

UTAH DEPARTMENT OF TRANSPORTATION

REQUEST FOR QUALIFICATIONS

(Electronic Submittal Required)

UDOT RIGHT OF WAY SERVICES and LOCAL GOVERNMENT POOL

**The Pool Is For Small and Non-Complex Right of Way Services
Under \$400,000 (cradle to grave)**

**POOL PERIOD
JULY 1, 2010 - JUNE 30, 2015**

Revised March 10, 2014

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POOL RFQ REQUIREMENTS SUMMARY

Right of Way Services and Local Government Pool

The Right of Way Services and Local Government Pool (Pool) is a pool of prequalified individuals and consultants in various work disciplines. This selection process may be used by the Department to select consultants for small and non-complex right of way services contracts. This RFQ will establish the pool of qualified consultants in the various work disciplines.

Pool Period

The Right of Way Services and Local Government Pool (Pool) period is July 1, 2010 through June 30, 2015. Once an individual or firm is listed as qualified, the qualification expires on June 30, 2015.

Consultants or individuals interested in being listed as qualified in the Pool may submit work discipline specific Statements of Qualifications (SOQ's) in response to this RFQ. An SOQ may be submitted at any time from the initial posting of this RFQ on February 22, 2010 through the first four years of the Pool period.

New Consultant SOQ's will then be evaluated annually by Department technical experts to determine whether the Consultant is qualified in specific work disciplines based on work discipline specific SOQ's.

Any SOQ's received by the deadlines listed below will be evaluated during the months of April, May and June. If considered qualified, the consultant will be eligible to be selected on July 1st, subject to the financial screening process.

Schedule of SOQ Deadlines

April 5, 2010 at 11:00 a.m.

April 5, 2011 at 11:00 a.m.

April 5, 2012 at 11:00 a.m.

April 5, 2013 at 11:00 a.m.

April 28, 2014 at 11:00 a.m.

Any SOQ's received late by the Department for an April 5, 2010 11:00 a.m. deadline will not be evaluated by the Department until after the following year's deadline of April 5, 2011. Any SOQ's received after the April 5, 2011 11:00 a.m. deadline will not be evaluated until after April 5, 2012, etc.

No SOQ's will be accepted for the Pool after April 28, 2014, at 11:00 a.m. Any SOQ's received after April 28, 2014 11:00 a.m. will be considered non-responsive and will be disqualified. The RFQ for the new pool period of July 1, 2015 through June 30, 2020 will be advertised in approximately February 2015 with a new deadline in April 2015.

Based on need and at the sole discretion of the Department, the Department may collect and evaluate SOQs received in between the April 5th deadlines.

Once an individual or firm is listed as qualified based on the original deadline or any interim deadlines submissions, the qualification expires at the end of the pool period, June 30, 2015.

Special Interim SOQ Deadline (Added 8/10/10)

Based on need and at the sole discretion of the Department, the Department has chosen to collect and evaluate for the following work disciplines SOQs received on or before **Thursday, October 28, 2010 at 11:00 a.m.** If a firm or individual is evaluated and considered qualified, the firm or individual will be eligible for selection on or after January 1, 2011.

- 1 – Acquisition Services
- 4 – Complex Appraisal Services
- 5 – Residential Appraisal Services
- 6 – Appraisal Review Services

Pool Project Locations

Various locations statewide

Sources of Funding

Federal, Local, State, or Other

RFQ Administrator

Gaye Hettrick, Consultant Services Manager

UDOT Consultant Services

4501 S. 2700 W.

Box 148490

Salt Lake City, UT 84114-8490

801-965-4639

gghettrick@utah.gov (email contact for format questions)

ROWSOQ@utah.gov (email contact for submittal of SOQ's)

Right of Way Service Program Questions

James Olschewski, Deputy Director of ROW

UDOT Right of Way Services

4501 S. 2700 W.

Box 148420

Salt Lake City, UT 84114-8420

801-965-4821

jolschewski@utah.gov (email contact for questions on Right of Way issues)

ROWSOQ@utah.gov (email contact for submittal of SOQ's)

Electronic SOQ Submittal Required

- 1) Submit an electronic PDF file of the SOQ by email to Gaye Hettrick, Consultant Services Manager, ROWSOQ@utah.gov. You will receive an email acknowledgement of receipt.
- 2) If for some reason you are unable to email your submittal, a CD with SOQ files delivered to Consultant Services will be accepted.
- 3) The state email system will not receive any emails with attachments of 25M or greater or zip files.
- 4) When the ROWSOQ@utah.gov email receives emails, an automatic return email will be generated to provide confirmation your email was received if you have the word "pool" in the subject line somewhere.

Additional Qualifications

The Right of Way Unit, UDOT and/or Local Government Project Managers reserve the right to ask for additional qualification information before a contractual agreement is signed with a Consultant (firm or individual) from the Pool list. Consultants in the ROW Services Pool will be qualified based on having met minimum qualifications. The agency reserves the right to select consultants from the Pool on an as needed basis to perform the specific tasks necessary to meet the needs of the agency and the project. At any time, the agency has the right to ask the consultant for additional qualification information before a contractual agreement is signed with the Consultant. There is no guarantee that consultants approved for the Pool will be assigned work.

Financial Screening

The Right of Way Unit reserves the right to develop and include Financial Screening as part of their contracting/agreement process. Consultants may then be required to agree upon an annual hourly rate of pay.

Consultant Services Electronic Notification Subscription Service

Please join the Consultant Services Electronic Notification Subscription Service. Consultants will only be notified of any updates or changes to this RFQ through this service. The website for subscribing is <http://www.udot.utah.gov/go/subscriptionlist>.

SOQ REQUIREMENTS SUMMARY

Preparation of SOQ's

Prepare Statements of Qualifications in accordance with Utah Department of Transportation SOQ Requirements Summary. The Department strongly urges individuals to apply for each Work Discipline, if minimum qualifications can be met.

SOQ Sections

Each SOQ should contain the following sections:

- 1) Introduction Letter;
- 2) State Licenses/Certification/Training; and,
- 3) Qualifications/Experience.

