New York State Department of Transportation
Contract # C037878
Pre-Proposal Conference
October 22, 2019 @ 9:30AM (EST)
Housekeeping/Agenda

In Attendance from NYSDOT:
- Micheleen Gregware, Main Office, Contract Management Specialist
- Susan Beaudoin, Director, Office of Right of Way
- Steven Klepfer, Acting Director, Appraisal Bureau, Main Office, OROW
- Christopher Feenaughty, Main Office Appraisal Reviewer
- Richard Szeles, Real Estate Officer, Region 11
- Alec Maiwald, Associate Attorney/Acting Director, Office of Right of Way

Webinar is being recorded: Please mute phones

Agenda:
- RFP Overview
- RFP Attachment Overview
- RFP Questions

Please send an e-mail with the names of the attendees from your firm to: Micheleen.Gregware@dot.ny.gov. Thank you.
Potential Proposers are advised that under New York State Finance Law Section 139-j, any communications regarding this procurement can be made to the following designated contact person only:

Micheleen Gregware, Contract Management Specialist II
New York State Department of Transportation
Contract Management Bureau
50 Wolf Road, 6th Floor
Albany, NY 12232, USA
Ph. 518-485-8620
E-mail: Micheleen.Gregware@dot.ny.gov

Contact with any one else at NYSDOT to discuss this solicitation may be grounds to disqualify potential proposers from further participation in the procurement.

***Restricted Period in Effect
All potential proposers will need to submit the RFP Response Form (Page 2 of the RFP) and the required Procurement Lobbying Law forms (links to forms are located in Section 5.2.2.(d) of the RFP before questions or other communications can be initiated.

Please use the Rich Text document to access the links to the Procurement Lobbying Law Forms.
Introduction/Background

• It is NYSDOT’s mission to ensure that our customers, those that live, work and travel in New York State have a safe, efficient, balanced and environmentally sound transportation system.

• The office of Right of Way (OROW) supports NYSDOT’s mission by providing appraisal services for the Department’s delivery of road and bridge projects and other capital projects. The OROW also support the Department’s management of the property acquired which is not yet being used for a transportation purpose, as well as the disposal of property no longer needed for a transportation purpose.

• The Department has an extensive property acquisition and property management program comprised of 11 Regions.
Introduction/Background cont’d

- Each of eleven regions includes a right of way (real estate) office that is:
  - Headed by a chief Real Estate Officer and;
  - Has a Regional appraisal manager that is responsible for the appraisal program and;
    - is the direct contact for the Consultant appraisers within that region;
    - Regional appraisal staff report directly to the regional appraisal manager.
    - The Regional staff is augmented by appraisal consultants for appraisals on
      acquisitions for its capital program, for establishing property values for use and
      occupancy permits on property not being used for highways, and to value
      properties for surplus sale.
Tentative RFP Schedule

/Contract Term

TENTATIVE RFP SCHEDULE

- RFP Release Date: October 10, 2019
- Pre-Proposal Webinar: October 22, 2019, 9:30AM (EST)
- Question Submittal Deadline: November 4, 12:00PM (EST)
- Answers/RFP Announcement #1 Due: On or before November 15, 2019
- Proposals Due: December 4, 2019, 12:00PM (EST)
- Proposal Evaluation: December 2019
- Recommendation & Designation: Early January 2020
- Contract Finalizing: Late January / Early February 2020
- Contract Award: Early May 2020

CONTRACT TERM

The base term of the contract is three (3) years commencing on July 1, 2020 or upon the NYS Office of the State Comptroller’s (OSC) final approval of the contract, whichever is later, and ending three (3) years thereafter. NYSDOT reserves the right to extend the contract for up to two (2) additional 1-year terms which, if the options are exercised, must be approved OSC. At the end of the final term of the Agreement, Consultants will have an additional six (6) months to complete and submit any outstanding Task Orders and invoices for payment.
Project Objectives

- To award four (4) primary and four (4) secondary zone contracts to selected Appraisal Consultants to provide appraisal services.

