

**ADVERTISEMENT FOR RIGHT OF WAY AND RELATED SERVICES  
NOVEMBER 3, 2023**

**CONTRACT NOS. 40000196 AND 40000197**

**IDIQ CONTRACTS FOR RIGHT OF WAY BUSINESS VALUATION SERVICES  
FOR PROJECTS STATEWIDE**

Under authority granted by Title 48 of the Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues this advertisement for consulting firms to provide right of way and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and prime consultants must be registered with the Louisiana Secretary of State and the Federal Government, using SAM.gov, prior to contract execution.**

One (1) proposal will be selected for each contract solicited per this advertisement. Only one (1) DOTD Standard Form (SF) 23-120 proposal is required for this advertisement, and it represents the prime consultant's qualifications to be used for the referenced contract(s). All identifying contract number(s) should be listed in Section 3 of the DOTD SF 23-120. **USE THE DOTD SF 23-120, DATED NOVEMBER 2, 2023, PROVIDED WITH THE ADVERTISEMENT.**

**Sub-consultants will not be considered in this selection.**

Any questions concerning this advertisement must be sent in writing to [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov) no less than 48 hours (excluding weekends and holidays) prior to the proposal deadline.

**SCOPE OF SERVICES**

The general tasks that the consultant may be required to perform are described more specifically in Attachment A, which is incorporated herein by reference. The selected consultant will perform the specific services covered in an Indefinite Delivery/Indefinite Quantity (IDIQ) contract as detailed in individual Task Orders (TOs), which will specify TO-specific scope of services, contract time, and compensation.

The consultant shall perform the work in accordance with the requirements of this advertisement, the resulting contract, and any TOs issued thereunder. Deliverables shall be in such format as required in Attachment A, unless otherwise specified in an individual TO. The work performed by the consultant shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

**MINIMUM PERSONNEL REQUIREMENTS (MPRs)**

The requirements set forth in Attachment B must be met at the time the proposal is submitted.

### **EVALUATION CRITERIA**

The criteria to be used by DOTD in evaluating responses for the selection of a consultant to perform these services are listed below:

1. firm experience on similar projects, weighting factor of three (3);
2. staff experience on similar projects, weighting factor of four (4);
3. firm size as related to the project magnitude, weighting factor of three (3);
4. past performance on similar DOTD projects, weighting factor of six (6);
5. current work load with DOTD, weighting factor of five (5);
6. approach and methodology, weighting factor of nine (9).

Proposals will be evaluated as set forth in the “Evaluation Criteria” section of this advertisement. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of one (1) through five (5). The rating will then be multiplied by the corresponding weighting factor. The rating in each category will then be added to arrive at the proposal’s final rating.

DOTD’s Project Evaluation Team (PET) will be responsible for performing the above described evaluation, and will present a shortlist of the five (5) (if five are qualified), highest rated consultants to the Secretary of DOTD. The Secretary will make the final selection.

### **COMPLIANCE WITH SUPPLEMENTAL ETHICS REQUIREMENTS**

DOTD has established supplemental ethics requirements applicable to consultants and PET members. These requirements are found in the “Supplemental Ethics Requirements” article of the sample contract linked to this advertisement, which are incorporated herein by reference. Any firm that is found to have violated these requirements may not be considered for this selection.

**By submission of a proposal to perform services pursuant to this advertisement, the consultant agrees to comply with DOTD’s Supplemental Ethics Requirements.**

### **RULES OF CONTACT UPON ADVERTISEMENT**

DOTD is the single source of information regarding the contract selection. Any official correspondence will be in writing, and any official information regarding the contract will be disseminated by DOTD’s designated representative via the DOTD website. The following rules of contact will apply during the contract selection process, commencing on the advertisement posting date and ceasing at the time of final contract selection.

