

# Land Acquisition Bulletin

**LAB 804**

**August 1, 2024**

**Statements of Interest are due before 12:00 p.m.  
on August 22, 2024  
Selection Date: October 16, 2024**



**ILLINOIS DEPARTMENT OF TRANSPORTATION**

2300 South Dirksen Parkway, Springfield, Illinois 62764

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# **NOTICE OF REVISIONS**

## **Land Acquisition Bulletin Revisions**

**Selection Date: October 16, 2024**

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The following revisions have been made to this Land Acquisition Bulletin. If you downloaded the bulletin prior to the noted revision date, you should incorporate the revisions or download and use a new copy of the bulletin.

REVISION DATE: There are no revisions as of August 1, 2024.

# CONTACT INFORMATION

## State of Illinois

Department of Transportation  
2300 South Dirksen Parkway  
Springfield, Illinois 62764

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The Land Acquisition Bulletin (LAB) is the official Land Acquisition Illinois Procurement Bulletin for the Illinois Department of Transportation as authorized by Section 15-1 of the Illinois Procurement Code, 30 ILCS 500/15-1.

It is available on the IDOT's website: [Land Acquisition Bulletin \(LAB\) \(illinois.gov\)](http://www.idot.gov/land-acquisition-bulletin)

### Land Acquisition Bulletin (LAB)

Land Acquisition Bulletin contains information pertaining to the advertisement for offers of interest for land acquisition services for the Illinois Department of Transportation's projects.

**Questions** concerning this Bulletin should be directed to:

E-mail: [DOT.ConsultantServices@illinois.gov](mailto:DOT.ConsultantServices@illinois.gov)

### **Regional/District Contact information** ([view map of regions](#))

#### **Region 1:** Mr. Jose Rios

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*District 1*  
201 West Center Court  
Schaumburg, IL 60196

#### **Region 2:** Ms. Trisha Thompson

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<i>District 2</i> 819 Depot Avenue Dixon, IL 61021	<i>District 3</i> 700 East Norris Drive P.O. Box 697 Ottawa, IL 61350
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#### **Region 3:** Mr. Kensil Garnett

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<i>District 4</i> 401 Main Street Peoria, IL 61602	<i>District 5</i> Route 133 West P.O. Box 610 Paris, IL 61944
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#### **Region 4:** Mr. Jeffrey Myers

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<i>District 6</i> 126 East Ash St. Springfield, IL 62704	<i>District 7</i> 400 West Wabash Effingham, IL 62401
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#### **Region 5:** Mr. Kirk Brown

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<i>District 8</i> 1102 Eastport Plaza Drive Collinsville, IL 62234	<i>District 9</i> State Transportation Building P.O. Box 100 Carbondale, IL 62903
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# TENTATIVE SCHEDULE

## For Land Acquisition Bulletins

The following is a tentative advertisement schedule, intended to be used whenever the Department desires to procure land acquisition services. Please note, advertisements will be published only when services are needed, therefore there may not be a Land Acquisition Bulletin published for each date listed below.

<b>PUBLISH LAB</b>	<b>08/01/24</b>	<b>10/31/24</b>	<b>01/30/25</b>	<b>05/01/25</b>	<b>07/31/25</b>	<b>10/30/25</b>
<b>**STATEMENTS OF INTEREST DUE</b>	<b>08/22/24</b>	<b>11/21/24</b>	<b>02/20/25</b>	<b>05/22/25</b>	<b>08/21/25</b>	<b>11/20/25</b>
<b>SELECTION MEETING</b>	<b>10/16/24</b>	<b>01/15/25</b>	<b>04/16/25</b>	<b>07/16/25</b>	<b>10/15/25</b>	<b>01/14/26</b>

**\*\* Statements of interest for the current LAB 804 must be RECEIVED between:**

**Publish Date 08/01/24 & 08/22/24 (12:00 P.M. NOON)**

Statements of interest received **after 12:00 p.m. WILL NOT** be considered.

