# PART 2

# TECHNICAL PROPOSAL ADMINISTRATIVE REQUIREMENTS

**RIGHT OF WAY TERM AGREEMENT**

 Project: **ROW Consultant Term Agreement**

## Firm Name:

## BE SURE TO INCLUDE YOUR BUSINESS CERTIFICATE AND YOUR CHAPTER 51 PAY TO PLAY CERTIFICATION ( STATE PROJECTS ONLY.)

|  |  |
| --- | --- |
| Section 2**CERTIFIED FIRM UTILIZATION** | **INSTRUCTIONS: DESCRIBE YOUR PLAN TO MEET GOALS B IDENTIFYING THE PROPERLY CERTIFIED FIRMS AND THE WORK DISCIPLINES THESE FIRM(S) WILL PERFORM** |
|    STATE GOAL  0 % SBEs   |  |
|  See the Solicitation form for this project’s participation. |
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| Section 3ADDITIONAL RESOURCES REQUIRED | INSTRUCTIONS: LIST BELOW RESOURCES AVAILABLE TO MEET EACH REQUIREMENT. |
| **THE NJDOT CONSULTANT CONTRACT MANAGER WILL ASCERTAIN “ADDITIONAL RESOURCES” BASED ON SPECIFIC PROJECT NEEDS.** | **NOT REQUIRED FOR TECHNICAL PROPOSAL** |

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| Section 4TEAM COMMITMENT/CERTIFICATION | INSTRUCTIONS: SIGN AND DATE |
| I certify on the behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the firm), that the staff proposed in this Technical Proposal will be used in the performance of this project, and will be available for assignment to this project as of the anticipated start date. I also certify all projects utilizing same team “Project Manager and Key Staff” will be completed on time. I further certify that the information set forth and statements made in the foregoing Technical Proposal are true, accurate and consistent with the records maintained by the individual, partnership or corporation submitting this Technical Proposal and will be available for the completion of this project. I also certify, to the best of my knowledge, that the firm and its employees have not had access to any confidential information of the New Jersey Department of Transportation, which was not made available to all firms. |
| **SIGNATURE, PRINCIPAL OF FIRM** | **DATE** |

# PART 3

#  PROJECT MANAGER’S PROJECT SPECIFIC REQUIREMENTS

**RIGHT OF WAY TERM AGREEMENT**

 Project: **ROW Consultant Term Agreement**

**Firm Name: Proposed Project Manager:**

**PROJECT MANAGER: Experience on Similar projects which are considered to be projects with at least 15 parcels, consisting of entire and partial acquisitions, also noting any involvement in appraisal, appraisal review, title curative and relocation issues. A Similar Project must include the following Experience: Management of federally participating, multi-disciplined ROW acquisition projects.**

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| Section 5PROJECT SPECIFIC**QUALIFICATIONS** | **INSTRUCTIONS: List below next to each requirement the Project Manager’s qualifications.** **Enclose resume describing experience for each requirement indicated.** | TOTAL**SCORE** | **MAX****SCORE****70** |
| **REQUIREMENTS** | QUALIFICATIONS |
| **Professional designation in one or more right-of-way** |  |  |
| **disciplines with a recognized association (e.g. IR/WA,** |  |  |
| **Appraisal Institute, etc.)** |  |  |
|  |  |

 SUB TOTAL \_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Section 6**PROJECT MANAGEMENT EXPERIENCE ON SIMILAR PROJECTS** | **INSTRUCTIONS: List below years of experience for the proposed Project Manager for projects of similar size and complexity as described above up to a maximum of 5 years. Enclosed a highlighted resume describing experience.**  | TOTAL **SCORE** | MAX**SCORE****50** |
|   **YEARS**   |  |

 SUB TOTAL \_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Section 7**REFERENCE CHECKS FOR****PROJECT MANAGER** | INSTRUCTIONS: List below two federally funded right of way projects that have been completed in the last five years or are at least 50% complete. Enclose resume highlighting similar project details and contacts. **Per Project Scoring: 10 Points Outstanding, 5 Points Satisfactory, 0 Points Unsatisfactory** | MAX**SCORE****20** |
| SIMILAR PROJECT | BRIEF DESCRIPTION | TOTAL**SCORE** |
| 1. |  |  |
| 2. |  |  |

 SUB TOTAL \_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| TOTAL FOR SECTION 5, 6 & 7 |  |
| X WEIGHT % | **20%** |
| FINAL SCORE FOR PROJECT MANAGER |  |

# PART 4

# TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

**RIGHT OF WAY TERM AGREEMENT**

 Project: **ROW Consultant Term Agreement**

####  Similar Project

**Firm Name: Size and Complexity: R-2 Level A**

|  |  |  |
| --- | --- | --- |
| Section 8ORGANIZATION CHART | **INSTRUCTIONS: Enclose Organization Chart identifying team reporting relationships for all primary** **tasks**  **including sub consultants when utilized.**  | MAX**SCORE****20** |