Contact includes face-to-face communication, the use of a telephone, facsimile, electronic mail (email), or formal or informal written communications with DOTD. Any contact determined to be improper, at the sole discretion of DOTD, may result in the rejection of the proposal (i.e., DOTD SF 23-120).

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Consultants and consultant organizations shall correspond with DOTD regarding this advertisement only through the email address designated herein; [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov) and during DOTD sponsored one-on-one meetings.

No consultant, or any other party on behalf of a consultant, shall contact any DOTD employee, other than as specified herein. This prohibition includes, but is not limited to, the contacting of: department, office, or section heads, project managers, members of the evaluation teams, and any official who may participate in the decision to award the contract resulting from this advertisement.

DOTD will not be responsible for any information or exchange that occurs outside the official process specified above.

**By submission of a proposal to perform services pursuant to this advertisement, the consultant agrees to the communication protocol herein.**

### **CONTRACT TIME**

This IDIQ contract shall be in effect for **five (5) years**. **All TOs must be completed by the termination date of the IDIQ contract.** No TO will be initiated unless sufficient contract time remains to complete the TO.

### **COMPENSATION**

The maximum compensation payable to the consultant under each IDIQ contract shall not exceed **\$400,000**. Compensation to the consultant for services rendered in connection with each TO will be made on the basis of cost per unit of work as specified in each TO, subject to the limitation set forth in the IDIQ contract.

### **REFERENCES**

1. Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 as amended.
2. Uniform Standards of Professional Appraisal Practice.
3. Louisiana Constitution: Article I, Section 4, Article VI, Section 21 and Article VII, Section 14.
4. Louisiana Revised Statutes: Title 9, Title 19, Title 38, Title 48, and Title 70.
5. Louisiana Civil Code.
6. Louisiana Administrative Code: Chapter 70.
7. DOTD Right of Way Manual.
8. DOTD Guide to Title Research.
9. Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964.
10. Equal Employment Opportunity Act of 1972.
11. Federal Executive Order 11246 as amended.
12. Rehabilitation Act of 1973.
13. Vietnam Era Veteran's Readjustment Act of 1973.
14. Title IX of the Education Amendments of 1972.

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15. Age Discrimination Act of 1975.
16. Fair Housing Act of 1968.
17. Americans with Disabilities Act of 1990.
18. All other federal and state laws and regulations which may apply to acquisition of right of way and utility relocation for this project.

### CONTRACT EXECUTION REQUIREMENTS

The selected consultant will be required to execute the contract within ten (10) days after receipt of the contract.

See sample contract posted with this advertisement.

### SECONDARY SELECTION PROCESS

When multiple IDIQ contracts with similar scopes of service are available within a DOTD Section that is prepared to issue a TO, the TO selection procedures set forth in Attachment C shall be used to award that TO. Documentation of the selection process shall be retained by DOTD.

### REVISIONS TO THE ADVERTISEMENT

DOTD reserves the right to revise any part of the advertisement by issuing addenda to the advertisement at any time. Issuance of this advertisement in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all DOTD SF 23-120s submitted, and/or cancel this consultant services procurement if it is determined to be in DOTD's best interest. All materials submitted in response to this advertisement become the property of DOTD, and selection or rejection of a proposal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the advertisement.

### CLARIFICATIONS

DOTD reserves the right to request clarification of ambiguities or apparent inconsistencies found within any proposal, if it is determined to be in DOTD's best interest.

### PROPOSAL REQUIREMENTS

The consultant's proposal for this advertisement must be submitted by email to [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov). **USE THE DOTD SF 23-120, DATED NOVEMBER 2, 2023, PROVIDED WITH THE ADVERTISEMENT.** Hard copies of the consultant's proposal are not required. All proposals must be in accordance with the requirements of this advertisement. Unless otherwise stated in this advertisement, copies of licenses and certificates are not required to be submitted with the proposal.

ANY CONSULTANT FAILING TO SUBMIT ANY OF THE INFORMATION REQUIRED ON THE DOTD SF 23-120, OR PROVIDING INACCURATE INFORMATION, MAY BE CONSIDERED NON-RESPONSIVE.

