

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

SECTION 1 – CORPORATE OVERVIEW

This section should consist of the following subdivisions. Bidders shall respond to each section accordingly; add additional pages if necessary.

Bidders shall, at a minimum, meet the following qualifications: 5.09A3 5.09B4 7.06C1c(1) 7.06C1c(2) 7.06C1c(3) 7.06C1c(4) within the [NDOT ROW Manual](#).

CORPORATE OVERVIEW
a. Bidder Identification and Information
The bidder should provide the full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the bidder is incorporated or otherwise organized to do business, year in which the bidder first organized to do business and whether the name and form of organization has changed since first organized.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

CORPORATE OVERVIEW
b. Financial Statements
The bidder should provide financial statements applicable to the firm. If publicly held, the bidder should provide a copy of the corporation's most recent audited financial reports and statements, and the name, address, and telephone number of the fiscally responsible representative of the bidder's financial or banking organization. If the bidder is not a publicly held corporation, either the reports and statements required of a publicly held corporation, or a description of the organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information, should be submitted in such a manner that solicitation evaluators may reasonably formulate a determination about the stability and financial strength of the organization. Additionally, a non-publicly held firm should provide a banking reference. The bidder must disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability or stability of the organization, or state that no such condition is known to exist. The State may elect to use a third party to conduct credit checks as part of the corporate overview evaluation.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

CORPORATE OVERVIEW
c. Change of Ownership
If any change in ownership or control of the company is anticipated during the twelve (12) months following the solicitation response due date, the bidder should describe the circumstances of such change and indicate when the change will likely occur. Any change of ownership to an awarded bidder(s) will require notification to the State.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

CORPORATE OVERVIEW
d. Office Location
The bidder’s office location responsible for performance pursuant to an award of a contract with the State of Nebraska should be identified.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

CORPORATE OVERVIEW
e. Relationships with the State
The bidder should describe any dealings with the State over the previous five (5) years. If the organization, its predecessor, or any Party named in the bidder's solicitation response has contracted with the State, the bidder should identify the contract number(s) and/or any other information available to identify such contract(s). If no such contracts exist, so declare.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

CORPORATE OVERVIEW
f. Bidder’s Employee Relations to State
If any Party named in the bidder’s solicitation response is or was an employee of the State within the past twelve (12) months, identify the individual(s) by name, State agency with whom employed, job title or position held with the State, and separation date. If no such relationship exists or has existed, so declare.
If any employee of any agency of the State of Nebraska is employed by the bidder or is a subcontractor to the bidder, as of the due date for solicitation response submission, identify all such persons by name, position held with the bidder, and position held with the State (including job title and agency). Describe the responsibilities of such persons within the proposing organization. If, after review of this information by the State, it is determined that a conflict of interest exists or may exist, the bidder may be disqualified from further consideration in this solicitation. If no such relationship exists, so declare.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

CORPORATE OVERVIEW
g. Contract Performance
If the bidder or any proposed subcontractor has had a contract terminated for default during the past five (5) years, all such instances must be described as required below. Termination for default is defined as a notice to stop performance delivery due to the bidder's non-performance or poor performance, and the issue was either not litigated due to inaction on the part of the bidder or litigated and such litigation determined the bidder to be in default. It is mandatory that the bidder submit full details of all termination for default experienced during the past five (5) years, including the other Party's name, address, and telephone number. The response to this section must present the bidder's position on the matter. The State will evaluate the facts and will score the bidder's solicitation response accordingly. If no such termination for default has been experienced by the bidder in the past five (5) years, so declare. If at any time during the past five (5) years, the bidder has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, describe fully all circumstances surrounding such termination, including the name and address of the other contracting Party.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

CORPORATE OVERVIEW
h. Summary of Bidder's Corporate Experience
Bidders shall have a history of successful performance in the required field and must have enough qualified staff available to complete the work required. The bidder should provide a summary matrix listing the bidder's previous projects similar to this Solicitation in size, scope, and complexity. The State will use no more than three (3) narrative project descriptions submitted by the bidder during its evaluation of the solicitation response.
The bidder should address the following:
1) Provide narrative descriptions to highlight the similarities between the bidder's experience and this Request for Proposal. These descriptions should include: a) The time period of the project, b) The scheduled and actual completion dates, c) The bidder's capacity – size of firm, size of acquisition staff, and number and nature of staff employed in the performance of this service, d) The bidder's present workload with NDOT, e) The bidder's responsibilities, f) For reference purposes, a customer name (including the name of a contact person, a current telephone number, a facsimile number, and e-mail address); and g) Each project description should identify whether the work was performed as the prime Vendor or as a subcontractor. If a bidder performed as the prime Vendor, the description should provide the originally scheduled completion date and budget, as well as the actual (or currently planned) completion date and actual (or currently planned) budget.
2) Bidder and Subcontractor(s) experience should be listed separately. Narrative descriptions submitted for Subcontractors should be specifically identified as subcontractor projects.
3) If the work was performed as a subcontractor, the narrative description should identify the same information as requested for the bidders above. In addition, subcontractors should identify what share of contract costs, project responsibilities, and time period were performed as a subcontractor.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