Sections are not required to start at the top of a page. (NOTE: The Introduction Letter should not be submitted as a separate electronic file from the rest of the SOQ, it should be the first page in the electronic file.)

Introduction Letter

The letter addressed to James Olschewski, Deputy Director of Right of Way Services, will need to identify that the Consultant or Contractor:

- 1) Has read the RFQ;
- 2) Understands the acceptance and completion criteria, submittal and financial screening requirements;
- 3) Understands the Pool Project and Consultant or Contractor Caps/Limits;
- 4) Is willing to follow all state and federal contracting requirements;
- 5) Understands that policy, procedure and process may change during the Pool Period and that UDOT will require Consultant and Contractor compliance that may mean proactive and positive behavior while change is taking place;
- 6) Interest in UDOT and Local Government project success;
- 7) Career highlights in Work Discipline; (Include this information for the key personnel who will actually work on UDOT or Local Government Projects. If a firm is selected, the agency reserves the right to require additional information about the experience and education of each agent who will work for the firm on a UDOT or Local Government Project;
- 8) Disclosure of any Real Estate Division License Review or Disciplinary Action taken in any form during last 5 years of career;
- 9) Certification, License and other information (number, expiration date, state, etc.); and,
- 10) If the SOQ is from a firm, the key personnel from that firm must be clearly identified in the letter. Each of the key personnel who will actually perform work for the Department under a discipline or service must meet the stated eligibility criteria as a qualified and experienced agent before commencing work on a project.

In addition, the letter is required to:

- 1) Include a **contact person and information** (name, title, office phone, fax number, address, **email** address, cell phone) in case our Pool Selection Team has questions about the submittal;
- 2) Include in the upper right hand corner the **Work Discipline Name**. No page number is required on the letter. The letter may only be **one-page** in length; and,
- 3) Disclose any debarment or license issues and/or investigations along with any UDOT Project Evaluations Received that included a score of zero or one in any category.

Separate SOQ Submittal Required for **Each Work Discipline**

A separate SOQ submittal is required for **each** Work Discipline for which you are interested in submitting. The **Work Discipline Name** should be clearly marked in the upper right hand corner of the Introduction Letter.

Electronic File Naming Convention

The electronic file name of your SOQ files should be named first with the work discipline number then firm name or individual name. For example, if Acme Corporation is submitting an SOQ for the 1-Acquisition Services work discipline then the electronic file name of the PDF should be "1 Acme Corporation.pdf". Firms/individuals should submit a separate electronic file for each work discipline using this naming convention.

SOQ Maximum Number of Pages

The maximum number of pages for each SOQ is **fifteen (15)** and the maximum length of the Introduction Letter is **one (1)** page for a total of **sixteen (16)** pages

Any SOQ exceeding the page-maximum will be considered non-responsive and disqualified.

SOQ Page Numbers

Every page shall be numbered consecutively, 1,2,3, ... 15. Please make this part of each page as a footer in the lower right hand corner. Do NOT count the Introduction Letter as page 1.

Page Footers

Page Footers are required on every page bottom right corner and must include the following information:

- 1) Consultant/Contractor Name (Individual or Firm);
- 2) Work Discipline Title; and
- 3) Page number.

Margins

One Inch Margins for all 15 pages (Page Footer information may be inside or outside of this boundary).

Color

Color is allowed.

Font

Size 11 or 12 is preferred.

Script

Arial or Times New Roman is preferred.

Page Size

8½ x 11

Design

Charts, graphs, pictures, tables are acceptable but will be counted as part of page requirements and shall meet the above requirements.

Penalty Points

The Department reserves the right (through Consultant Services and/or the Selection Teams) to assess one Penalty Point for each instruction violation in the SOQ Requirements Summary. Our goal is not to penalize any submittal just help standardize/streamline the Pool Review Process for the Pool Selection Teams.

POOL ACCEPTANCE AND COMPLETION CRITERIA

Pool Acceptance and Completion Criteria

The Right of Way Division reserves the right to develop and mandate new requirements as deemed allowable by UDOT, FHWA and other operational requirements, or mandated by state or federal statutes.

Contract Caps/Consultant Limits

It is the responsibility of all parties (UDOT, Consultants, and Local Governments) to make sure that each project seeking Consultant selection from the Pool meets the **Project Limit of \$400,000 (cradle to grave)** and the Consultant Pool Period Cumulative Cap of **\$900,000 for Local Government Projects** and **\$1,250,000 for State Projects**. No exceptions.

Work Disciplines

A Pool of qualified Consultants or Contractors (firms or individuals) has been and/or will be selected to cover each area of service (Work Disciplines) the Department deems necessary for upcoming projects. Project Managers are encouraged to use the 50% Scope of Work/Work Plan Rule which will help them determine what Work Discipline to check when selecting a Consultant.

Prime Consultant Requirements

Pool Contract Language states that a Prime Consultant will perform **60%** of the total contract value. Any variation from this procedure will need to be noted in the UDOT's Project Manager Approval Memo so that the contract language may be altered.

Prime Consultant Pool Dollar Availability

All contract and modification costs (including subconsultant costs) will count towards the Prime Consultant's Cumulative Pool Dollars.

Consultant Selection

The selecting Project Managers will make sure that each Consultant selected for a Right of Way Pool Contract has the following contracting status available prior to contacting the Consultant:

- 1) Pool Dollar Availability; and
- 2) Consultant Cumulative Dollar Availability.

Consultant Services Current Contract and/or Modification Requirements

The Department requires standard contract and contract modification documentation. Any variation from this will require full justification in the Consultant's Work Plan and in the Project Manager's Approval Memo. Please contact the Director of Right of Way for more information regarding what information is required for Right of Way Services Contracts/Agreements. **Right of Way has developed criteria and/or ratings criteria for right of way service and guidelines regarding contracts that will include a specific scope of work for each assignment to a consultant/contract agent. Please contact the Director or Deputy Director of ROW for more information.**

Insurance Requirements

The Department reserves the right to require all Consultants and Subconsultant(s) selected for Pool Projects to meet certain insurance requirements. These requirements may change throughout the Pool period according to the need and direction of the Department. It is the responsibility of the Consultant to meet the insurance requirements of the Department.

Insurance Waivers may be requested through the UDOT Project Manager in writing who will then submit the request to Risk Management and Consultant Services for approval.

Applicable Federal, State, and Local Regulations

It is the responsibility of Consultants and Subconsultants to know and understand state and federal contracting and project regulations, rules, policies and procedures. Consultants and Subconsultants shall conform to all state, federal, and Right of Way operational requirements.

Consultant Personnel/Certification Requirements

The Consultant guarantees the Department that every individual working for them is qualified through training, experience, and appropriate certification for the tasks they will be assigned for a contract or contract modification. If the Department has determined that non-professional technical people who may work on projects for the Department must meet certain certification requirements it must be reflected in each SOQ that the Consultant has met this requirement.

Authorization to Begin Work

Right of Way is the only authorized agent to give a Notice to Proceed for all Right of Way Services Contracts. This may come via e-mail or fax and will then be followed through by an official letter.

Consultants may request an early Notice of Intent to Contract with the UDOT ROW Lead Agent or the UDOT Project Manager in writing if a specific incident arises where UDOT needs to allow work to begin prior to a NTP. The UDOT Project Manager is then required to submit this request in writing justifying and supporting the request to the Director of Right of Way.

Note: For Right of Way Services Contracts, if an early Notice of Intent to Contract is given, it will come from the Director of Right of Way (or authorized person) in writing with specific limitations and expectations for the Consultant and the UDOT Project Manager. Violation of authorization to begin work (Notice to Proceed) may result in non-payment of work performed, termination of an impending contract, or loss of federal funds, if applicable. Consultant billings shall not date prior to contract and/or modification execution date.

Payments and Retainage Fee

As needed, UDOT ROW reserves the right, to retain 5% of the contract amount. Project Managers, the Right of Way Lead Agent, or other Right of Way Manager shall determine when partial and/or full retainage should be released to a Consultant. Consultant Services and the Comptrollers Office suggest that a project evaluation be executed (UDOT and Consultant Signature) prior to the written release of retainage request being submitted.

Project Evaluation Requirements

The Right of Way unit will monitor and evaluate consultants using the established ratings criteria for each service. Consultant cumulative ratings will be evaluated as part of the Right of Way close out process once all right of way has been cleared for a project. Please contact the Director of Right of Way for more information.

Consultant Project Evaluation Form

As described in the UDOT Right of Way Operations Manual, Consultants who receive unsatisfactory ratings based on the established ratings criteria may be debarred from future UDOT or Local Government Projects from 6 months to 3 years. Therefore, evaluations and the quality of work performed by the Consultant should be taken very seriously.

Debarment Certification

Federal Regulations require certification by prospective participants (including consultants, contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions on every contract. Consultants are required to divulge current (last 5 years) debarment or license investigation information, if applicable, in their Pool Introduction Letters.

Note: Consultants who are debarred from working in the current Pool Period will receive a letter from Right of Way Services and a copy of the Consultant Project Final Evaluation. The firm or individual name will then be redlined on the UDOT Pool List (by Right of Way) to notify Project Managers and Local Government Entities that no new work can be given to this firm/individual until the debarment time is over. Consultants should contact the Director of Right of Way for information regarding a Debarment Appeals Process.

Pool Debriefing Opportunities

Right of Way Unit may offer Consultant Pool Debriefs by email within 90 days of receiving an email request. Debriefing information will include 1) Discipline Scores and 2) Not Qualified ("0") Selection Team Reviewer Comments. Please contact the Deputy Director of Right of Way for more information.

Training Requirements

Consultants and Subconsultants will be required to provide the Department any necessary training verification as deemed necessary. It is the responsibility of each Consultant to know what training will be required and when it is offered.

Disclosure and Disposition

Statements of Qualifications of successful Consultants shall be open to public inspection for a period of **five** years after the Pool selection is made. Once submitted, Statements of Qualifications become the property of Utah Department of Transportation and are treated as privileged documents (this includes scores and comments) and will be handled according to Department Policies. Please contact the Director of Right of Way for more information.

Pre-award Audit

In the event that a proposing consultant has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's Statement of Qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

Technology Requirements

It is the responsibility of the Consultant/Contractor or Subconsultant to know what technology requirements are required when doing business with the State. The Consultant will be responsible for the accuracy of the translated data and therefore, may be required to reimburse the Department for any errors that have a direct cost to the Department. Please contact the Deputy Director of Right of Way for more information.

**RIGHT OF WAY SERVICES WORK DISCIPLINES
(FOR 2010-2015)**

#	WORK DISCIPLINE TITLES	INDIVIDUAL OR FIRM SUBMITTALS
1	Acquisition Services	Individual or Firm
2	Relocation Services, Non-Residential	Individual or Firm
3	Relocation Services, Residential	Individual or Firm
4	Complex Appraisal Services	Individual
5	Residential Appraisal Services	Individual
6	Appraisal Review Services	Individual
7	Lead Agent Services, Complex Projects	Firm
8	Lead Agent Services, Non-Complex Projects	Individual or Firm
9	Title and Closing Services	Firm

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #1

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	0			
2	State Licenses/Certification/Training	25		X 5 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			

Note: If a Selection Team Reviewer rates a Consultant “Not Qualified = 0”, the Reviewer will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.

