the surveyor to confirm the location of boundary lines and plot any servitudes that fall within the proposed taking lines.

The Parish Attorney's Office shall review the full abstracts and provide a copy of the review to the MOVEBR Program Management Team to be included in the database files. Any title deficiencies noted in the abstract should be corrected at this time.

- c.) Abstract Update – Updates shall be of the same form as the full abstracts, but shall be limited to the time between the full abstract and the closing date. Abstracts that can be updated via computer records shall be updated by the Parish Attorney's Office.

The term “parcel” utilized in this section is defined as one or more tracts or lots owned by the same owner and which are contiguous and acquired in the same act of conveyance.

estimate the value of real property rights and interests as well as easements/servitudes under the following requirements:

Compliance: All Abstracting 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

4.0 Abstractor Requirements:

The Abstracting Services shall be the preparation of: (1) Phase One Reports; and/or (2) abstracts of title for each parcel of land designated on a Schedule and as shown on the right-of-way map(s) for the Project; (3) down to dates of previously prepared abstracts. Abstractor shall provide for each Phase One Report on a CD or DVD in PDF for each project a title page, the last acquisitions and the latest recorded map of each parcel. Abstractor shall provide one bound copy and one PDF copy on CD or DVD of each abstract or down to date it is authorized to perform. The City Parish may from time to time request changes in the scope of the Abstracting Services. Such changes, including any increase or decrease in the amount of the Abstractor's compensation which are mutually agreed upon by the City Parish and Abstractor shall be incorporated in written amendments to this Contract and may be, if the parties agree, be reflected on a Schedule, which shall constitute the amendment.

5.0 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 real estate abstracting services must have at least three (3) years of relevant experience in right of way real estate abstracting.

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 résumés 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 Appraiser 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.