

Texas Department of Transportation
Aviation Division
Request for Proposal for Relocation Assistance Services

The Texas Department of Transportation (TxDOT), Aviation Division, intends to engage Relocation Assistance firms for a five year contract period for services pursuant to Chapter 2254, Subchapter A, of the Government Code. TxDOT Aviation Division will solicit and receive proposals from Relocation Assistance firms as described below:

Sponsor: Texas Department of Transportation, Aviation Division. TxDOT Project Number: 12AVRELOC. The DBE goal is set at zero percent. The TxDOT Project Manager is Scott Bryan.

The Texas Department of Transportation, Aviation Division is soliciting proposals from Relocation Assistances companies for: relocation assistance related to land acquisitions for general aviation airports across the entire state of Texas.

These services must be conducted and performed in compliance with 49 CFR Part 24 Uniform Relocation Assistance and Real Property Acquisition for Federally Funded Project.

Proposals may not exceed the number of pages in the proposal format as listed below:

1. No more than one page listing professional qualifications.
2. No more than one page listing experience of the firm and team or individuals related to relocation assistance. Please include a physical address, phone number, fax number, and email address of the main contact for this RFP.
3. No more than one page listing understanding of applicable relocation rules, regulations, policies and other requirements associated with federally funded projects.
4. No more than two pages describing technical approach to the complete relocation process for SFR, business or farm and ranch acquisitions.
5. Copy of real estate license or other professional designations pertaining to relocation assistance.

The proposal shall address the criteria listed below:

1. Professional Qualifications 20 points
2. Experience of the firm and team or individuals 20 points
3. Understanding of applicable rules, regulations, policies and other requirements associated with federally funded projects. 20 points
4. Description of technical approach to complete relocation process. 20 points
5. Licensed realtor or other professional designations pertaining to relocation assistance. 20 points

Four copies of the proposal shall be produced on 8.5' x 11' white paper, single sided using no smaller than a 12 pitch font size. Proposal shall be stapled and not bound in any other format. Introduction and/or transmittal letters will be detached from the proposal. Do not include extraneous materials. **PROPOSALS WILL NOT BE ACCEPTED IN ANY OTHER FORMAT.**

Proposals **must be received** by TxDOT, Aviation Division at 150 East Riverside Drive, 5th Floor, South Tower, Austin, TX 78704 no later than June 28, 2012, 4:00 p.m. (CST). Electronic facsimiles or forms sent by email will not be accepted. Please mark the envelope of the forms to the attention of Beverly Longfellow.

The consultant selection committee will be composed of TxDOT staff members. The final selection by the committee will generally be made following the completion of review of proposals. The committee will review all proposals and rate and rank each. All firms will be notified and the top rated firm will be contacted to begin fee negotiations. The selection committee does, however, reserve the right to conduct interviews of the top rated firms if the committee deems it necessary. In such case, selection will be made following interviews.

Please contact TxDOT Aviation for any technical or procedural questions at 1-800-68-PILOT (74568). For procedural questions, please contact Beverly Longfellow, Grant Manager. For technical questions, please contact Scott Bryan, Project Manager.