

**2018 QBS
Request for Statement of Interest (SOI)**

**Land Acquisition Services for
Athens Blacktop Ave (CH 2)
Section Number: 09-00056-05-EG**

The Menard County Highway Department (MCHD) is in need of professional services from a qualified firm to provide Land Acquisition Services for the Athens Blacktop re-construction/widening project referenced above.

Please refer to the attached *Preliminary Scope of Services* for more detailed information on this project. If you plan to enter into a joint venture with another firm for this project, please note this on your SOI, including the name of the firm you are entering into a joint venture with.

The SOI should be submitted electronically (PDF format), no later than 3:00 p.m. on March 21, 2018 addressed to Tom Casson, County Engineer at menardhwy1@sbcglobal.net. Short-listed firms will be posted at <http://www.menardcountyil.com/departments/highway-department/>.

Any SOI received after the above noted deadline will not be used as part of our consultant selection process.

PRELIMINARY SCOPE OF SERVICES

Land Acquisition for Athens Blacktop Av (CH 2) Section Number: 09-00056-05-EG

Qualified firms interested in providing these services for the Menard County Highway Department (MCHD) must have personnel or list qualified subconsultants on their team that appear on the Illinois Department of Transportation's (IDOT) current approved Appraiser/Review Appraiser/Negotiator listing as shown on their website at www.idot.illinois.gov/doing-business/procurements/land-acquisition-services/index.

This project may contain Federal Funds. The selected firm shall perform all services necessary to prepare appraisals, appraisal reviews, property valuations and negotiations for the fee simple acquisition of approximately 17 acres of new right-of-way and approximately 28 acres of existing right-of-way from ± 50 parcels. At this time no relocation work is anticipated.

Prior to beginning the appraisal process, the MCHD will provide a recent title commitment 90 days or less in age, which includes the last deed of record, for each parcel, indicating ownership as well as other elements of property ownership that may affect value and a set of current plans, cross sections, parcel plats, and parcel legal descriptions.

The services shall be provided by the firm as an independent contractor of the County of Menard. All such services shall be performed in accordance with the policies of the MCHD and the IDOT, *Land Acquisition Policies and Procedures Manual* and the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended.

Services will include the preparation of offer documents and conveyance documents appropriate for the nature of property ownership. The firm will initiate negotiations upon the MCHD's certification of the parcels' review appraisals or waiver valuations. This effort will include an attempt to present the offer package in person to the property owner, if the property owner or their representatives is located near the project site, and a minimum of three personal contacts per parcel, if required, to reach a negotiated settlement.

In the event that settlement is reached, the firm's negotiation efforts will be considered complete when the conveyance documents and documents to clear title encumbrances for each parcel are delivered to the MCHD for approval and recording. In the event that settlement is not reached, the firm's negotiation effort will be considered complete when each parcel is referred to the MCHD for condemnation after attempts to negotiate the acquisition have failed. The firm will prepare condemnation request packets, if necessary, if negotiations have failed and upon the direction of the MCHD.

The selected firm shall provide testimony in court as a witness on behalf of MCHD during eminent domain trials to detail the negotiation process and communications with the property owner concerning the right-of-way.

When applicable, submission of all necessary documentation including negotiator's notes for each parcel in order to obtain approval of the right-of-way acquisition process by MCHD and certification of the right-of-way acquisition process by IDOT.