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DOTD employees may not submit a proposal, nor be included as part of a consultant's proposal.

Contract and/or part-time employees are allowed. Such employees should identify their employment status in Section 10 Personnel List of the DOTD SF 23-120.

The DOTD SF 23-120 **PDF file shall be labeled** "CONTRACT NO. 40000196 & 40000197, Consultant's name", and **must be received no later than 3:00 p.m. Central Time by [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov) via email on Monday, November 27, 2023.** The PDF file must be attached in the email or as a hyperlink in the email or as an email through third-party file transfer websites such as Dropbox or WeTransfer.

Please note that delivery failure may occur on email files exceeding 30MB uncompressed. In addition, all emails are scanned for cybersecurity threats prior to delivery to [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov); **therefore, allow sufficient time** for this process to take place when submitting your proposal.

**ATTACHMENT A  
SCOPE OF RIGHT OF WAY SERVICES**

The project time is typical.

**I. PROJECT MANAGEMENT AND ADMINISTRATION SERVICES**

Consultant shall:

- Comply with DOTD's
  - *Title Research Manual*
  - *Operations Manual*
  - 49 CFR
  - USPAP
  - All other applicable laws and regulations
- Attend meetings including project kick-off, public hearings and other scheduled
- meetings
- Coordinate with Public Information Office as directed by DOTD
- Provide project field office if directed by DOTD
- Submit a service plan prior to kick-off meeting
- Appraisal plan
- Project schedule check points/milestones/updates
- Management work processes/work flow
- Work product approval process
- Submit resumes of staff and consultants not already approved in consultant's bid proposal
- Provide detailed monthly invoices for completed and approved work
- Submit all itemized invoices for DOTD approval
- Prepare voucher and pay invoices from clerk of courts when received
- Maintain AARS or other data management systems
- Prepare consultant cover letters
- Train and manage sub-consultants
- Execute and administer Sub-Consultant contracts
- Testify in legal proceedings on behalf of DOTD
- Implement and maintain quality assurance and quality control program
- Prepare and maintain right of way files
- Perform any other tasks and activities necessary to complete project management and administrative services

**II. BUSINESS VALUATION SERVICES**

Consultant shall:

- Field review the project
- Identify appropriate business valuation and lost profits study format
- Mail property owner notification letter to each property owner
- Schedule a meeting on site with property owner(s) and any parties who have a financial interest in the property for each parcel

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- Document meeting
- Define business valuation problem by identifying
  - Property rights
  - Objective of the business valuation and lost profits study
  - Definition of value
  - Date of value
  - Limiting conditions for each parcel
- Develop a business valuation and lost profits study
  - Data required
    - Data must include 3 – 5 years operations
- Collect general economic data including
  - Market
  - Financial
  - Economic
  - Trend
  - Tax information
- Analyze data to determine business value before acquisition of required right of way
  - Subject
  - Regional
  - Community
  - Neighborhood
- Determine approaches to business value
- Determine the business value of the parent tract
- Reconcile the approaches to business value
- Establish date of business valuation and lost profits report
- Sign and date the business valuation and lost profits report
- Submit business valuation and lost profits report with supporting documentation electronically to DOTD
- Testify in legal proceedings on behalf of DOTD
- Make corrections, revisions, and provide information for business valuation and lost profits services as directed by DOTD
- Perform other tasks and activities necessary to complete the business valuation and lost profits study services.

### **SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD**

1. Identity of the DOTD Regional Manager responsible for the project.
2. Identity of the DOTD Chief Appraiser and a Review Appraiser.
3. Right of Way Maps when available
4. Construction Plans when available.
5. Title Research Reports and Title Research Report Updates when available.
6. A lead Right of Way Agent, if applicable.
7. Periodic status meetings.
8. Technical assistance for acquisition activities.

