



ORC Questions on Harbor Transit RFP #2021-5

The Attached Questions were received at the Pre-Proposal Meeting on
04/21/2021.

This question and answer document amends the original RFP where cited.

1. Has HT selected a site that they want to acquire, or will the consultant be assisting in finding areas that would meet their needs? If so, is this vacant land or improved property? Commercial or residential? If initial site has been selected, can HT provide the details of the selected site location? **No site selected. Have some ideas.**
 1. 3-5 Acres would be suitable for Harbor Transit's future growth and new facility purposes. This will allow for a new facility and growth in the future.
This property size depends on the property characteristics such as shape and layout. Other factors that play into the land size are, does it support an access drive, are there wetlands or other boundaries to contend with. Harbor Transit does not have a site selected. We have looked at areas, however a decision has not been made on where the location should be located.
2. Condemnation Support- The price proposal asks that we include condemnation support. Can you provide some guidance as to the extent of these services? For example, would we be expected to testify; is the updating of appraisals to be included in this service item?
Harbor Transit does not anticipate having to use Condemnation Support.
3. Are the public meetings for the affected parcel owners or for the community? **Public Meetings would be held for both the parcel owner and the community.**
4. How many public meetings does HT anticipate will be required? **1 meeting no more than 2.**
5. Title... Initial Searches vs. Commitments? Are both needed or can the title company combine the tasks into one fee? **If Harbor Transit was closing on a property then we would require a full title Commitment.**
6. Legal documents- Will standard MDOT forms be used throughout the project or does HT have approved documents from their legal team? **For the purpose of this RFP, use MDOT forms.**
7. Fee Schedule
 - 1) Insurance- Insurance for the firm or Title Insurance? (Page 11, section 3) **Insurance for the Firm.**
 - 2) Communications- what type of communications? Phone charges or paper. **Either.** Communications (mailing, brochures to the property owners)? (Page 11, section 3)



- 3) Can you define the task description of "Real estate services assignment and estimate"? (Exhibit A) *Just as it is stated.*
Harbor Transit has no objection to the template, however why is the verbiage on pages 63 and 64 not sufficient?
See last page, item A1. template
8. Can you confirm amount of copies/submittal process? Pages 5 and 9 have different number of required copies. *On page 12, section 3.3 item # 6 is incorrect: Submit 1 original 6 hard copies and 1 electronic copy is incorrect.*
1 original 3 hard copies 1 electronic copy is correct and required as stated on page 5.
9. Proposal prices shall be based on F.O.B. HT, Grand Haven, Michigan. Can you explain the abbreviation F.O.B.? *FOB does not apply to this submittal free on-board term.*
10. The FTA has a Circular numbered 5010.1E that adds supplemental requirements to the URA regulations. These include items such as FTA concurrence in certain high valued appraisals, concurrence in condemnation, etc. Is it the intent that these requirements be included in the proposed work? *Harbor Transit is not certain this will require a high value appraisal. If it is a high value, the appraisal will need to be completed. If they determine this is required it will be handled at that time Harbor Transit will obtain a second appraisal, and both will be sent to FTA for their concurrence.*
11. Why are appraisals and reviews shown as "optional"? *looking at option of hiring appraiser separately? They would like it included in fee schedule being submitted but reserving the right to remove from scope.*
12. Progress tracking and reporting is sometimes required by clients and FTA. Is there a format for this report or may we suggest a project tracking report format? *Has no specific requirements.*
13. Land acq. involvement in design and pre/post construction under consulting. *On page 9 section 2.1 items (2) construction Services and (3) Post Construction not applicable.*



Misc notes

No design or architect firm hired yet but will go to board in Fully with the AE peace.


180-day schedules is not applicable to this submittal. [We agree that a 180-day schedule may not be applicable.](#)

Land acq. involvement in design and pre/post construction under consulting. [Land Acquisition Services will be essentially for the pre-construction activities.](#)

Route is online and available HT needs to be close to the route. [Harbor Transit is not clear on what this note means. Harbor Transit is a Demand Response Operation and does not have fixed routes currently.](#)



Item A1 – substitute for Price Proposal on pages 63-64.

Item: A1		
		
Right-of-Way and Land Acquisition Services		
Project 2021-05		
Pricing is to be valid for 2021 and 2022		
Pay Item	Type of Unit	Fee Per Unit
1. Involvement during Public Meeting, Site Selection, Preliminary Interviews, Right of Way Cost Estimating, Negotiations/Acquisition. *Relocation Services & Condemnation Support if deemed necessary.		
a. PM	Hourly Rate	\$0
b. Agent	Hourly Rate	\$0
c. Support Staff/Admin. Assistant	Hourly Rate	\$0
2. Title per tract/parcel		
a. Title Research performed by title company	Tract/Parcel	\$0
3. Valuation		
a. Summary Narrative Appraisal based on vacant land 5 to 10 acres	Tract/Parcel	\$0
c. Appraisal Review based on vacant land 5 to 10 acres.	Tract/Parcel	\$0
4. Closing		
a. Closing fee by title company	Tract/Parcel	\$0
5. Reimbursable cost		
a. Mileage	GSA Rate	
b. Copies Standard paper size	per sheet	
c. Postage regular and certified mail	Actual w/receipts	
d. Title Insurance is at actual cost based on sale price and number of tracts/parcels and will be paid by Harbor Transit.		