ROW WORK DISCIPLINE - #1 ACQUISITION SERVICES

Heading	<p>Acquisition Services</p> <p>Applicants in this category shall perform complex Acquisition Service assignments. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this Work Discipline you must show qualifications in each area below.</p>
1	<p>Introduction Letter</p> <ul style="list-style-type: none"> ➤ See Instructions – Page 6 ➤ No points are assigned to this criteria. However, if the letter does not meet the requirements as stated in the RFQ the Department reserves the right to disqualify the firm or the individual for this discipline.
2	<p>State Licenses/Certifications/Training</p> <ul style="list-style-type: none"> ➤ Notary – required before work can be performed as an acquisition agent ➤ Real Estate License – Required if Utah State Law requires agents to be licensed. ➤ Certification (IRWA or Other) – Uniform Act Certification (URA)-Highly Recommended. 5 points awarded to those who are URA Certified. ➤ 2 points will be given for Consultants who are official URA Candidates for Certification. (Evidence of certification or candidacy must be provided as an addendum to the SOQ) ➤ IRWA Negotiation Certification or SR/WA Designation – Considered ➤ Appraisal license or IRWA Appraisal Certification –Considered. ➤ Understanding of applicable state and federal laws and implementing regulations – required before work can be performed ➤ Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.) ➤ Training/Seminars – Applicable training is required ➤ (List in table format <u>applicable</u> training successfully completed and or applicable seminars attended, include the date/location of each class or seminar). ➤ Points will be given for each applicable course completed by the consultant such as the following International Right of Way Association (IRWA) Courses: C100, C200, C201, C203, C204, C205 and especially C207; providing that the

	<p>courses have been successfully passed for credit within the past 5 years. (a copy of the agent's course history provided by the IRWA or NHI is required as evidence that the course work has been successfully completed).</p> <ul style="list-style-type: none"> ➤ Appraisal training- Recommended. ➤ 5 points will be given to those who have successfully completed (for credit) IRWA Course 401- The Appraisal of Partial Acquisitions. ➤ Additional points will be available to those agents who are currently certified by the IRWA to facilitate Negotiation and Communication skills courses offered by the IRWA. Proof of Certification must be submitted with the Statement of Qualifications (SOQ). ➤ 5 points may also be given to those who have successfully completed National Highway Institute (NHI) Course 141045 Real Estate Acquisition under the Uniform Act. ➤ Points may also be given for agents who have successfully completed (for credit) IRWA Course 105- The Uniform Act Executive Summary.
3	<p>Qualifications/Experience</p> <p>Work experience as an acquisition agent with or for a State Department of Transportation, Local Public Agency, or Federal Agency – Highly Recommended</p> <ul style="list-style-type: none"> ➤ References (Contact information-address, office/cell, phone, email) -Required ➤ Description of Work Performed, in table format, must be submitted. ➤ The description must include the following information: ➤ Type of work performed, name of the agency for which the work was performed, agent who performed the acquisition service, number of acquisitions assigned per agent, number of properties acquired by each agent, date in months and years when the services were performed. ➤ Experience acquiring property for agencies under the “threat of eminent domain” – Highly Recommended. ➤ 2 points may be allowed for each 10 acquisitions actually completed by the consultant for a state DOT or a Local Public Agency under the “threat of eminent domain” (Max 12 points for this criteria). <p>(Your experience as a staff or consultant acquisition agent may be rated based on past experience with UDOT as well as on the information you include with this submission.) If applicable, submit a sample of your work. (Please note: your entire response including this section, is limited to 15 pages as noted on page 6 of this RFQ)).</p>

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #2

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	0			
2	State Licenses/Certification/Training	25		X 5 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
<p>Note: If a Selection Team Reviewer rates a Consultant “Not Qualified = 0”, the Reviewer will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.</p>					

ROW WORK DISCIPLINE - #2 RELOCATION SERVICES, NON-RESIDENTIAL

Heading	<p>Relocation Services, Non-Residential</p> <p>Applicants in this category shall perform complex Relocation Services, for Non-Residential Relocation assignments in compliance with applicable state and federal laws & regulations. In order to qualify for this Work Discipline you must show qualifications in each area below. Applicants must be able to submit work in a prescribed format using specific computer programs.</p>
1	<p>Introduction Letter</p> <ul style="list-style-type: none"> ➤ See Instructions – Page 6 ➤ No points are assigned to this criteria. However, if the letter does not meet the requirements as stated in the RFQ the department reserves the right to disqualify the firm or the individual for this discipline.
2	<p>State Licenses/Certifications/Training</p> <ul style="list-style-type: none"> ➤ Certifications or Designations (IRWA Uniform Act Certification (URA)-Highly recommended. ➤ IRWA RW/RAC Certification – Highly Recommended. ➤ 5 points will be awarded to agents for each Certification (URA and RW/RAC) ➤ Training/Seminars - Applicable Training is Required. ➤ In table format, list applicable training successfully completed and or applicable seminars attended, include the date of each class, Credits Earned, with evidence of credit from the sponsoring training organization as an addendum to the table. ➤ Appraisal and Negotiation/Communication skills training - Recommended. ➤ Points may also be awarded for the Successful Completion of National Highway Institute (NHI) Courses or IRWA Courses in Relocation Assistance, especially in Business or Non Residential Relocation Assistance. ➤ Points may also be given for consultants who have successfully completed for credit NHI Course 141045 Real Estate Acquisition under the Uniform Act or IRWA Course 105-The Uniform Act Executive Summary. ➤ Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)
3	<p>Qualifications/Experience</p> <p>Work experience as a Non-Residential Relocation Agent for a State Department of Transportation or Local Government Agency or a Federal Agency - Required</p> <p>Work performed must have included actual experience providing non residential relocation</p>

assistance to displaced persons in compliance with the Federal Uniform Relocation Act

- References (Contact information-address, office/cell, phone, email) -Required
- Description of Work Performed
- As evidence of work experience, Include, in table format, the following:
 - Type of assistance provided.
 - Number of displaced persons relocated by type of assistance provided
 - Dates of work performed in months and years
 - Name of agency the relocation assistance services were provided to.
 - References (Contact Information – address, office/cell phone, fax, e-mail)

As an addendum to the described work performed as a non residential relocation agent, please attach a summary description of a non residential relocation which adequately demonstrates the knowledge and experience of the non residential relocation agent. (The description must be representative of the quality of work the agency can expect to be provided by the consultant agent or firm).