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**ATTACHMENT B - MINIMUM PERSONNEL REQUIREMENTS (MPRs)**

The following requirements must be met at the time the proposal is submitted:

1. At least one (1) principal of the prime consultant must be a Certified Public Accountant.
2. Minimum of three (3) years of full-time professional experience in the field of Business Valuation and Lost Profits Analysis.

**NOTE: WHEN SATISFYING A MINIMUM PERSONNEL REQUIREMENT, PLEASE ENSURE THE RÉSUMÉ REFLECTS REQUIRED EXPERIENCE AS REQUESTED.**

- Please note the number of MPRs are minimal; however, all relevant personnel necessary to perform the Scope of Services must be identified in Section 10 of the DOTD SF 23-120 and their resumes included in Section 11 of the DOTD SF 23-120



**ATTACHMENT C - SECONDARY SELECTION PROCESS**

Description of Secondary Selection Process:

- There are two processes for selecting a consultant to award a task order
  - Task Order Query – consultants are sent a short questionnaire pertaining to a specific project. Consultants’ responses are recorded and scored. The consultants are ranked according to numerical score, then the Right of Way Administrator recommends consultants for selection.
  - Task Order Justification – a memo is prepared explaining why a particular consultant is being selected for a task order rather than sending a query to a group of consultants. The Right of Way Administrator signs, recommending the selection. Common reasons for selecting a consultant instead of sending a query are:
    - Updating the consultant's own work on a project
    - Performing additional work on a project, previously performed by that consultant
    - Performing new work on a project adjacent or related to a project for which the consultant has previously performed services

Description of Task Order Query Process:

- When using the task order query process, consultants with IDIQ contracts for the appropriate service will be sent a task order query and a description of the work to be performed.
- Consultants are instructed as to when responses to each query are due. Once the responses are returned to Support Services, the responses are recorded and scored.
  - Tier 1 – Consultants are asked Yes/No questions to determine their interest and eligibility for the project. Additional eligibility requirement may be maintained by Support Services. Examples:
    - Are you interested in this assignment?
    - Can you meet our required completion date?
    - Do you and/or your firm meet specific minimum requirements for this assignment which are greater than the minimum requirement to be awarded a IDIQ contract?
      - Consultants who answer “No” to any of the previous questions are eliminated.
  - Tier 2 – Remaining consultants are scored based on information maintained by Support Services. The categories are:
    - Deliverables Due
    - Amount of Work Issued in the past 12 months
    - The intent of this tier is to distribute work as evenly as possible across the pool of IDIQ contracts.
    - The top four consultants advance to Tier 3.
  - Tier 3 – Remaining consultants are scored based on information provided in their task order query.
    - Proposed Delivery Date – consultants are provided the opportunity to propose a delivery date earlier than our required completion date. Not all projects may be accelerated. Support Services may alter this date based on weekends, holidays and/or other factors to best meet the needs of the project.

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- Experience – consultants are asked report specific experience relevant to the project. These responses are evaluated and scored.
- Consultant Evaluation System (CPE) – the consultants’ scores from the CPE System over the previous five years are averaged.
- Final Scores – The scores from Tier 2 and Tier 3 are weighted to generate a final score as follows:
  - Deliverables Due – 20%
  - Work Issued in Past 12 Months – 15%
  - Proposed Delivery Date – 20%
  - Experience Relevant to Project – 15%
  - Consultant Past Performance Rating – 30%
- Consultant Ranking and Recommendation for Selection
  - Once the consultants are ranked by final score, the Real Estate Section Task Manager has an opportunity to review the responses and provide comments to the Real Estate Administrator.
  - The Real Estate Administrator reviews the ranking and any comments provided, then recommends a consultant or consultants for selection.
    - Should the Real Estate Administrator wish to recommend a consultant or consultants other the highest ranked, a justification will be provided the Chief, Project Development Division along with the recommendation for selection.