 SUB TOTALS \_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Section 9TEAM LEADER/KEY STAFF**QUALIFICATIONS** | INSTRUCTIONS: List Team Leaders/Key Staff Members for each primary task(s) and enclose resume highlighting  **qualifications noted below (Only one Team Leader will be rated for each Primary Task).** **Check each requirement met. Training Certificates will be required only upon request by the**  **NJDOT**  | MAX**SCORE****60** |
|  TEAM LEADER (S) PROJECT SPECIFIC QUALIFICATIONS |
| **NAME** |  |  |  |  |
|  **PRIMARY TASK** | **Appraisal/Appraisal Review** | **Negotiations** | **Relocation** |
|  | QUALIFICATIONS |  | **QUALIFICATIONS** |  | QUALIFICATIONS |  | TOTAL |
| New Jersey General Appraiser Certification |  | Professional designation or certification (e.g. SR/WA, RW-NAC) |  | Professional designation or certification (e.g. SR/WA, RW-RAC) |  |  |
| **NAME** |  |  |  |  |
|  **PRIMARY TASK** | **Title Curative** | **Legal Processing** | Property Management |
|  | QUALIFICATIONS |  | QUALIFICATIONS |  | QUALIFICATIONS |  | TOTAL |
| New Jersey licensed title representative |  | Graduation from an accredited law school |  | Professional designation or certification (e.g. SR/WA) |  |  |

 AVERAGE SUB TOTAL \_\_\_\_\_\_\_\_\_\_\_

# PART 4

# TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

**RIGHT OF WAY TERM AGREEMENT**

 Project: **ROW Consultant Term Agreement**

**Firm Name: Size and Complexity: R-2 Level A**

|  |  |  |
| --- | --- | --- |
| Section 10 **TEAM LEADER/KEY STAFF SIMILAR PROJECT EXPERIENCE**  | **INSTRUCTIONS: List below years of experience and enclose resume describing type of experience as indicated below.**  **Check each requirement met.** | MAX**SCORE****60** |
| EXPERIENCE IN PRIMARY TASKS |
| **NAME** |  |  |  |  |
|  **PRIMARY TASK** | **Appraisal/Appraisal Review** | **Negotiations** | **Relocation** |
| **Ceiling – Years of Experience** | 8 Years |  | 8 Years |  | 8 Years |  | TOTAL |
| TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X |  |
| Interpreting ROW & Roadway Construction Plans |  | Interpreting ROW & Roadway Construction Plans |  | Relocation assignments subject to Uniform Act 49CFR Part 24 |  |  |
| NJ expert testimony experience in eminent domain matters |  | Acquisition assignments involving partial taking severance damages |  | Relocation assignments involving residential & businesses displacees |  |
| Appraisal assignments involving partial taking severance damages |  | Familiarity with NJDOT ROW guidelines & procedures |  | Familiarity with NJDOT relocation guidelines & procedures |  |
| Experience in eminent domain appraisal with a variety of property types |  | Experience conducting negotiations for acquisitions for eminent domain. |  | Experience conducting relocations involving residential and business displacements for eminent domain. |  |
| **NAME** |  |  |  |  |
|  **PRIMARY TASK** | **Title Curative** | **Legal Processing** | Property Management |
| **Ceiling – Years of Experience** | 8 Years |  | 8 Years |  | 8 Years |  | TOTAL |
| TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X |  |
| Interpreting ROW plans for transportation projects |  | Interpreting ROW plans for transportation projects |  | Interpreting ROW plans for transportation projects |  |  |
| Searching, examining & closing title on partial & entire taking |  | Reviewing, interpreting & preparing legal documents for eminent domain. |  | Negotiated and processed sales of transportation agency property. |  |
| Conducted title searches, examinations, and closings for eminent domain |  |  |  | Experience conducting property management activities in a transportation agency setting |  |

**AVERAGE SUB TOTAL\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| TOTAL FOR SECTION 8,9 & 10 |  |
| X WEIGHT % | **50%** |
| FINAL SCORE FOR KEY STAFF |  |

# PART 5

# PROJECT APPROACH

**RIGHT OF WAY TERM AGREEMENT**

 Project: **ROW Consultant Term Agreement**

## Firm Name:

**PROJECT APPROACH: The Firm’s ability to complete critical path model with key milestones, start and completion dates also identify both key issues and potential problems with solutions. Include innovative concepts with cost benefits and/or accelerated project delivery.**

|  |  |  |  |
| --- | --- | --- | --- |
| Section 11CRITICAL PATH MODEL | **INSTRUCTIONS: Enclose a critical path model utilizing Primavera Software or equivalent to indicate Start/Complete dates and Key milestones for a typical right of way project with relocations, agreements and condemnations.** | TOTAL | MAX**SCORE****10** |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 12KEY ISSUES AND CRITICAL PROBLEMS | **INSTRUCTIONS: Enclose narrative in Technical Proposal of project approach defining both key issues and potential problems with reliable solutions. Limit is 8 pages in length 8.5” x 11” single sided paper.** | TOTAL | MAX**SCORE****130** |
| Satisfying bona fide negotiations requirements in New Jersey |  |
| Dealing with environmental parcels |  |
| Green Acres / Tidelands Issues |  |
| Special purpose properties |  |
| Dealing with ROW plan revisions |  |
| Cost-to-Cure Analyses |  |
| Compliance with project schedules |  |
| Project status reporting |  |
| QA/QC Strategies |  |
| Managing sub-consultants |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 13INNOVATIVE PROJECT DELIVERY TECHNIQUES | **INSTRUCTIONS:** **Enclose a narrative in Technical Proposal describing innovative project delivery techniques. This is not the intent to revise the IPA.** | TOTAL | MAX**SCORE****NR** |
|  NA |  |

|  |  |
| --- | --- |
| TOTAL FOR SECTIONS 11, 12 & 13 |  |
| X WEIGHT % | **30%** |
| FINAL SCORE FOR PROJECT APPROACH |  |