



RIGHT OF WAY AND UTILITIES DIVISION

PROCEDURES FOR THE PROCUREMENT OF
RIGHT OF WAY APPRAISAL SERVICES



(Internet Posting)

RIGHT OF WAY AND UTILITIES DIVISION
PROCEDURES FOR THE PROCUREMENT OF RIGHT OF WAY APPRAISAL SERVICES

According to the Code of Virginia, as amended, services related to the acquisition of right of way is considered to be a nonprofessional service. Because these services require extensive knowledge of federal and state laws, rules, regulations and some require licenses, VDOT has determined prequalification of firms and individuals is necessary. In accordance with the Virginia Public Procurement Act (VPPA) and the Agency Procurement and Surplus Property Manual (APSPM), the Virginia Department of Transportation (VDOT) has developed the following procedures to be used in the competitive procurement of these services.

PREQUALIFICATION OF APPRAISERS

On a biennial basis, the Right of Way and Utilities Division will advertise on the eVA VBO bulletin board and in commonly utilized publications or notify licensed appraisers by direct mailing a notice that it intends to let contracts for the appraisal of property required in connection with highway construction. The notice will indicate that appraisers interested in performing this service should obtain a prequalification questionnaire from VDOT and submit their request for prequalification within the specified period of time.

The prequalification questionnaire will outline the minimum qualifications VDOT has determined an appraiser must possess in order to perform an appraisal or appraisal review work. The questionnaire also will indicate the information that must be submitted in order for an appraiser to be evaluated and, if appropriate, determined qualified to respond to actual contract requests. Appraisers will be prequalified in tiers based on their qualification as determined by VDOT.

APPRAISER RELATIONS COMMITTEE

The Right of Way and Utilities Division has established an Appraisers Relations Committee to evaluate submittals received as a result of the biennial notice as well as any other submittals received. A panel of three members from this committee shall determine if an appraiser meets the guidelines established for each tier of appraisal services for VDOT. The Appraiser Relations Committee's evaluation may include an interview with the appraiser.

The Appraiser Relations Committee shall make its recommendations to the Chief Appraiser within 90 days from receipt of the information outlined in the prequalification questionnaire. The Chief Appraiser is responsible for approving or rejecting the committee's recommendation.

PREQUALIFICATION SUBMITTAL OUTSIDE BIENNIAL ADVERTISEMENT

During any time frame outside the biennial notice, VDOT will accept requests and submittals from appraisers interested in becoming prequalified for a tier of appraisal services. The response time, which includes the review of the submittal and prequalification, may take up to 90 days from receipt of the information outlined in the prequalification questionnaire. Until prequalified, an appraiser shall not be allowed to submit proposals on any contract request solicited by VDOT.

ADVERTISEMENT OF APPRAISAL CONTRACTS

The Regional Right of Way Manager shall be responsible for determining when services of an appraiser or review appraiser are needed. This determination shall be made after an evaluation of the current staffing ability to handle the work within the project development time frame. Upon determining the need for outside services, a State Appraisal Cost Estimate shall be prepared and submitted for approval to the Regional Right of Way Manager. The request will then be forwarded to the Central Office Consultant Contracting Section.

A letter, along with the priority listing, including completion dates will be sent to all outside appraisers in the regional area and any others deemed appropriate on the Qualified Contractors List (Appraiser). This notification will contain pertinent project information, total number of appraisals required, location and time of meeting (if deemed necessary), proposal due date, Regional contact person, and cut off date for ordering plans. The solicitation of a contract for appraisal or appraisal review service will be posted on the eVA VBO Bulletin Board. Should it be determined that a preproposal meeting is necessary, a representative from the Central Office Consultant Contracting Section will be in attendance. A marked set of plans will be available at the showing for review and explanation. Regional right of way personnel conducting the showing will be prepared to answer questions that may be asked by participating appraisers.

Proposals will be sent to Central Office for review for mathematical correctness, outside appraiser's outstanding work, staffing, and past performance. Outside appraisers will be required to submit a "Fee" Appraisal Cost Estimate. The estimate must identify the appraiser(s) who will complete each appraisal assignment. The appraiser(s) identified to complete an assignment must meet the minimum qualifications for that type of assignment and must be on VDOT's Qualified Contractors List (Appraiser).

EVALUATION AND AWARD OF CONTRACT

Appraisal contracts will be awarded based on the following factors:

1. Price
2. Demonstrated expertise in performing similar assignments
3. Ability to submit appraisals on schedule

4. Evaluation of the appraiser's past performance
5. Value of ongoing contracts with VDOT

CONTRACTUAL ARRANGEMENT

All services of an appraiser will be by standard contract form. The contract will list the parcel assignments with commitment as to dates of submission. If the contract is with a firm, the individual who will perform the appraisals must be specified. All contract signatures will be witnessed.

Once a selection has been made, the contract will be processed for execution on behalf of VDOT in accordance with Departmental Policy. Once the agreement is fully executed, the contract shall be distributed and a notice to proceed shall be issued. The notice of award of the contract will be posted on the eVA VBO Bulletin Board.

ADMINISTRATION OF CONTRACT

After the appraisal contract has been fully executed and the notice to proceed given, VDOT will designate and advise the consultant of his VDOT contract representative for that project. All aspects of the actual contract will be administered and coordinated through a Regional right of way and utilities office. All requests for payments made by the appraiser will be processed through the Regional office with their review and recommendations for payment.

CONTRACT COMPLETION AND FINAL EVALUATION

Once the appraiser has completed all assignments and turned all necessary documentation over to VDOT's representative, the contract representative in the Regional office shall prepare an evaluation of the appraiser's performance. This evaluation is to be submitted to the appraiser for signature and then forwarded to the State Right of Way and Utilities Director. The evaluations will be used in determining the appraiser's qualifications to continue providing services and to be considered in the award of future contracts.