Only **SUBMITTALS** through [EPAS](#) will be considered for the LAB.

# NOTICES

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The following are changes, updates, or information that the department wishes to share with firms.

*Land Acquisition Services* .....7  
*Land Acquisition Prequalification Categories are Available* .....8

# Land Acquisition Services

**Implemented: November 2, 2023**

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Public Act 103-0511 was enacted on August 4, 2023, and amends the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (QBS Act) 30 ILCS 535/1 et seq. by including in the definition of “project” any land acquisition conducted by either the Illinois Department of Transportation (IDOT) or the Illinois Toll Highway Authority and that requires architectural, engineering, or land surveying services. IDOT land acquisition services contracts previously procured through an invitation for bid (IFB) process are now subject to the QBS Act and will be advertised and selected using the Land Acquisition Bulletin.

# Land Acquisition Prequalification Categories are Available

Implemented: August 1, 2024

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Per discussions with industry, the Central Bureau of Land Acquisition, and Bureau of Design and Environment, the four Land Acquisition realty specialist categories will now be hosted and approved through EPAS.

The following are available in EPAS for firms interested in becoming prequalified in:

- Specialty Agents - Appraiser
- Specialty Agents - Negotiator
- Specialty Agents - Relocation Agent
- Specialty Agents - Review Appraiser

The application process will be similar to the other 60 categories the department offers, and will be reviewed every **three** years, see section 7 of our EPAS Manual for schedule when prequalification will be reviewed (NEW SEFC):

<https://public.powerdms.com/IDOT/documents/1914816/Engineering%20Prequalification%20and%20Agreement%20System%20Instruction%20Manual>

There will be WebEx training for firms and individuals, on how to apply for these categories, please be sure to be subscribed to Central Bureau of Land Acquisition (CBLA) subscription service is for consultants, for this is where we will announce the training sign up:

<https://idot.illinois.gov/doing-business/procurements/land-acquisition-services/stay-connected.html>

For those who are eager to start, section 6.6 Prequalification Category Screen of our EPAS Manual will walk you through the process.

<https://public.powerdms.com/IDOT/documents/1914816/Engineering%20Prequalification%20and%20Agreement%20System%20Instruction%20Manual>

For EPAS questions please contact: [Jenni.LeSeure@illinois.gov](mailto:Jenni.LeSeure@illinois.gov)

For Prequalification requirements please contact: [Christy.Davis@Illinois.Gov](mailto:Christy.Davis@Illinois.Gov)



# INTRODUCTION

## State of Illinois

Department of Transportation  
2300 South Dirksen Parkway  
Springfield, Illinois 62764

### Land Acquisition Bulletin 804 Publish: August 1, 2024

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This bulletin is the official notice of needed professional land acquisition services for the Illinois Department of Transportation (IDOT).

A notification of an upcoming LAB publication will be sent to professional consultants subscribed to IDOT's e-mail subscription server list. To subscribe please follow these [instructions](#). A land acquisition services firm who is not approved may obtain the necessary information and forms to become approved from the IDOT website at: <https://idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/prequalification.html> [Specialty Agent Designation \(illinois.gov\)](#).

This is **not** an invitation for bids. Firms properly prequalified for any of the projects listed herein may indicate their desire to be considered for selection by submitting a Statement of Interest (SOI) for the project through the [Engineering Prequalification and Agreement System \(EPAS\)](#).

IDOT shall not discriminate based on race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. IDOT shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

Statements must be submitted electronically to the central Bureau of Design and Environment, through **EPAS, prior to:**

**12:00 p.m. Central Standard time: August 22, 2024**  
**Statements received after this time WILL NOT be considered.**

The selection of professional consultants by IDOT is not based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the project with consideration also given to the criteria established in the Advertisement:

Rating Description	Weighted %
Past Performance in Project Categories	0-30
Proposed Staffing from Prime and any subconsultants	0-30
Proximity of firm to project location	0-10
Proposed DBE use	
Available work capacity of firm	0-30
The firms experience in with required project work	0-30
Firms understanding/method of accomplishing project requirements	0-30
Project Specific Criteria: Specific requirement in an advertisement	0-30
Total=	100

All members of the Consultant Selection Committee will be **unavailable** during the two-week period preceding the Selection Committee Meeting.