- Consultants shall provide appraisal services on an as-needed task order basis in a timely fashion for the term of the contract within their respective zones, working in a cooperative manner with NYSDOT’s staff, for the price stated in their response to this RFP.

- The specific scope and description of the work to be performed by selected Appraisal firms will be defined and authorized in the assignment.

- Consultants shall ensure compliance with applicable legal, regulatory and policy requirements of NYSDOT.
NYSDOT anticipates the award of one (1) Primary Agreement and one (1) Secondary Agreement for each of four (4) regional zones resulting from this RFP. The regional zones are defined as follows:

1. Eastern Zone which consists of Region 1 (excluding Essex County), Region 8 (excluding Westchester County) & Sullivan County.
2. Western Zone which consists of Regions 4, 5 & 6.
3. Central Zone which consists of Regions 2, 3, 7, 9 (excluding Sullivan County) & Essex County from Region 1.
4. Downstate Zone which consists of Region 10, Region 11 & Westchester County.
Scope of Services

- Consultants awarded contracts as a result of this RFP shall provide appraisal services on an as-needed, task order basis for the term of the contract.
- Appraisal services may be needed on acquisitions for transportation construction projects, to establish fees for properties under use and occupancy, and to sell NYSDOT owned property as surplus.
- Occasionally, appraisal services may be needed under other circumstances which shall be described in the Task Order. Some regions will have a greater need for consultant appraisal services than others.
- At the time of a Task Order request, NYSDOT will provide detailed instructions, scope of work and schedule information concerning the real estate and ownership interests to be appraised.
Scope of Services cont’d

- Task Orders are typically prepared by the Regional Appraisal Manager.
  - NYSDOT’s Task Orders shall cover, but not be limited to, the following services:
    - Appraisal of real estate;
    - Appraisal of structures;
    - Appraisal of land improvements;
    - Appraisal of fixtures or other attachments that traditionally are conveyed as part of real estate transactions;
    - Acquisitions of fee title or easement interest in the property to be used for the proposed improvement;
    - Surplus Property;
    - Use and Occupancy
    - Transverse Crossings
Scope of Services cont’d

• Consultants shall be required to provide the following three (3) levels of appraisal experience:
  o Level 1: Requires the services of a general certified appraiser with at least 3-5 years of appraisal experience and a minimum of 1 year of eminent domain appraisal experience.
  o Level 2: Requires the services of a general certified appraiser with at least 5 years or more of appraisal experience and a minimum of 3 years of eminent domain experience.
  o Level 3: Requires the services of a general certified appraiser with at least 10 years of appraisal experience and experience appraising complex properties (i.e. - Large Industrial, Special Purpose, Mixed Use Complexes) and a minimum of 5 years eminent domain experience. This level appraiser would be expected to have more complex partial acquisition experience including a broad range of property types.

• Cost proposals shall reflect the levels of appraisal experience referenced above. For example, it is expected that an appraiser performing Level 1 work will be less costly than an appraiser performing Level 2 work.
Selection Criteria

Definitions:

A. A **Prime Consultant** is the firm or entity submitting the Statement of Qualifications and the firm or entity with whom NYSDOT will contract.

B. The **Team** is the Prime Consultant and their sub-consultants.

C. The **Project Lead** is the single individual point of contact for all Valuation Services and will be responsible for assembling team/valuation resources, assigning workload, managing workload, monitoring schedules and ensuring that the quality of reports meet Department expectations and requirements.
Selection Criteria cont’d

Minimum Requirements:

