

Advertised: **June 12, 2019**



**NCDOT FACILITIES
MANAGEMENT AND
RIGHT OF WAY UNITS**

REQUEST for LETTERS of INTEREST (RFLOI)

Disposal of Residual Property

TITLE: **Disposal of Residual Property**
USING AGENCY: North Carolina Department of Transportation
ISSUE DATE: **6/12/19**
SUBMITTAL DEADLINE: **7/12/19**
ISSUING AGENCY: North Carolina Department of Transportation
Facilities Management Unit
Right of Way Unit

SYNOPSIS

The primary and/or subconsultant firm(s) (*subconsultants are permitted under this contract*) shall be licensed in one or more of the following categories:

- North Carolina Licensed Real Estate Broker *Or*
- North Carolina Licensed Real Estate Auctioneer *Or*
- North Carolina Licensed Real Estate Auction Firm

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms and/or brokers to provide professional services as described herein.

The North Carolina Department of Transportation desires to engage qualified North Carolina Licensed Real Estate Brokers or North Carolina Licensed Real Estate Firms and North Carolina Licensed Real Estate Auctioneers or North Carolina Licensed Real Estate Auction Firms to dispose of Residue Property.

Any Entity wishing to be considered must be properly registered with the Office of the Secretary of State and with the appropriate Licensing from the North Carolina Real Estate Commission for their respective trade. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the same. It will be the responsibility of the selected firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

SCOPE OF WORK

The North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a firm/team for the following contract scope of work:

Scope of Work

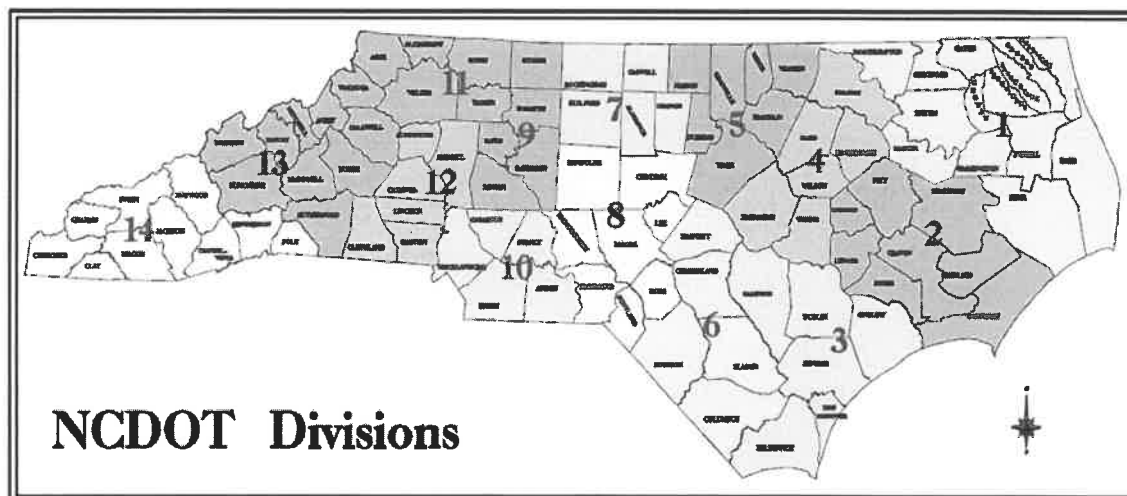
Each selected Broker, Auctioneer or Broker/Auctioneer Firm will be assigned, and responsible for the sale of, a group of residue properties containing Class A, Class B, and Class C properties in accordance with §136-19.6(f) – *Methods of Disposition Based on Class of Residue Property*.

The properties will be assigned in geographically clustered groups within each of the fourteen (14) Highway Divisions.

Firms responding to this Request for Letters of Interest MUST state by number which division(s) the firm is willing to participate (stating East, Central or West is not sufficient).

ncdot.gov

Steele Creek Residents Association Meeting



Parcel Classes for residue properties are defined as:

Class A – property of sufficient size **and** access to allow commercial or residential development.

Class B – property that enhances the value of adjacent property by allowing more extensive use when joined with the adjacent property.

Class C – property that does not meet the definition of Class A or B and, due to size or lack access, is only of interest to an adjacent property owner.