CORPORATE OVERVIEW
i. Summary of Bidder’s Proposed Personnel/Project Management Approach
The bidder should present a detailed description of its proposed approach to the management of each project. The bidder should identify the specific professionals who will work on the State’s project if their company is awarded the contract resulting from this Solicitation. The names and titles of the team proposed for assignment to the State project should be identified in full, with a description of the team leadership, interface, and support functions, and reporting relationships. The primary work assigned to each person should also be identified. Bidder’s staff should meet the following qualifications at a minimum: 1) Must be properly licensed in Nebraska by the Nebraska Real Estate Commission or in a state that has reciprocity with Nebraska. 2) Must have demonstrated history of successful performance in the field. 3) Must have demonstrated knowledge and abilities in title searches and closing procedures. 4) Must have demonstrated knowledge in Nebraska eminent domain procedures so the proper explanation can be given to property owners and tenants being displaced. 5) Must have knowledge in the appropriate federal laws and procedures as set forth in the NDOT ROW Manual. 6) Must be able to explain engineering plans, analyze the appraisal, answer legal questions, firmly present the offer and tolerantly endure the complaints and arguments of the property owners and tenants being displaced. The bidder should provide resumes for all personnel proposed by the bidder to work on the project. The State will consider the resumes as a key indicator of the bidder’s understanding of the skill mixes required to carry out the requirements of the Solicitation in addition to assessing the experience of specific individuals. Resumes should not be longer than three (3) pages. Resumes should include, at a minimum, academic background and degrees, professional certifications, understanding of the process/experience in this service, and at least three (3) references (name, address, and telephone number) who can attest to the competence and skill level of the individual. Any changes in proposed personnel shall only be implemented after written approval from the State.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

CORPORATE OVERVIEW	
j.	Subcontractors
If the bidder intends to subcontract any part of its performance hereunder, the bidder should provide: 1) name, address, and telephone number of the subcontractor(s), 2) specific tasks for each subcontractor(s), 3) percentage of performance hours intended for each subcontract; and 4) total percentage of subcontractor(s) performance hours.	

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

SECTION 2 - TECHNICAL APPROACH

The technical approach section of the Technical Proposal should consist of the following subsections while taking into account the entirety Section V within RFP 126752 Z6. ***This description should be written in the Bidders own words and not just taken directly from the RFP.***

TECHNICAL APPROACH
a. Understanding of and approach to the Project Requirements as specified in the RFP, and ability to meet the timeline in Section V.D.
In one’s own words, Bidder should present a detailed description of its understanding of and approach to the project requirements as specified in the RFP, and ability to meet the timeline in Section V.D.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

TECHNICAL APPROACH
b. Negotiation/Acquisition Assistance and Services (<i>Section V., Subsections B. and E.</i>)
Vendor shall provide comprehensive residential and commercial negotiation/acquisition assistance and consulting as needed and directed by NDOT for NDOT's acquisition, rehabilitation, construction, or loan program activities, including but not limited to the following activities: 1. Negotiate for real property rights necessary for the construction, operation, and maintenance of the transportation facility as approved by the State. 2. Maintain current Negotiation/Acquisition Agent diaries; including call reports with each owner and/or tenant any interactions. 3. Act as the agent of the State, or City, in negotiations. 4. Prepare and update acquisition ROW schedule based on project requirements. 5. Coordinate with Negotiation/Acquisition Agent and NDOT's Highway Relocation Supervisor to schedule a pre-acquisition meeting for each project, or as needed. 6. Provide condemnation cover memorandum and parcel files, as approved by the State. 7. Transmit completed parcel files to the State. 8. Provide one (1) hard copy of appraisal to each property owner. 9. Provide project management which shall include all applicable requirements listed in Section V., Subsection B. Project Requirements In one's own words, the Bidder should describe how they will meet these requirements and any critical or unique issues specific to negotiation/acquisition assistance and services, and successful critical or unique approaches used elsewhere. Bidder should also address how specified laws and regulations are being met.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

TECHNICAL APPROACH
c. Relocation Assistance and Advisory Services (Section V., Subsections B. and F.) Vendor shall provide comprehensive residential, commercial and tenant relocation assistance and advisory services and consulting as needed and directed by NDOT for NDOT's acquisition, rehabilitation, construction, or loan program activities, including but not limited to the following activities: 1. Develop relocation strategies for the 33rd and Cornhusker Project. 2. Provide comprehensive relocation assistance and advisory services for property owners and/or tenants affected by NDOT's acquisition, rehabilitation, construction, or loan program activities that are subject to the Uniform Act and/or applicable local or state laws, codes, rules, regulations, ordinances, policies, and procedures. 3. Coordinate with NDOT's appraiser for site visit to properties requiring Relocation Assistance. 4. Provide property inventory services to identify real and personal property. 5. Provide other services as requested in support of NDOT's property acquisition, rehabilitation, construction, and loan program activities, to ensure compliance with federal, state, or city relocation requirements. 6. Coordinate with Relocation Agent and NDOT's Highway Relocation Supervisor to schedule a pre-acquisition meeting for each project, or as needed. 7. Provide document preparation and administrative services as needed. 8. Provide an update for each relocation every two (2) weeks, via email. Include <i>Attachment C – Mileage and Time Log</i> with the report, as needed. 9. Provide project management which shall include all applicable requirements listed in Section V., Subsection B. Project Requirements. In one's own words, the Bidder should describe how they will meet these requirements and any critical or unique issues specific to relocation assistance and advisory services, and successful critical or unique approaches used elsewhere. Bidder should also address how specified laws and regulations are being met.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

TECHNICAL APPROACH
d. Specific Project Qualifications
In one's own words, the Bidder should describe any specific qualifications that align for this scope of work.

Bidder Response:

Attachment B - Bidder Response Requirements Matrix
Relocation Services 126752 Z6

Bidder Name: _____

TECHNICAL APPROACH
e. Communication Process
In one's own words, Bidder shall provide a narrative describing its communication process, including how it will maintain regular communication with NDOT and ensure the timely exchange of project information, updates, and issue resolution.

Bidder Response: