

STATE PROJECT NO. H.002622.3
CALDWELL ROAD – LA 143
ROUTE LA 616
OUACHITA PARISH

QUESTIONS AND ANSWERS

Q1. As the R/W clear date is now January 28, 2014, does the LaDOTD still anticipate the “contract time” to be 36 months?

A1. Yes.

Q2. The RFQ outlines the minimum requirements for an “Appraisal Manager”. As LaDOTD will be providing Appraisal Review in-house, is the position of “Appraisal Manager” a requirement of the RFQ?

A2. The requirement for an Appraisal Manager is deleted from this contract. Please refer to the latest addendum posted today.

Q3. The Scope of Services found within the RFQ includes certain additional demolition contracting and management duties on the part of the chosen R/W Consultant. As far as we are aware, these demolition contracting and management duties have not been included in total turnkey projects previously awarded by LaDOTD. What is LaDOTD’s form of compensation to the chosen R/W consultant for these demolition contracting and management duties.

A3. The requirements related to improvement demolition/removal are deleted from this contract. Please refer to the latest addendum posted today.

Q4. Has there been a joint R/W plan review held yet, and if so are the minutes available for review?

A4. Yes, the joint plan review has been held. The minutes may be available to the consultant selected for this project.

Q5. Are there any environmental commitments that the consultant should be made aware of?

A5. No.

Q6. According to the RFQ, the Department is going to handle the appraisal reviews. This takes a major item of time control away from the consultant and vests it in a third party where any delays are out of control of the consultant. Is the Department prepared to

make a commitment as to turn around or response time from when the appraisal report is submitted to when the review comments, review sheet and/or EJC letter is sent out.

- A6. Yes. Assuming that there are no corrections required, the Department will have the appraisals reviewed and to the consultant within 14 calendar days.
- Q7. The RFP requires the consultant to “Prepare and forward to Financial Services a voucher to request a check for advance court costs for deposit in the registry of the court.” This has not ever been a consultant responsibility on previous projects. Are we really supposed to deal directly with Financial Services?
- A7. Any such voucher prepared by the consultant would be transferred to the Department’s right of way project manager for further transmittal to the Department’s Financial Services Section.
- Q8. The RFP requires that the consultant prepare bid booklets for improvement demolition/removal for transmittal to Property Management. This is a function that has never been performed by consultants before. There is not a pay item for this service. How is the consultant to be compensated for this additional service?
- A8. The requirements related to preparing bid booklets for improvement demolition/removal are deleted from this contract. Please refer to the latest addendum posted today.
- Q9. According to the RFP, the consultant is to prepare a service plan and appraisal plan. Historically these have been more or less, one in the same, with the appraisal plan showing which parcels need which forms and which appraisers are being assigned to which parcels and then it and the service plan is discussed with the LDOTD and a consensus is reached as to the forms and rates for the appraisals. With the taking back of the review function by the Department it is not clear as to exactly what the service plan and appraisal plan are to include and what the difference is between them. Please clarify.
- A9. The appraisal plan includes the name(s) of the appraiser(s) and other valuation consultant(s) for each ownership, the appraisal format to be used, and the fee to be paid for the appraisal report or other valuation service(s). The service plan includes the names of each person which the consultant intends to hire to provide any required right of way services along with a request for the Department’s approval of same for the project.
- Q10. Is the Department going to require two appraisals on each parcel? This is a critical item because it will affect how long it will take to getting the appraisals matched, and then to make the reviews, and it will also affect the amount of money the consultant will have available for management of the appraisal function. For example, we have identified

X number of parcels that will require before and after appraisals. If the Department is requiring two appraisals on each parcel the amount of money available for appraisal and other project management is double what it would be if only one appraisal is being secured.

A10. Two appraisals are required on ownerships estimated to be valued at \$30,000 or more.

Q11. Section 9 on the SF 23-116 is for past project experience, but in the Submittal Requirement, it asks us to “describe the work element to be performed by the Sub-Consultant(s) and state the Percentage of each work element to be subcontracted to each sub-consultant.” Should this go in another section?

A11. Yes. Section 7 of the SF 23-116.

Q12. Do we list the brief resume of all key persons (could be 2 or 3) under Section 8 or is just one allowed?

A12. Provide the requested information on all persons that you consider to be key persons.

Q13. Under the Scope of Services for Title Research is asks for Social Security number, Name of Spouse and former Spouse, marital status and Gender. I am concerned that the title agent will not have access to this information from researching the real property records. We will probably not get this information until the negotiation agent meets with the land owner. I would like to see if this would be moved to the Acquisition Section.

A13. Most often the above requested information is contained within the property owner's deed of acquisition. This information where given should be transferred to the Title Research Report.

Q14. Under the fee schedule, I don't see a unit rate for the Project Management and Administrative Services, Expropriation Support Services and Project Production Support Services. Can you please let me know what the Unit rate per parcel for these services are?

A14. Compensation for these services is built into the 20% management fee for each billable unit.

Q15. If DOTD requires us to set up a project filed office, is the cost of the office (lease, equipment, computers, utilities, maintenance, etc.) a pass through expense billed monthly to the DOTD?

A15. A project site office is not required for this project.

Q16. Under Section VIII., the document refers to the Consultant being responsible for “ensuring” that asbestos inspections and assessment reports are completed where necessary. Then later, in Section IX., it refers to the Consultant being responsible for preparing contracts for asbestos inspections and assessment reporting, then ordering the payments and sending them to the asbestos contractor.

Does this mean we will only be responsible for the coordination and contract administration regarding asbestos inspections (the same with demolition contractors) and that we will be working with a pre-approved list of LA DOTD asbestos and demolition contractors for completing this work? We then are not required to have sub-consultant environmental firm and/or demolition firm as part of our initial response to this RFQ?

A16. The Department will look to the consultant to nominate an environmental and/or demolition sub-consultant who is qualified under the laws of the State of Louisiana. This population of services providers is not necessarily limited to the names of such services providers in the Department’s approved panel.