



Request for Qualifications:
Right-of-Way Appraisal Services
Right-of-Way Section
Oregon Department of Transportation

Qualification Submittal Accepted Through: July 15, 2031, by 5:00 p.m. (PST)

Issuing Office / Single Point of Contact:

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Applications must be submitted electronically to Julie Deglow at Julie.M.Deglow@odot.state.or.us

All other RFQ inquiries must be submitted to the Issuing Office/Single Point of Contact.

Agency will not conduct a Pre-Qualification conference for this RFQ.

Electronic Files Linked or Attached to RFQ. This RFQ document must be viewed electronically to access files, forms, provisions or other documents that are attached electronically (shown as icons) or provided via hyperlinks from the Internet in this RFQ. All files, forms, provisions or other documents attached electronically or linked from the Internet are incorporated in this RFQ with the same force and effect as though fully set forth in this RFQ.

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QUALIFICATIONS SCHEDULE

Schedule Item	Date
RFQ Qualifications Submittal Deadline	Stated on front page
Qualification Evaluation	Estimated 1-3 weeks from RFQ Application Submittal
Notice of Qualification	Estimated 4 weeks from Application Form Submittal

1.0 INTRODUCTION.

The State of Oregon acting by and through its Department of Transportation (“Agency” or “ODOT”) is issuing a Request for Qualifications (“RFQ”) for the purpose of entering into contracts with qualified consultants to perform Professional Services and Related Services in Architectural and Engineering (“A&E”) for Right of Way Appraisal services on behalf of the Agency.

Appraisers that were placed on the ODOT Qualified Appraiser List (“QAL”) that was established via RFQ 730-15801-20 shall remain on the QAL and are not required to re-apply.

Respondents responding to the RFQ do so solely at their expense, and Agency is not responsible for any Respondent expenses associated with the RFQ.

ODOT shall not be held responsible for any error or omissions from downloading the RFP. The official solicitation document is the one held at the ODOT.

ODOT will consider all timely submittals for the proposed project. Non-submittal or submittal after the established deadline are non-responsive and shall not be considered. ODOT is not responsible for incomplete or ‘unreadable’ submittals

BACKGROUND AND OVERVIEW OF SERVICES

The Oregon Department of Transportation (“ODOT”) Procurement Office (“OPO”) is implementing a Right-of-Way (“ROW”) Appraisal Services Program for qualified appraisers desiring to do business with ODOT. This RFQ is intended to establish a Qualified Appraisers List (“QAL”) of pre-qualified Appraisers to provide appraisal services, prior to the actual need for services.

ODOT ROW is responsible for the acquisition of properties needed for the construction of state transportation projects. Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 expands on the basic rights of property owners, requiring a public agency to appraise real property prior to its acquisition as a basis for determining just compensation. The types of property acquired vary greatly and include, but are not limited to, partial or entire acquisitions of small and large parcels of property which may have varying impacts (human and property) to commercial building structures, residential or multifamily homes, property improvements, personal property, access rights, and other specific elements of the property.

The appraisal of real property to be acquired for public projects presents unique appraisal problems not found in standard real property appraisal situations. This can be attributed to a variety of appraisal concepts, which are largely determined by law. All appraisals must meet stringent standards of thoroughness, accuracy, and appropriate methodology in order to withstand the rigors of potential condemnation proceedings and to assure the right of the property owners and stakeholders.

To meet these high expectations, it is imperative that Appraisers who perform the appraisals are well practiced and educated in appraisal concepts and techniques used to value real property needed for public projects. In order to adequately evaluate the qualifications of Appraisers, the Agency is using this RFQ to identify Appraisers who can conduct these appraisals for the Agency. Once qualified, the Appraiser will be added to the QAL which ODOT’s Right of Way Section and the Region Right of Way Offices will use to offer contracting opportunities as they become available. If an Appraiser is selected for a contract opportunity, the Appraiser will be designated as a contracted Consultant for ODOT under the Appraiser’s individual/sole proprietorship name, and, if applicable, the Appraiser’s Assumed Business Name. If the selected Appraiser will be performing the services as an employee of the Appraiser’s employer, that employer will be the contracted Consultant and the contract will be under the name of that employer, but the qualified Appraiser will be identified in the contract as the Assigned Appraiser to perform the required services.

