



State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

September 17, 2018

TO: ALL POTENTIAL PROPOSERS
RE: RFP NO. 3000010998
"PROFESSIONAL LAND SERVICES"

REVISED PROPOSAL DUE DATE: OCTOBER 2, 2018 @ 3:00PM

ADDENDUM II

I. QUESTIONS AND RESPONSES

1. Q. Under **1.8.1, Desirable Qualifications**, the RFP states that the Proposer's staff (either prime or subcontractor) should meet the following qualifications:
- At least one (1) staff member holding a Bachelor's degree and two (2) years of professional experience as a landman/right-of-way agent; OR a minimum of four (4) years of professional experience as a landman/right-of-way agent without a Bachelor's degree;

Contrasting this is the **Personnel Qualifications** found on pages 31 through 33 following Attachment II: Required Rate Schedule. The table sets out years of experience for Sr. Landman and Sr. Right of Way Agent: "A minimum of 12 years of experience is required for this classification," and the required minimum for Landman, Right of Way Agent, Sr. Negotiator and Negotiator is a minimum of 10 years of experience.

Question 1: Why is there such a wide disparity in the years of experience described in paragraph 1.8.1, Desirable Qualifications, and the Personnel Qualifications starting on page 31?

See RFP revisions below.

Question 2: What exactly do the minimum years of experience described in Personnel Qualification pertain to? Is the years of experience requirement inclusive of all years of work of any kind, or only for Sr. Landman, Sr. Right of Way Agent, Landman, Negotiator, etc. experience?

If the years of experience requirement is only for the Sr. Landman, etc., we wish to state that we find these requirements to be far higher than our non-governmental clients require for Sr. Landman classification. Our non-governmental clients specify 5 years of experience for the Sr. Landman classification, as well as for Sr. Right of Way Agent, Sr. Negotiator and Abstractor.

The years of experience are inclusive of land-related work experience to be described in the resumes. See RFP revisions below.

Question 3: If the years of experience requirement as stated in the Personnel Qualifications was intended to be only years of experience as a Sr. Landman, etc., is it possible to have these requirements adjusted to reflect more of the industry standard for these positions as we set forth in Question 2 above?

See RFP revisions below.

2. **Q.** Page 10, Attachment II: Required Rate Schedule – Under Personnel Classification, Real Estate Appraiser/Review Appraiser**, can you provide an explanation for the double asterisks (**)?
- A.** The “**Real Estate Appraiser/Review Appraiser*****” Personnel Classification corresponds to the “**Real Estate Appraiser/Review Appraiser****” found in the Required Rate Schedule.

-END OF QUESTIONS & RESPONSES-

II. RFP Revisions

1. 1.6 Schedule of Events

Section 1.6 Schedule of Events – The Schedule of Events is being changed as shown below:

<u>Event</u>	<u>Date</u>
RFP advertised and Blackout Period begins	August 22, 2018
Pre-proposal Conference	Not Applicable
Deadline for receipt of written inquiries	September 5, 2018 @ 3:00pm
Issue responses to written inquiries	September 17, 2018
Deadline for receipt of proposals	October 2, 2018 @ 3:00pm
Notice of Intent to award announcement and 14-day protest period begins, on or about	October 29, 2018
Contract execution on or about	November 13, 2018

NOTE: The State of Louisiana reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.

2. Delete Section 1.8 in its entirety and replace with the following:

1.8 Qualifications for Proposer

1.8.1 Desirable Qualifications

The Proposer’s staff (either prime or subcontractor) should meet the following qualifications:

- At least one (1) staff member should hold a Bachelor’s degree and should have a minimum of twelve (12) years professional experience as a Senior Landman or Senior Right-of-Way agent;
- At least two (2) staff members with a Louisiana appraisers license issued by the Louisiana Real Estate Appraisers Board, at least one (1) of whom should have a minimum of twelve (12) years experience.
- At least one (1) staff member for Relocation Assistance (Uniform Act/Displaced Persons) classification should have experience with the Federal Uniform Relocation Act and in working with the Corps of Engineers.
- At least one (1) staff member for Abstractor should have five (5) years of experience.

3. Delete Section titled *Personnel Classification Description in its entirety and replace with the following:

***Personnel Classification Description:**

Principal	Responsible for overall quality management and coordination of activities performed under the contract.
Project Manager	Responsible for project oversight, coordination, schedule, budget and QA/QC of deliverables.
Sr. Landman	Directs and coordinates land acquisition activities in the field with counter parts and/or lower level personnel. Reports to Project Manager. Supports all land acquisition activities for the project. The individual billing at this rate and classification must have a minimum of twelve (12) years of experience.
Landman	Conducts land acquisition field activities as directed by the Sr. Landman or Project Manager, in support of the project.
Sr. Right of Way Agent	Directs and coordinates right-of-way acquisitions as necessary for the project with counter parts and/or lower level personnel. The individual billing at this rate and classification must have a minimum of twelve (12) years of experience.
Right of Way Agent	Conducts field work for right-of-way acquisition necessary for the project.

Sr. Negotiator	Oversees, documents, and negotiates acquisition proposals by the negotiator or other personnel as directed by the State or Project Manager and ensures compliance with State and Federal requirements. The individual billing at this rate and classification must have a minimum of ten (10) years of experience.
Negotiator	Carries out negotiations on acquisitions as necessary and directed by Sr. Negotiator, Sr. Right of Way Agent, Landman or Project Manager or the State.
Abstractor	Conducts field activities primarily, including but not limited to, research in the Courthouse to compile all documents affecting land title history on property affecting a project.
Real Estate Appraiser / Review Appraiser **	Appraises real estate where the real estate is being acquired for a project. May also preform reviews of appraisals to ensure compliance with all State and Federal Acquisition Requirements (Yellow Book).
Business Valuation Consultant / CPA	Valuates businesses that may be affected by a project, including relocation.
GIS / Land rights Mapping Technician / Services	Provides maps and drawings of the project area showing ownership of individual parcels of property. May be required to make exhibits for negotiations, displays and agreements.
Relocation Assistance (Uniform Act / Displaced Persons)	Includes work with property owners, renters or others that may need to be relocated from a business or home when such property is needed for a project. Work/assistance must be in compliance with the Federal Uniform Relocation Assistance Act.
General Construction Cost Consultant (Building / Equipment)	Provides consulting and advise by conducting cost evaluations on buildings, other structures and equipment when relocation may be necessary.
Environmental Specialist (Phase I)	Conducts, if so requested by the State, a Phase I environmental examination of property being acquired for a project.
Surveyor Manager / PLS Principal	Responsible for overall quality management and coordination of survey activities performed under the contract. Ensures the accuracy of all plat prepared for acquisition.

Survey Party Chief	Responsible for the project survey oversight, coordination, schedule, budget and QA/QC of deliverables. Works in the field to ensure all survey is in compliance with up to date current survey standards.
Field Survey Crew	Works in the field as support to the Survey Party Chief in performing the surveying that is required.
GIS / CADD Survey Technician	Preparation of survey maps and acquisition plats in compliance with surveying standard in order to be stamped by the Professional Land Surveyor (PLS).
Expert Witness / Testimony	Testimony as an expert witness or at a deposition by any of the above staff at legal proceedings.
Administrative Support Staff (General)	Conducts general office work, typing, copying, preparation of documents and mailing in support of the activities of the firm.