Departmental procedures ensure all members of the Consultant Selection Committee are provided with detailed information concerning all Statements of Interest submitted by all consultants. Please do not send letters and/or e-mails expressing your interest in various projects and/or correspondence concerning your firm to members of the Consultant Selection Committee per Illinois Procurement and Ethics (5 ILCS 430/5-50).

# SUBMITTING A STATEMENT OF INTEREST

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## Qualifications

The firm acting as the prime must be approved in all approval categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. **Any work being done by a consultant, prime or sub must be approved in the IDOT prequalification category of work they are performing.**

[Specialty Agent Designation \(illinois.gov\)](https://www.illinois.gov)

## Submitting

All interested firms must submit a SOI through the [Engineering Prequalification and Agreement System \(EPAS\)](#).

The information in all forms is required as part of all Statement of Interest submittals. The EPAS application has the ability to include all the required information. Some forms are attached and some data is entered into EPAS directly to generate the data for the form. There is an EPAS Instruction Manual for your use and can be used when completing the SOI in EPAS.

The EPAS instruction manual is located on the IDOT Website under Resources: Manuals & Guides: [EPAS Manual](#)

## Things to Consider

- **Firm Interest and Photos**
  - A brief statement of the firm's interest in performing the work. This *shall not* exceed 2 pages, if it exceeds the 2 page limit, the submittal will not be accepted for that particular item.
  - Organization chart shall be required.
  - Only include a Project Understanding and Approach *if it is* requested within advertisement.
  
- **Exhibit A**
  - Only list the required key personnel that are requested within the advertisement. Ensure to match required prequalification categories and any additional personnel requirements designated in the project advertisement. (Include firm name if work is to be completed by Subconsultant)
  - Attach resumes of all key personnel listed in the SOI. Resumes *shall not* exceed 2 pages and must be relevant to the expertise required for the specific project.
  - Identify proposed subconsultants, item(s) of work they will perform, and the estimated % of work. If a DBE Goal is in the advertisement, then list the DBE subconsultant(s), the work they will be performing, and estimated % of the

work. All Subconsultants must be prequalified in the area of work they will be performing.

□ **Project Experience #3**

- Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project.

PDF *shall not* exceed 20 pages.

□ **Project Experience #4**

- Unless additional information is required within the advertisement this field should be blank. Teaming Agreements if applicable should be included here.

□ **Project Experience #5: Consultant's Exhibit A**

- Ensure the printed Exhibit A has a signature (**can be electronic**)

□ **Project Experience #6: Subconsultant Utilization Form**

- Include the Subconsultant Utilization Plan.
- Signatures are **not** required to be completed at SOI time.
- Subconsultant Utilization Plan must include and match the Exhibit A subs, categories, and estimated percent of work.
- Subconsultant Utilization Plan is required to be completed if **selected**.

□ **Current Obligations**

- Leave blank for LAB.

□ **Delinquent Debt**

- This is generated in the EPAS system and is submitted as a separate document. Only one document, for prime **and** subconsultants, with all pertinent data is required. Instructions are included with the Delinquent Debt.
- Form can be generated and printed through the EPAS application.

# LISTING OF ADVERTISEMENTS

## LAB 804

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ITEM	COUNTY	DESCRIPTION
<hr/> <b>Region 2/District 2</b> <hr/>		
1	VARIOUS	Job No. R-92-002-25, Various Land Acquisition Services, Various Routes, Various Counties, Region Two/District Two.
<hr/> <b>Region 3/District 4</b> <hr/>		
2	VARIOUS	Job No. R-94-008-24, Various Land Acquisition Services, Various Routes, Various Counties, Region Three/District Four.

1. **Job No. R-92-002-25, Various Land Acquisition Services, Various Routes, Various Counties, Region Two/District Two.**

This project requires **17% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all Subconsultants the Prime Consultant will be using are scheduled to attend an initial meeting on **October 24, 2024, at 10:30 am** at the **Region Two/District Two Office in Dixon**.

Land Acquisition services are required to provide support to the district land acquisition section. Anticipated areas of work include Project Management, Appraisal Report, Review Appraisal Certification Report, Negotiations, and Relocation. Appraisal Management, Appraisal Report, Review Appraisal Certification Report, Negotiation, and Relocation work must be performed by an individual listed on the State's "Approved Specialty Agent List", in accordance with the Land Acquisition Policies and Procedures Manual.

The Consultant shall perform the services required under the Contract in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM), and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601 et seq.).

The Appraisal Manager, Negotiator, and Relocation Agent may be required to perform work utilizing the State's Land Acquisition Management System (LAMS).

Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	20
Proposed staffing from Prime and any Subconsultants	20
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	15
The Firms experience with required project work	20
Firms understanding/method of accomplishing project requirements	15

The estimated fee for this project is \$1,000,000. The completion date for this contract will be 60 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents. The Project Manager shall have no less than five (5) years of knowledge and experience in all aspects of eminent domain and the land acquisition process.

- The Person who will assume the duties of Appraisal Manager. The Appraisal Manager shall have no less than ten (10) years of knowledge and experience in managing and preparing Appraisal Reports.
- The person who will assume the duties as Negotiator who will conduct the Negotiation of right of way parcels needed for State projects, in accordance with the Land Acquisition Policy Manual (LAPPM). The Negotiator shall be on the State's Fee/Specialty Agent Negotiator list in accordance with the LAPPM and shall have no less than five (5) years of knowledge and experience in all aspects of acquisition/negotiation of property needed for a highway purpose.
- The person who will assume the duties as Relocation Agent who will conduct the relocations of right of way parcels needed for State projects, in accordance with the Land Acquisition Policy Manual (LAPPM). The Relocation Agent shall be on the State's Fee/Specialty Agent Relocation Agent list in accordance with the LAPPM and shall have no less than five (5) years of knowledge and experience in all aspects of acquisition/negotiation and relocations of property needed for a highway purpose.

The Statements of Interest must also **include**:

- A Project Understanding and Approach, describing in detail how the Consultant will accomplish the work, including any work that would be performed by a Subconsultant(s).
- The Consultant's relevant projects completed by the firm within the past five (5) years by members of the Consultant's' key personnel listed in the SOI. Do not include more than ten (10) relevant projects.

The Prime, staff and Subconsultant(s) must be approved on the IDOT Bureau of Land Acquisition's approved lists to be considered for this project: <https://idot.illinois.gov/doing-business/procurements/land-acquisition-services/specialty-agent.html>

**Approved Appraiser**

**Approved Negotiator**

**Approved Relocation Agent**

**Approved Review Appraiser**

Statements of Interest, including resumes of only the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering Prequalification and Agreement System (EPAS).

2. **Job No. R-94-008-24, Various Land Acquisition Services, Various Routes, Various Counties, Region Three/District Four.**

This project requires **14% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all Subconsultants the Prime Consultant will be using are scheduled to attend an initial meeting on **October 23, 2024**, at **10:00 AM** at the **Region Three/District Four Office in Peoria**.

Land Acquisition services are required to provide District Four support in delivering the land acquisition program needed for highway projects. Anticipated positions needed include: Project Manager, Appraisal Manager, Specialty Agent, Appraiser, Review Appraiser, Appraisal Trainer, Negotiator, Relocation Agent, and Property Manager. Anticipated areas of work include: Appraisal Report, Review Appraisal Certification Report, Specialty Report, negotiations, relocations, and property management.

Work must be performed in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM), the Illinois Highway Code (605 ILCS 5/), the Illinois Eminent Domain Act (735 ILCS 30/), THE Code of Federal Regulations, Title 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Program and any other relevant State of Federal laws and regulations.