The selected Broker, Real Estate Firm, Auctioneer or Auction Firm shall:

- 1) Review the properties to determine that the classification is correct, IF INCORRECT, the NCDOT residue agent is to be notified immediately
- 2) Engage an appraiser, to be paid by NCDOT, to prepare a *certified* appraisal for each A-Class property *after* receiving a certified survey from the NCDOT residue agent
- 3) Prepare a CMA/BPO for each B/C class property
- 4) Deposit any due diligence and/or earnest money into their firm's trust account and/or forwarding to the NCDOT residue agent
- 5) Be responsible for ensuring qualified buyers
- 6) Manage the sale of each property through the point where an offer to purchase contract is accepted by NCDOT.

CONTRACT TIME: 360 days

SUBMITTAL REQUIREMENTS

All LOIs are limited to **TEN (10)** pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

All LOIs shall include proof of the appropriate licensure (Broker, Real Estate Firm, Auctioneer, or Auction Firm). Proof of licensure will not count toward the 10 page limit.

LOIs containing more than **TEN (10)** pages, excluding proof of licensure, will not be considered.

Electronic LOIs are preferred; however, hard copies will also be accepted.

LOIs may be submitted electronically in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

One copy of the LOI should be sent as a .pdf file, **through NCDOT's FTS System**, to: dtamato@ncdot.gov. FTS system will send you an electronic receipt when your LOI is **uploaded** to NCDOT's FTS system. Paper copies are not required. The subject line should contain the Firm's Name, and "**LOI for NCDOT Residual Property Disposal**".

If an interested firm does not have an FTS account they should send a request through regular e-mail to dtamato@ncdot.gov. A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Hard copies may be submitted to: Ms. Denise Amato
(Delivery) Right of Way Unit
1 S. Wilmington Street, Room 203
Raleigh, NC 27601

(Mail) Ms. Denise Amato
Right of Way Unit
1525 Mail Service Center
Raleigh, NC 27699-1525

LOIs SHALL be received no later than 12:00 P.M. July 12, 2019

LOIs received after this deadline will not be considered.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above (and any other requirements in this Advertisement). If LOIs are submitted late, exceed the maximum number of pages, or are not sent as specified in this Request for Letters of Interest, they will be disqualified.

The Department reserves the right to reject all LOIs and not proceed with procurement.

The Department reserves the right to waive any technicality in LOIs, or notify the Firm(s) of such technicality and allow the Firm(s) up to two (2) business days to rectify the technicality.

SELECTION PROCESS

Following is a general description of the selection process:

- x The NCDOT Selection Committee will review all qualifying LOI submittals.
- x The Selection Committee MAY, at the Department's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- x In order to be considered for selection, firms must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector

54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Electronic Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed. Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

Interested Parties will be considered qualified for this work if they are duly licensed by the Governing Board or Commission for their trade.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **25%** = The firm's demonstrated understanding of the requirements of House Bill 501 ratified in the 2017 session of the North Carolina General Assembly.
2. **25%** = The firm's approach to disposing of Residue Property.
3. **50%** = The firm's experience and staff to perform the type of work required, including any designated sub consultants, based on the following: adequate staff to perform assigned project tasks, outstanding workload, firm's related experience and examples.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Ms. Denise Amato – Right of Way Unit**, and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the firm's overall qualifications to fulfill the

requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent issuance or renewal of required Professional License
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the firm to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Firm's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The firm shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below). The firm shall provide a proposed compensation method for each class of property and identify which geographic area(s) the firm is interested in working.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

x **Prime Consultant firm**

$\frac{3}{4}$ Prime Consultant Form RS-2 Rev 1/14/08; and

x **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) to be, or anticipated to be, utilized by your firm.

$\frac{3}{4}$ Subconsultant Form RS-2 Rev 1/15/08.

$\frac{3}{4}$ In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:
<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

Prime Consultant Form RS-2

Subconsultant Form RS-2

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Ms. Denise Amato** at dtamato@ncdot.gov. The LOI itself may be submitted electronically to dtamato@ncdot.gov via NCDOT's FTS System. The LOI may also be submitted by hard copy to the addresses listed under **SUBMITTAL REQUIREMENTS**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **6/12/19**

Deadline for Questions **6/21/19**

Issue Final Addendum – **6/28/19**

Deadline for LOI Submission – **7/12/19**

Firm Selection and Notification ** - **TBD.**

Anticipated Notice to Proceed – **7/26/19**

* Notification will **ONLY** be sent to shortlisted firms.

** Notification will **ONLY** be sent to selected firms.