

WRITTEN INQUIRIES  
 SSLG'S RFP  
 OCTOBER 7, 2016

	Question	Answer
1.	<p>In the RFP, the self-certification statement form in Section 8, page 21 – 22, provides for a respondent to list the IRWA certifications for team staff. The experience discussion in item 2 of Section 8, page 22 states that an individual's reporting of experience also is by self-certification, but there is no place in the self-certification form for experience.</p> <p>May we modify the self-certification statement form to include the years of experience of person being certified? If so, may create our own template to document the agency, number of parcels and roles provided?</p>	<p>Yes</p> <p>Yes</p>
2.	<p>We have staff that are licensed Texas attorneys, but don't have IRWA credentials. Are they qualified by virtue of their law license to work in the Eminent Domain and Acquisition services tasks?</p>	<p>Yes</p>
3.	<p>May we use staff for any of the required functions even though such staff do not have an IRWA designation? If so, is there a minimum level of experience for such staff?</p>	<p>Yes, so long as personnel dedicated to this project have the required credentials.</p>
4.	<p>Is there a grading scale for evaluating proposed team members based on their years of experience?</p>	<p>No. However, experience is a consideration in the analysis and selection of the provider.</p>
5.	<p>What is your required DBE/HUB participation, if any?</p>	<p>None.</p>
6.	<p>How much relocation do you foresee, i.e., number and type of displacements?</p>	<p>Not determined at this time.</p>
7.	<p>How many parcels are involved?</p>	<p>111</p>
8.	<p>Do you have a preference for the use of a particular title company?</p>	<p>Outside the scope of the RFP.</p>

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9.	<p>Section 4 D (Negotiation Services), Page 9, Item 1 states that the provider will analyze the title commitment and deliver a title curative plan, but according to Item 10 of Section 4, curative services to provide a clear title to SSLGC are not the responsibility of the Provider. We would like to confirm that the scope of the Provider's services for title curative stops at the point of what is listed in item 1: analyzing title problems and proposing curative methods.</p> <p>If this is the case, is it envisioned that the Provider may be asked to perform further title curative services through a supplement to a contract?</p>	<p>Provider's basic scope of services will not include curative services to provide clear title. However, we anticipate that Provider will assist and support SSLGC and its legal counsel in undertaking curative efforts to resolve issues identified in the title commitment. For example, curative work on a title issue may require the landowner to sign an additional document (e.g., Affidavit of Heirship) or to obtain additional documentation from the owner (e.g., Certificate of Death, Letters Testamentary, probate documents, etc.). Provider will not be required to prepare curative documentation.</p> <p>Provider may be tasked on a case-by-case basis to assist on curative work.</p> <p>Yes, the Provider may be asked to perform title curative services on a case-by-case basis.</p>
10.	<p>Section 2 Contract Compensation and Term – Will only one provider of these services be selected or is it possible that SSLGC will divide the work among multiple providers?</p>	<p>No, only one (1) ROWAS contract will be awarded to a single provider.</p>
11.	<p>Section 4A – Project Management Fee is to be included in the Fee Schedule. Are there any requirements or scope of work that should be considered as being included in this fee?</p>	<p>All services described in Section 4A, 4B, and 4C are to be included in the fee schedule.</p>

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12.	Section 4 D – 15 Can recording fees be paid by the Title Company and included as a part of the Title Company billings to SSLGC?	No.
13.	Section 4 D Is a provider responsible for obtaining permits to cross rivers, highways, roads, utilities and railroads?	No.
14.	Section 4 L Fee for Condemnation Support Services – Is it expected that the “SSLGC approved condemnation forms” will be similar in nature to the TxDOT ED-49 form?	Yes, the SSLGC form will be similar in nature and content.
15.	Section 4 Service Requirements of SSLGC – 5 & 6 – Are costs which are paid directly by SSLGC and not considered “Pass Through Costs” applied against the contract amount? These costs will be added to the negotiated estimate once the contract is awarded?	These costs will not be applied against the ROW Services Contract amount. These costs may be negotiated as additional services on a case-by-case basis.
16.	Section 6 – Evaluation Criteria for the Company – Is there a specific format desired for providing company based qualifications, experience and performance?	No.
17.	Section 8 – Is there any requirement that the Negotiation Agents have a Texas Real Estate License or an Easement/ROW Agent Registration from TREC?	Yes
18.	Section 11 - Although not specifically stated, can it be assumed that the RFP Response is to be integrated in with the original RFP, placing appropriate responses after each section and providing a consolidated document?	Yes
19.	To be clear, the selected provider is not responsible for obtaining any appraisal or	The selected provider is not responsible for obtaining any

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	appraisal review services nor should a fee for such services be included in any submission. The SSLGC will hire and take care of all the appraisal services if I am correct.	appraisal services. SSLGC will hire appraisers and appraisal services.
20.	Is it possible to get Word versions of the documents to be completed by a provider in the submission.	Yes –Word versions of the RFP will be available upon request.
21.	Regarding condemnation support, please verify the only thing a provider is responsible for is sending a complete eminent domain package to the SSLGC and date of take pictures. The provider is not responsible for any other condemnation activities such as filing of court documents, setting hearings, obtain special commissioner signatures, serving of parties or attending special commissioner hearings.	Yes. However, when requested, special commissioners' hearing attendance may be required at an additional hourly fee.
22.	Item 10 under D. Negotiation Services, page 9 of the RFP, states "The curative services necessary to provide a clear title to SSLGC are not the responsibility of the Provider. Is this true? If so and curative matters such as releases, affidavits of heirship, etc are needed will this all be done by the SSLGC.	Yes. See Question No. 9.
23.	Since this appears to be a project specific proposal do you know how many parcels will be involved.	111.
24.	Can you let us know if there is a page limit to the proposal and can we attach resumes and experience logs to the qualification sheets for negotiators, relocation agents and condemnation specialists.	No page limit. Yes you may attach additional information and resumes.
25.	For the purposes of this proposal is it permissible to submit more than one negotiation agent, relocation agent and	Only information concerning personnel dedicated to this project must be submitted.

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	condemnation specialist or should we just stick with one of each at this time. Will the evaluation consider multiple agents in each category.	