The Consultant shall provide Appraisal Reports to be prepared in the formats outlined and in accordance with the LAPPM. The Appraisal Report shall be performed by an Appraiser on the State's Fee/Specialty Agent Appraiser list.

The Consultant shall provide Review Appraisal Certification Reports to be prepared in the formats outlined and in accordance with the LAPPM. The Review Appraisal Certification Reports shall be performed by an Appraiser on the State's Fee/Specialty Review Appraiser list.

The Consultant shall provide a Specialty Report to be performed and completed in accordance with the LAPPM. A Specialty Report will require work to be performed by a Specialty Agent, who is typically a Professional Engineer, Professional Structural Engineer, Professional Land Surveyor, Architect, or appropriately licensed person(s) in that specific field where more investigation/study is required to complete the valuation of a parcel.

Services may require the work utilizing the State's Land Acquisition Management System (LAMS), including but not limited to, inputting parcel information into the system, retrieving parcel information such as title work, plat, and appraisal, uploading documents and utilizing the system to produce work documents required to complete the work order. This work will only be required upon access approval into LAMS.

Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.



The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	20
Proposed staffing from Prime and any Subconsultants	20
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	20
The Firms experience with required project work	15
Firms understanding/method of accomplishing project requirements	15

The estimated fee for this project is \$1,500,000. The completion date for this contract will be 60 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer). The Project Manager shall have no less than five (5) years of knowledge and experience in all aspects of eminent domain and the land acquisition Appraisal/Appraisal Review process.
- The person who will assume the duties of Appraisal Manager for all aspects of the work documents. The Appraisal Manager shall have no less than five (5) years of Knowledge and experience in all aspects of eminent domain and the land acquisition Appraisal/Appraisal Review for highway purposes.
- The person who will assume the duties of Appraiser(s) and Review Appraiser(s) who will conduct the appraisals of right of way parcels needed for State projects. The Appraiser shall have no less than three (3) years of knowledge and experience in all aspects of acquisition/negotiation of property needed for a highway purpose.
- The person who will assume the duties of Appraisal Trainer will train and assist State employees in obtaining appraisal licensing. The Appraisal Trainer shall be an Illinois Certified General Real Estate Appraiser and shall be on the State's "Fee/Specialty Agent" Review Appraiser list. The Appraisal Trainer shall have no less than five (5) years of Knowledge and experience in all aspects of eminent domain appraising and review appraising for highway purposes. In addition, the staff performing this work must be identified.
- The person who will assume the duties as Negotiator(s) who will conduct the negotiation of right of way parcels needed for state projects. The Negotiator shall be on the State's Fee/Specialty Agent Negotiator list and have no less than three (3) years of knowledge and experience in all aspects of acquisition/negotiation of property needed for a highway purpose.
- The person who will assume the duties of Relocation Manager. The Relocation Manager will conduct the Relocation of right of way parcels needed for State projects. The Relocation Manager shall be on the State's Approved Fee/Specialty Agent List and shall have no less than three (3) years of knowledge and experience in all aspects of relocation of a property needed for a highway purpose.

The Statements of Interest must also **include**:

- A Project Understanding and Approach, describing in detail on how the Consultant will accomplish the work, including any work that would be performed by a Subconsultant(s).
- The Consultant's relevant projects completed by the firm within the past ten (10) years by members of the Consultant's' key personnel listed in the SOI. Do not include more than ten (10) relevant projects.

The Prime, staff and Subconsultant(s) must be approved on the IDOT Bureau of Land Acquisition's approved lists to be considered for this project: <https://idot.illinois.gov/doing-business/procurements/land-acquisition-services/specialty-agent.html>

**Approved Appraiser**

**Approved Review Appraiser**

**Approved Negotiator**

**Approved Relocation Agent**

Statements of Interest, including resumes of only the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering Prequalification and Agreement System (EPAS).