Your experience as a staff or consultant relocation agent may be rated based on past experience with UDOT as well as on the information you include with this submission. (Please note: your entire response including this section, is limited to 15 pages as noted on page 6 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #3

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	0			
2	State Licenses/Certification/Training	25		X 5 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			

Note: If a Selection Team Reviewer rates a Consultant “**Not Qualified = 0**”, the Reviewer will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.

ROW WORK DISCIPLINE - #3 RELOCATION SERVICES, RESIDENTIAL

Heading	<p>Relocation Services, Residential</p> <p>Applicants in this category shall perform Relocation Services, Residential Relocation assignments in compliance with applicable state and federal laws and regulations. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this work discipline you must show qualifications in each area below.</p>
1	<p>Introduction Letter</p> <ul style="list-style-type: none"> ➤ See Instructions – Page 6 ➤ No points are assigned to this criteria. However, if the letter does not meet the requirements as stated in the RFQ the department reserves the right to disqualify the firm or the individual for this discipline.
2	<p>State Licenses/Certifications/Training</p> <ul style="list-style-type: none"> ➤ RE License – Recommended ➤ Certifications (IRWA Uniform Act Certification (URA)-Highly recommended. ➤ IRWA RW/RAC Certification – Highly Recommended. ➤ 5 points will be awarded to agents for each Certification (URA and RW/RAC) ➤ Training/Seminars - Applicable Training is Required. <ul style="list-style-type: none"> ○ In table format, list applicable training successfully completed and or applicable seminars attended, include the date of each class, Credits Earned, with evidence of credit from the sponsoring training organization as an addendum to the table. ○ Appraisal and Negotiation/Communication skills training - Recommended. ○ Points may also be awarded for the Successful Completion of National Highway Institute Courses (NHI) or IRWA Courses in Relocation Assistance. ○ Points may also be given for consultants who have successfully completed for credit NHI Course 141045 Real Estate Acquisition Under the Uniform Act or IRWA Course 105-The Uniform Act Executive Summary. ➤ Prior knowledge of applicable laws, rules and regulations must be demonstrated.

	(See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)
3	<p>Qualifications/Experience</p> <p>Experience as a Residential Relocation Agent for a State Department of Transportation, Local Public Agency or Federal Agency – Required.</p> <p>Work performed must have included actual experience providing residential relocation assistance to displaced persons in compliance with the Federal Uniform Relocation Act.</p> <ul style="list-style-type: none"> ➤ References (Contact information-address, office/cell, phone, email) -Required ➤ Description of Work Performed ➤ As evidence of work experience, include in table format, the following: <ul style="list-style-type: none"> ○ Type of assistance provided. ○ Number of displaced persons relocated by type of assistance provided ○ Dates of work performed in months and years ○ Name of agency for which the relocation assistance services were provided ○ References (Contact Information – address, office/cell phone, fax, e-mail) <p>As an addendum to the described work performed as a residential relocation agent, please include a sample of a residential relocation housing study for both a displaced tenant and a displaced owner occupant along with a sample “Notice of Eligibility” that would be typically provided to a displaced tenant or owner occupant of residential property. The samples included with your SOQ must adequately demonstrate the knowledge and experience of the residential relocation agent. (The sample must also be representative of the quality of work the agency can expect to be provided by the consultant agent or firm).</p> <p>(Your experience as a staff or consultant relocation agent may be rated, based on past experience with UDOT, as well as on the information you include with this submission). (Please note: your entire response including this section, is limited to 15 pages as noted on page 6 of this RFQ).</p>

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #4

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	0			
2	State Licenses/Certification/Training	25		X 5 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
<p>Note: If a Selection Team Reviewer rates a Consultant “Not Qualified = 0”, the Review will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.</p>					

ROW WORK DISCIPLINE - #4.

Heading	Criteria
	<p>Complex Appraisal Services</p> <p>Applicants in this category perform Complex Appraisal assignments of both partial and total acquisition of properties. The Appraiser must be proficient and knowledgeable of ROW Appraisal techniques and methods and be able to demonstrate that they have successfully appraised such properties. Applicants must hold Certified General Appraiser License from the State of Utah. In order to qualify for this Work Discipline you must show qualifications in each area below.</p>
1	<p>Introduction Letter</p> <ul style="list-style-type: none"> ➤ See Instructions – Page 6 ➤ No points are assigned to this criteria. However, if the letter does not meet the requirements as stated in the RFQ the department reserves the right to disqualify the firm or the individual for this discipline.
2	<p>State Licenses/Certifications/Training</p> <ul style="list-style-type: none"> ➤ Certified General Appraisal License From Utah - minimum requirement ➤ Designations/Certifications (IRWA or Appraisal Institute etc) – IRWA Uniform Act Certification (URA)-Highly recommended ➤ MAI Designation - Recommended. ➤ IRWA Appraisal Certification - Recommended. ➤ 5 points will be awarded to agents for each Certification (URA, MAI, IRWA Appraisal Certification or other nationally recognized Professional Appraisal Certifications.) ➤ Training/Seminars – (Applicable Training is Required) ➤ Include, in table format, a summary of your education background, courses successfully completed, and seminars attended. Maximum points will be awarded for education in right of way/eminent domain appraising. Include the date, (month an year) for each class or seminar attended and successfully completed. <ul style="list-style-type: none"> ○ Points will be given to appraisers who have successfully completed (for credit) IRWA appraisal courses such as IRWA Course 401- The Appraisal of Partial Acquisitions, NHI Course 141043 Appraisal for Federal –Aid Highway Programs and NHI Course 141044 Appraisal Review for Federal Aid Highway Projects. ○ Points may also be given for appraisers who have successfully completed for credit NHI Course 141045 Real Estate Acquisition Under the Uniform Act or IRWA Course 105-The Uniform Act Executive Summary. ○ Maximum points will be awarded for education in right of way/eminent domain appraising ➤ Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12,

	Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)
3	<p>Qualifications/Experience</p> <p>Summarize your appraisal experience in the following categories: appraisal, appraisal review, expert witness, consulting services, etc.</p> <ul style="list-style-type: none"> ➤ References (Contact Information – address, office/cell phone, e-mail) ➤ List of Applicable Clients ➤ Date(s) of Service ➤ Description of Work Performed <p>(Your experience as a staff or consultant appraiser may be rated based on past experience with UDOT as well as on the information you include with this submission).</p> <p>Please submit a copy of a Before and After Summary of values from an appraisal or appraisal problem demonstrating your knowledge of eminent domain appraisal practices under the applicable state and federal rules, (Please note: your entire response including this section, is limited to 15 pages as noted on page 6 of this RFQ).</p>

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #5

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	0			
2	State Licenses/Certification/Training	25		X 5 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
<p>Note: If a Selection Team Reviewer rates a Consultant “Not Qualified = 0”, the Review will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.</p>					

ROW WORK DISCIPLINE - #5 RESIDENTIAL APPRAISAL SERVICES

Heading	<p>Residential Appraisal Services</p> <p>Applicants in this category perform Residential Appraisal Service assignments consistent with total acquisitions of residential dwellings of one to four family units. Appraisers in this category are NOT allowed to complete assignments involving partial acquisitions requiring before and after valuations. The applicant must hold either a Certified General Appraiser or Certified Residential Appraiser license from the State of Utah. In order to qualify for this Work Discipline you must show qualifications in each area below.</p>
1	<p>Introduction Letter</p> <ul style="list-style-type: none"> ➤ See Instructions – Page 6 ➤ No points are assigned to this criteria. However, if the letter does not meet the requirements as stated in the RFQ the department reserves the right to disqualify the firm or the individual for this discipline
2	<p>State Licenses/Certifications/Training</p> <ul style="list-style-type: none"> ➤ Certified Residential Appraisal License From Utah – (minimum requirement), or ➤ Certified General Appraisal License From Utah ➤ Designations/Certifications -IRWA Uniform Act Certification (URA)-Highly recommended ➤ IRWA Appraisal Certification - Recommended. ➤ 5 points will be awarded to agents for each applicable Appraisal or IRWA Certification <p>➤ Training/Seminars – (Applicable training is required)</p> <p>Include, in table form a summary of your education background, courses successfully completed and seminars attended. Maximum points will be awarded for education in right of way/eminent domain appraising. Include the dates (at least the year) of the training.</p> <ul style="list-style-type: none"> ○ Points will be given to appraisers who have successfully completed (for credit) IRWA appraisal courses such as IRWA Course 400, ○ IRWA Course 401- Appraisal of Partial Acquisitions ○ NHI Course 141043 Appraisal for Federal –Aid Highway Programs and NHI Course 141044 Appraisal Review for Federal Aid Highway Projects. ○ Points may also be given for appraisers who have successfully completed (for credit) NHI Course 141045 Real Estate Acquisition under the Uniform

	<p>Act or IRWA Course 105-The Uniform Act Executive Summary.</p> <ul style="list-style-type: none"> ➤ Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)
<p style="text-align: center;">3</p>	<p>Qualifications/Experience</p> <p>Summarize your appraisal experience in the following categories: appraisal, appraisal review, expert witness, consulting services etc.</p> <ul style="list-style-type: none"> ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ List of Applicable Clients ➤ Date(s) of Service ➤ Description of Work Performed <p>(Your experience as a staff or consultant appraiser may be rated based on past experience with UDOT as well as on the information you include with this submission). If needed provide a sample appraisal or excerpt from an appraisal which demonstrates your knowledge and or experience in residential appraising. Maximum points will be awarded for education in right of way/ eminent domain appraising, (Please note: your entire response including this section, is limited to 15 pages as noted on page 6 of this RFQ).</p>

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #6

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	0			
2	State Licenses/Certification/Training	25		X 5 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
<p>Note: If a Selection Team Reviewer rates a Consultant “Not Qualified = 0”, the Review will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.</p>					

ROW WORK DISCIPLINE - #6 APPRAISAL REVIEW SERVICES

Heading	<p>Appraisal Review Services</p> <p>Applicants in this category perform Appraisal Reviews of both partial and total acquisitions of properties. The Appraiser must be proficient and knowledgeable of Right of Way Appraisal techniques and methods and be able to demonstrate that they have successfully reviewed such appraisals. Applicants must hold a Certified General Appraiser license from the State of Utah prior to commencing work as a Review Appraiser for UDOT or a Local Government Agency on a project with UDOT Oversight. In order to qualify for this Work Discipline the appraiser must demonstrate in their SOQ that they are qualified to review appraisals for eminent domain purposes including appraisals of partial acquisitions in compliance with applicable State and Federal Laws and Regulations, including, but not limited to the Uniform Relocation Act and the Utah Relocation Act and their implementing regulations. To qualify for this work discipline the appraiser must also show qualifications in each area below.</p>
1	<p>Introduction Letter</p> <ul style="list-style-type: none"> ➤ See Instructions – Page 6 ➤ No points are assigned to this criteria. However, if the letter does not meet the requirements as stated in the RFQ the department reserves the right to disqualify the firm or the individual for this discipline.
2	<p>State Licenses/Certifications/Training</p> <ul style="list-style-type: none"> ➤ Certified General Appraisal License from Utah – (minimum requirement) ➤ MAI Designations - Considered ➤ Certifications (IRWA or Other) (IRWA Uniform Act Certification (URA)-Highly recommended ➤ IRWA Appraisal Certification - Recommended. ➤ 5 points will be awarded to agents for each applicable Appraisal or IRWA Certification ➤ Training/Seminars – (Applicable Training is Required) ➤ Include, in table format, a summary of your education background, courses successfully completed, and seminars attended. Maximum points will be awarded for education in right of way/eminent domain appraising. Include the date, (month and year) for each class or seminar. <ul style="list-style-type: none"> ○ Points will be given to appraisers who have successfully completed (for credit) IRWA appraisal courses such as IRWA Course 401- The Appraisal

	<p>of Partial Acquisitions, NHI Course 141043 Appraisal for Federal –Aid Highway Programs and NHI Course 141044 Appraisal Review for Federal Aid Highway Projects.</p> <ul style="list-style-type: none"> ○ Points may also be given for appraisers who have successfully completed for credit NHI Course 141045 Real Estate Acquisition under the Uniform Act or IRWA Course 105-The Uniform Act Executive Summary. ○ .Maximum points will be awarded for education in right of way/eminent domain appraising. <p>➤ Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.)</p>
<p style="text-align: center;">3</p>	<p>Qualifications/Experience</p> <p>Summarize your appraisal experience in the following categories: appraisal, appraisal review, expert witness, consulting services etc.</p> <ul style="list-style-type: none"> ➤ References (Contact Information – address, office/cell phone, e-mail) ➤ List of Clients (Limited to Applicable Experience.) ➤ Date(s) of Service ➤ Description of Work Performed <p>(Your experience as a staff or consultant appraiser or review appraiser may be rated based on past experience with UDOT as well as on the information you include with this submission). Please include a copy of a Summary of Values which includes a Before and After Summary of values from an appraisal or appraisal problem demonstrating your knowledge of eminent domain appraisal practices under the applicable state and federal rules, (Please note: your entire response including this section, is limited to 15 pages as noted on page 6 of this RFQ).</p>

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #7

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	0			
2	State Licenses/Certification/Training	25		X 5 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
<p>Note: If a Selection Team Reviewer rates a Consultant “Not Qualified = 0”, the Review will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.</p>					

ROW WORK DISCIPLINE - #7 LEAD AGENT SERVICES, COMPLEX PROJECTS

Heading	<p>Lead Agent Services, Complex Projects</p> <p>Applicants in this category shall perform Lead Agent Services, Complex Project assignments as the ROW Manager/Lead Agent or ROW Oversight Manager for complex projects, including but not limited to Design Bid Build, Design Build & CMGC Projects for UDOT and/or Local Government projects, which may include complex relocation services, multiple acquisitions of commercial and or mixed-use properties and other complex ROW issues. The Lead Agent in this service may be required to manage a staff or team of ROW professionals and will have documented experience with scheduling and budgeting in order to fully manage the ROW process from ROW design to ROW clearance.</p> <p>This service is limited to turn key firms with multi- disciplined staff agents who have the requisite knowledge, training and experience managing projects for State DOT’s or Local Government Agencies on Federal Participating projects. The multi-disciplined staff must include qualified Acquisition Agents, Relocation Agents and agents who have experience and sufficient knowledge of the applicable State and Federal Acquisition and Relocation processes and procedures under the Utah Relocation Act and the Federal Uniform Relocation Act to insure that ROW will be cleared on time, within budget and within scope in compliance with the applicable laws and regulations.</p> <p>To qualify for this work discipline the consultant must also show qualifications in each area below:</p>
	<p>1 Introduction Letter</p> <ul style="list-style-type: none"> ➤ See Instructions – Page 6 ➤ No points are assigned to this criteria. However, if the letter does not meet the requirements as stated in the RFQ the department reserves the right to disqualify the firm or the individual for this discipline.
	<p>2 State Licenses/Certifications/Training</p> <ul style="list-style-type: none"> ➤ Certifications - IRWA Uniform Act Certification (URA) - Highly recommended ➤ Designations- IRWA -SR/WA Designation- Considered ➤ 5 Points available to those who are URA Certified. Points may also be awarded if the agents are official candidates for the URA ➤ Training/Seminars (Required) ➤ For the lead agent: List, in table format, applicable training with dates of each course successfully completed and or seminars attended. Include the dates of the training courses or seminars. ➤ Also, list the applicable education for each key agent who will typically perform the duties of each individual service under the management of the Consultant. I.E. list the applicable education for the person(s) who will provide Acquisition Services ➤ Points will be given for applicable courses completed by the consultant agents of the firm such as the following courses: NHI Course 141045 Real Estate Acquisition Under the Uniform Act or IRWA Course 105 – The Uniform Act Summary, IRWA Course 207- Practical Negotiations for U.S. Federal

	<p>Funded Land Acquisitions, Management Training Courses offered by a college or accredited University or equivalent training.</p> <ul style="list-style-type: none"> ➤ Other courses for which points may be awarded include IRWA or NHI Courses in Relocation Assistance and Appraisal especially training relevant to the appraisal of partial acquisitions. Training must be relevant and completed within the past 5 years. (Proof of successful completion is required to earn points for all training). ➤ Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.) <p>Additional points may be earned for those firms who have staff agents who are Certified IRWA Facilitators of Appraisal, Relocation or Negotiation and Communications Skills Courses offered by the IRWA or NHI. (Proof of Certification must be submitted with the SOQ to earn points in this category.)</p>
<p style="text-align: center;">3</p>	<p>Qualifications/Experience</p> <ul style="list-style-type: none"> ➤ References (Contact Information – address, office/cell phone, e-mail) ➤ Date(s) of Service ➤ Experience as the ROW Manager, Lead Agent or ROW Oversight Manager for a State DOT Project or a Local Government Project with Federal Participation is highly recommended. ➤ A maximum of 5 points for each Complex Project the firm has managed may be awarded for qualifying experience. ➤ Describe in table form , the work performed by this firm. The description must include the following information: Name of the project, location of the project, size of the project, name of the agency responsible for the project, complexity of the project, (I.E. the number and type of properties acquired, number of displacees relocated; by household or business, number of properties managed, number of right of way agents supervised, type of work those you supervised performed for the project and the length of time it took to clear the right of way etc.) <ul style="list-style-type: none"> ○ Include a sample of a Project Management Plan or “Action Plan” for a project the firm has successfully managed. The plan must include an all-inclusive preliminary Right of Way Cost Estimate and a Staffing Resource Plan for all services the firm was hired to provide. Also include with your SOQ a spreadsheet or tracking sheet which demonstrates how the project was managed. <p>(Your experience as a “lead agent” may be rated based on past experience with UDOT as well as on the information you include with this submission). (Please note: your entire response including this section, is limited to 15 pages as noted on page 6 of this RFQ).</p>