Upon selection for a contract opportunity, ODOT's Right of Way Section or a Region Right of Way Office will establish a contract with the Consultant to provide services, based on a Schedule of Appraisals outlined in the contract. The Schedule of Appraisals will supply the file number associated with the property being appraised, description of the property being appraised, the negotiated fee for the appraisal, and the due date for the appraisal. In addition, the Consultant will be provided an Appraisal Specification Worksheet that outlines the specific requirements for the appraisals identified in the Schedule of Appraisals. Agency will provide other available documentation regarding the property being appraised as needed to conduct the appraisal.

Upon completion of the Appraisal, Consultant shall submit the appraisal to the Contract Administrator for review and submission to the Right of Way Section's Appraisal Review Team. Once the Appraisal Review Team has either "accepted" or "recommended" the appraisal report, the Right of Way HQ or Region Right of Way Office will be provided with the reviewed appraisal report and the Consultant invoice for the appraisal will be processed for payment.

As necessary, the appraisal report will be used to defend offers made to property owners should the settlement be decided through condemnation proceedings. The contract will require the Consultant, if needed, to provide condemnation-related services in assisting the Agency and the Department of Justice in defending any of the completed appraisals. These services may include, but are not limited to, serving as an expert witness, preparing materials for submission to the court, and testifying at hearings and at trial. The condemnation-related services will be included in the contract as contingency services, and the hourly rate for those services, as well as the maximum amount of funding dedicated for those services, will be outlined in the contract, or in an amendment to the contract.

Through this RFQ, ODOT's Right of Way Section will expand outreach and outsource efforts by providing contracting opportunities to Consultants who operate as or are employed by a certified or qualified business entity that includes, but is not limited to, Disadvantaged Business Enterprises ("DBE"), Emerging Small Businesses ("ESB"), Minority Business Enterprises ("MBE"), and Women Business Enterprises ("WBE"). The ROW Appraisal Services Program will assist in building effective working relationships, and allow Consultants to benefit from the knowledge and experience of working as prime contractors on ODOT projects.

Being placed on the QAL does not guarantee an Appraiser that any Consultant contract will be awarded.

1.1 Purpose.

The purpose of this RFQ is to establish a list of qualified consultants for Agency to utilize for future Right-of-Way Appraisal service contracts.

1.2 Definitions.

For purposes of this RFQ:

"AASHTO" means American Association of State Highway and Transportation Officials;

"Agency" or "ODOT" means Oregon Department of Transportation;

"business days" means calendar days, excluding Saturdays, Sundays and all State recognized holidays;

“calendar days” means any day appearing on the calendar, whether a weekday, weekend day, national holiday, State holiday or other day;

“COBID” Certification Office for Business Inclusion and Diversity

“days” means calendar days;

“FHWA” means Federal Highway Administration;

“OregonBuys” means the web-based eProcurement system where this RFQ is advertised;

“Professional Services” means architectural, engineering, photogrammetric mapping, transportation planning or land surveying services;

"Qualifications" means a written response to a Request for Qualifications;

“Respondents” - All firms submitting Qualifications are referred to as Respondents in this document;

“Qualifications Based Selection” or “QBS” means evaluation and scoring of Qualifications based on qualifications, experience and project approach, without considering cost;

“Qualified Appraisers List” means the final list of qualified firms as determined by Agency through the RFQ process;

“Related Services” has the meaning provided in ORS 279C.100(8);

“RFQ” means Request for Qualifications;

“Scope of Work” means the general character and range of Services and supplies needed, the work’s purpose and objectives, and an overview of the performance outcomes expected by Agency;

“Services” means the services to be performed under the Contract;

“State” means State of Oregon;

“Statement of Work” or “SOW” means the specific provision in the final Contract which sets forth and defines in detail (within the identified Scope of Work) the agreed-upon objectives, expectations, performance standards, Services, deliverables, schedule for delivery and other obligations.