1. All contracts will be awarded to Prime Consultants.
2. Each Prime Consultant must employ or be the Project Lead.
3. The Project Lead could be the Prime Consultant of the master agreement.
4. If the Project Lead is not the Prime Consultant, the Project Lead must be an employee of the Prime Consultant and the individual must be a level 3 real property appraiser as defined by NYSDOT.
5. Accountability will lie solely with the Prime Consultant.
   a. This process should provide efficiencies in procurement of services, contract management, and payment for services.
6. If the Project Lead is not the Prime Consultant, and the Project Lead’s employment with the Prime Consultant is terminated:
   a. No later than thirty (30) days from termination of employment of Project Lead, the Prime Consultant must submit in writing to NYSDOT a replacement Project Lead name, along with the replacement’s qualifications/experience, which must meet or exceed the qualifications and experience of the previous Project Lead.
7. If an acceptable replacement Project Lead cannot be identified, the contract with the Prime Consultant may be terminated.
Proposal Submission

Proposers shall submit one (1) originally signed copy and eight (8) printed, bound (3 ring binder) and tabbed hard copies of Part I plus one (1) copy of Part I on CD/Thumb Drive in Adobe PDF compatible format and one (1) originally signed copy and two (2) printed, bound (3 ring binder) and tabbed copies of Part II plus one (1) copy of Part II on CD/Thumb Drive in Adobe PDF format plus Attachment 17 – Cost Proposal Workbook in MS Excel 2016 compatible format.

Your proposal must be received by NYSDOT by **12pm noon (EST) on December 4, 2019.** The proposal must be addressed to:

Micheleen Gregware  
NYS Department of Transportation  
50 Wolf Road, 6th floor  
Albany, New York 12232  
Attention: #C037878 “Appraisal Services for NYSDOT”
Minimum RFP Responsiveness:
In accordance with Section 1.3 of the RFP, any firm which does not provide all of the following by the RFP deadline will be determined to be non-responsive and will be immediately removed from further consideration.

1) Part 1 of the Proposal - Complete Technical and Management proposal submission.
2) Part 2 of the Proposal - Complete Cost and Administrative proposal submission, which includes Attachment 17 - Cost Proposal.
3) Attachment 2: Consultant Information and Certification Form
4) Attachment 3: Form AOR Acknowledgement of Receipt.
5) Attachment 4: Procurement Lobbying Law Compliance Forms.
6) Attachment 6: Non-Collusive Bidding Certificate
7) Attachment 7: Vendor Assurance of No Conflict of Interest or Detrimental Effect.
8) Attachment 15: Key Personnel Resume and References.
9) Attachment 24: Responses to Hypothetical Appraisal Problems 1-4
Proposal Evaluation Process

1) Pre-Screening of Proposals – NYSDOT reserves the right to seek clarifications before completion of the RFP’s proposal pre-screening step.

2) Proposal Opening, Log-In and Certification
   - Minimum Proposal Requirements (Technical & Cost)

3) Technical Evaluation Committee (TEC)
   - Technical Evaluation Criteria (up to 70%)
   - Cost Proposal Evaluation (up to 30%)
Order of Evaluation Process:

1) Written Proposal Evaluations / Cost Proposal Evaluations (done simultaneously)
2) Written Technical Proposal Clarifications
3) Reference Checks
4) Best & Final Offer (BAFO; Optional) & Proposal Withdrawal
5) Final Best Value Evaluation
6) Consultant Selection Recommendation & Tentative Contract Award
Contract Requirements

- Accept Terms & Conditions of draft contract
- Insurance:
  - Certificate of NYS Workers’ Compensation Insurance Coverage (Form C105.2)
  - Certificate of Insurance Coverage under the NYS Disability Benefits Law (Form DB-120.1)
- RFP Modifications & Acknowledgement
- Form A (Attachment 19 of RFP)
- Vendor Responsibility
- PLL Forms
- ST-220-CA & ST-220-TD
Contract Approval Process

• Contract Negotiations
• Consultant Review & Signature
• Contract Management Signature
• Funding
• Procurement package to Attorney General for approval
• Procurement package to Office of State Comptroller for final approval
E-mail all questions to:

Micheleen.Gregware@dot.ny.gov

REMEMBER
Deadline for written question submission is
Wednesday, November 4, 2019 at 12pm (EST)