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #8

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	0			
2	State Licenses/Certification/Training	25		X 5 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
<p>Note: If a Selection Team Reviewer rates a Consultant “Not Qualified = 0”, the Review will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.</p>					

ROW WORK DISCIPLINE - #8 LEAD AGENT SERVICES, NON-COMPLEX PROJECTS

Heading	<p>Lead Agent Services, Non-Complex Projects</p> <p>Applicants in this category shall perform non-complex Lead Agent Service assignments for uncomplicated projects (UDOT projects or Local Government Projects) that can be performed by an independent Lead Agent. Examples of non-complex projects include intersection projects, projects with few or no relocations, and projects that can be easily managed by an individual Lead Agent. The Lead Agent in this service may be required to manage a team of ROW professionals and will have documented experience with scheduling and budgeting in order to fully manage the ROW process from ROW design to ROW clearance for non complex projects. To qualify for this work discipline the appraiser must also show qualifications in each area below.</p>
1	<p>Introduction Letter</p> <ul style="list-style-type: none"> ➤ See Instructions – Page 6 ➤ No points are assigned to this criteria. However, if the letter does not meet the requirements as stated in the RFQ the department reserves the right to disqualify the firm or the individual for this discipline.
2	<p>State Licenses/Certifications/Training</p> <ul style="list-style-type: none"> ➤ Designations/Certifications (IRWA or Other - IRWA Uniform Act Certification (URA)-Highly recommended ➤ Designations- IRWA -SR/WA Designation-Considered ➤ 5 Points available to those who are URA Certified. Points may also be awarded if the agents are official candidates for the URA ➤ Training/Seminars (Applicable Training is Required) ➤ Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.) ➤ List, in table format, applicable training with dates of each course successfully completed and or seminars attended. Include the dates of the training courses or seminars. <ul style="list-style-type: none"> ○ Points will be given for applicable courses completed by the consultant lead agent, or agents of the firm such as the following courses: NHI Course 141045 Real Estate Acquisition Under the Uniform Act or IRWA Course 105 – The Uniform Act Summary, IRWA Course 207- Practical Negotiations for U.S. Federal Funded Land Acquisitions, Management Training Courses offered by a college or accredited University or equivalent training. ○ List the applicable education for each key agent who will typically perform the duties of

	<p>the Acquisition Agent. Other courses for which points may be awarded include IRWA or NHI Courses in Relocation Assistance and Appraisal especially training relevant to the appraisal of partial acquisitions.</p> <ul style="list-style-type: none"> ○ Training must be relevant and completed within the past 5 years. (Proof of successful completion is required to earn points for all training).
3	<p>Qualifications/Experience</p> <ul style="list-style-type: none"> ➤ References (Contact Information – address, office/cell phone, e-mail) ➤ Dates of Service ➤ Describe, in table format ,the work performed by the Lead Agent or firm. The description must include the following information: Name of the project, location of the project, size of the project, name of the agency responsible for the project, complexity of the project, (I.E. the number and type of properties acquired, number of displacees relocated; by household or business, number of properties managed, number of right of way agents supervised, type of work those you supervised performed for the project and the length of time it took to clear the right of way etc.) <ul style="list-style-type: none"> ○ Include a sample of a Project Management Plan or “Action Plan” for a project the firm has successfully managed. The plan must include an all-inclusive preliminary Right of Way Cost Estimate and a Staffing Resource Plan for all services the Agent or firm was hired to provide. Also include with your SOQ a spreadsheet or tracking sheet which demonstrates how the project was managed. <p>Your experience as a “lead agent” for a non complex project may be rated based on past experience with UDOT as well as on the information you include with this submission (Please note: your entire response including this section, is limited to 15 pages as noted on page 6 of this RFQ).</p>

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #9

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	0			
2	State Licenses/Certification/Training	25		X 5 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
<p>Note: If a Selection Team Reviewer rates a Consultant “Not Qualified = 0”, the Review will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.</p>					

ROW WORK DISCIPLINE - #9 TITLE AND CLOSING SERVICES

Heading	Title and Closing Services
	<p>This service is open to Full Service Title/Escrow Agencies or Companies only. Qualified Agencies shall provide UDOT or Local Government Agencies all typical title closing/escrow services. To qualify for this work discipline the consultant Title/Escrow company must also show qualifications in each area below.</p>
1	<p>Introduction Letter</p> <ul style="list-style-type: none"> ➤ See Instructions – Page 6 ➤ No points are assigned to this criteria. However, if the letter does not meet the requirements as stated in the RFQ the department reserves the right to disqualify the firm or the individual for this discipline.
2	<p>State Licenses/Certifications</p> <ul style="list-style-type: none"> ➤ Title Insurance Agency shall be licensed in the State of Utah. ➤ Please list any staff with specialized licenses/ certifications (Include the job title and licenses or certifications held by each staff person listed).
3	<p>Qualifications /Experience</p> <ul style="list-style-type: none"> ➤ Add any other qualifications that explain and support the qualifications and experience of the firm and its staff. ➤ Consultant, Local Public Agency work, or work experience with a State Agency etc. Include the following: <ul style="list-style-type: none"> ➤ References (Contract Information – address, office/cell phone, fax, e-mail) ➤ Description of work performed including format of work submitted. ➤ Specifically: List experience, in table format, including information which is relevant for this Discipline such as: type of work performed for a State DOT or Local Government Entity for eminent domain acquisitions, name of the government agency the company has completed work for, Contact information for a reference from that agency, dates of work (in months and years) for agencies the company completed title work for, the number of closings completed for the agencies, the number of title searches performed in preparation of condemnations (if applicable), number of partial releases cleared, or short sales facilitated etc. ➤ Prior knowledge of applicable laws, rules and regulations must be demonstrated. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.) <p>Experience for your company may be rated based on past experience with UDOT as well as on the information you include with this submission.)</p>

	If applicable, submit a sample of your work. (Please note: your entire response including this section, is limited to 15 pages as noted on page 6 of this RFQ).
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