1.3 Procurement Authority and Method.

1.3.1 **Procurement Authority.** Agency is conducting this RFQ according to its authority under ORS 279A.050(3).

1.3.2 **Procurement Method.** Agency is conducting this RFQ in conformance with ORS 279C.110 and OAR 731-148-0215 – Requests for Qualifications

2.0 INTRODUCTION.

2.1 Submission requirements.

- 2.1.1 Qualifications must be delivered via electronic email to the submit email address on page 1 of this RFQ. RFQ number and title must be in the subject line of the submittal email. Mis-deliveries and late submittal shall not be accepted or considered.
- 2.1.2 Submit 1 signed Application by an authorized signer. The Qualifications must not exceed 150 pages; with a minimum of 10 point font.
- 2.1.3 Agency will not be held responsible for any error or omissions from downloading the RFQ. The official RFQ document is the one held at the Agency.
- 2.1.4 Those Qualifications which are incomplete or which do not meet all requirements of the RFQ, shall be deemed by Agency to be "non-responsive" and shall be rejected. Qualifications considered complete, or "responsive," will be evaluated to determine if they comply with the administrative and technical requirements of the RFQ. If the Qualifications are unclear, the Respondent may be asked to provide written clarification to assist Agency in determining the issue of the Qualification's responsiveness.

2.2 RFQ Questions.

All inquiries relating to the RFQ process, administration, deadline or notice of qualification, or to the substantive technical portions of the RFQ, must be directed to the single point of contact listed on page 1 of this RFQ. All questions regarding the intent of this RFQ must be submitted in writing (e-mail). When appropriate, revisions, substitutions, or clarifications shall be issued as addenda to this RFQ. Changes/modifications to the RFQ requirements shall **ONLY** be recognized if in the form of written addenda issued by Agency. Agency shall post any addenda or Question/Answers at www.orpin.oregon.gov.

2.3 Protest of RFQ.

This RFQ does not include any option for qualification protest.

2.4 Minimum Qualifications.

Each Respondent must meet all Minimum Qualifications to be evaluated for the QAL. If Respondent does not meet ALL Minimum Qualifications, as solely determined by Agency, Respondents Qualifications will be deemed non-responsive and rejected.

Please include responses to the following Minimum Qualifications in the space provided on the Qualifications Application Form (**Attachment A**). Appraisers shall:

- 2.4.1 Hold a college degree in Business Administration, Engineering, Agriculture, Education, or Related Fields; or have 5 years of verified active experience in the real estate field leading to a knowledge of complex real property valuations; or any combination of such experience and years of college education to provide a total of 5 years or related experience and education, and

- 2.4.2 Be an actively licensed, state certified general appraiser in accordance with the Oregon appraiser license laws.

2.5 Required Qualifications Submittals Checklist.

Respondents may use this section of minimum requirements as a checklist to ensure Qualifications are complete:

[] Application Form (See Attachment A)

2.6 RFQ Changes.

- 2.6.1 If Agency deems it necessary to amend the RFQ an Addendum will be prepared and issued via OregonBuys. Anyone who has received a copy of this RFQ from somewhere else will only be alerted to the existence of any Addendum by checking OregonBuys.

3.0 SCORED CRITERIA.

Applications meeting ALL Minimum Qualifications will be evaluated in accordance with the Scored Criteria.

The Qualifications must be organized in accordance with the below list of scored criteria:

Criteria #1: Years of Appraisal Experience

10 Years or More	(10 Points)
5-10 Years	(5 Points)
1-5 Years	(2 Points)

Criteria #2: Years of Eminent Domain Appraisal Experience

5 Years or More	(10 Points)
1-5 Years	(5 Points)
No Experience	(0 Points)

Criteria #3: Types of Work Samples Provided

Complex Eminent Domain Appraisals	(10 points)
General Eminent Domain Appraisals	(5 Points)
General Appraisal	(2 Points)

Criteria #4: Court Testimony Experience in Supporting Appraisals

Yes	(5 Points)
No	(0 Points)

Criteria #5: Quality of Work Samples

Excellent (Well documented, clear, concise, and accurate)	(10 points)
Good (Clear, concise, and accurate)	(5 points)
Poor (Misspells, inaccurate, disorganized, no documentation)	(0 points)

Following review and evaluation of the application, Agency will score each submission in accordance with the above criteria.

For Scores of 30 and above: Appraiser will be added to QAL and be eligible for appraisal services of eminent domain or standard appraisals as a contracted Consultant for the Right of Way Section and Region Right of Way Offices.

Once accepted for placement on the QAL, each Appraiser shall provide certificates of insurance as shown in the sample contract document. The certificates of insurance must be submitted within the timeframe stated in the notice of eligibility letter in order to be placed on the QAL.

For Scores of less than 30: Appraiser will not be added to the QAL.

Once an Appraiser has been qualified and added to the QAL, they may be chosen as a Consultant for specific appraisals of property acquisitions needed for an ODOT transportation project. If an Appraiser is selected for a contract opportunity, The Appraiser will be designated as a contracted Consultant for ODOT under the Appraiser's individual/sole proprietorship name, and if applicable, the Appraiser's Assumed Business Name. If the selected Appraiser will be performing the services as an employee of the Appraiser's employer, that employer will be the contracted Consultant and the contract will be under the name of that employer, but the qualified Appraiser will be identified as the Assigned Appraiser to perform the required services.

4.0 EVALUATION PROCESS

4.1 Minimum Qualifications Review.

If a Respondent does not meet Minimum Qualifications they will be deemed *nonresponsive* and will not be reviewed further.

4.2 Evaluation Process.

- 4.2.1 Those prospective Respondents who meet the Minimum Qualifications will move to a scored evaluation process.
- 4.2.2 Agency will evaluate Qualifications in accordance with the evaluation procedures set forth in OAR 731-148-0220 and this RFQ. Evaluator will independently judge the merits of the Qualifications by comparing the requirements and criteria stated in the RFQ with the responsiveness and the relevance of experience/qualifications presented in the Qualifications. Agency will not evaluate any proposed prices for Services as part of the evaluation process.
- 4.2.3 The outcome of the Evaluation process may in Agency's sole discretion, result in:
 - notice to Respondents(s) of qualification or rejection to the QAL;
 - further steps to gather additional information for evaluation (e.g. checking references, requesting clarification); or
 - cancellation of the RFQ and either re-issuance or the RFQ in the same or revised form or no further action by Agency with respect to the RFQ.
- 4.2.4 A cumulative score of thirty (30) points or better for all Scored Criteria questions is needed to get on the QAL.

- 4.2.5 **False or Misleading Statements.** Any statements, written or verbal, provided by the Respondent deemed by the Agency to be false or misleading shall result in all or portions of Qualifications to be rejected and removed from consideration in the evaluation for the QAL.
- 4.2.6 Agency may reject any or all Qualifications and may cancel this RFQ at any time if doing either would be in the public interest as determined by Agency. Agency is not liable for any costs a Respondent incurs while preparing or presenting Qualifications or during further evaluation stages. All Qualifications will become part of the public file.

4.3 Notice of Qualification.

Once evaluations are completed, Agency will notify Respondent(s) in writing, e-mail is acceptable, with notice of qualifications or rejection to the QAL, Agency will post the QAL to:

<https://www.oregon.gov/odot/ROW/Pages/Appraisals.aspx>.

5.0 QUALIFICATION PROCESS

5.1 Time Period for Qualified List.

The Qualified List will be open for 5 years, unless canceled or extended via an amendment.

6.0 CONTRACTING PROCESS

As needed, the Right of Way Section or Region Right of Way Office will select a Consultant and negotiate the final description of services tasks, deliverables, fee and costs, insurance, and payment methodologies for inclusion in the contract. Other than those terms, ODOT will not negotiate the terms or provisions of the contract.

Local contracting agencies may use the ODOT posted QAL. Local contracting agencies must follow their selection and contracting procedures. Any expenses incurred will not be borne on the state.

6.1 Sample Contract & Terms

The attached sample contract is for reference only. **(See Attachment B)** Should the Agency enter into a contract the Agency will negotiate using the most current contract terms and conditions.