

CONSULTANT PREQUALIFICATION FOR REAL ESTATE SERVICES

Introduction/General Information- Prequalification for Real Estate Services

For the purposes of the INDOT prequalification requirement, a “consultant” is a business that contracts with the Department to provide a service for a public works project. All companies that contract to provide a service for an INDOT public works project must be prequalified.

Companies delivering real estate services are consultants and must be prequalified for the appropriate work types to compete for related real estate RFP items. The consultant prequalification process is governed by the [INDOT Consultant Prequalification Manual](#). Work Type Category 12.0- R/W Acquisition Services contains the eight (8) work types enumerated for the provision of real estate services. The requirements for qualifying for each of these work types are outlined below.

To [apply for consultant prequalification](#), companies must [register for ITAP](#) and request access to the Professional Services Contracting System (PSCS). PSCS can be requested by signing into the [ITAP Portal](#) and selecting “Request New Application” in the menu.

The consultant prequalification application is comprised on three (3) sections- the General Form, Technical Form, and Financial Form. The General Form requires applicants to provide business information. The Technical Form is used to select the work types an applicant is requesting. The Financial Form is used to input information regarding the company’s financial position.

While there are four (4) different financial levels available to consultants, real estate acquisition services use the unit price payment method. As such, firms applying for one of the 12.0 work types will be qualified at the unit price financial level. Applicants for the unit price financial level are required to provide information about allowable wages and salaries for the most recent fiscal year. This information is provided by completing the Financial Form in the consultant prequalification application in PSCS, which is in turn reviewed by the Prequalification Division.

Information about other financial levels can be found at the following links: [Financial Prequalification Check List](#) and [User Guide for Completing Financial Form in PSCS](#).

Prequalification Requirements for Work Type Category 12.0- Right-of-Way Acquisition Services

12.1- Project Management for R/W Acquisition Services

Experience: one (1) employee on staff satisfying the following requirements:

1. Two (2) years of experience supervising projects utilizing CFR Titles 23 & 49 and the Uniform Act
2. Thorough knowledge CFR Titles 23 & 49, the Uniform Act, and INDOT’s real estate manuals
3. Demonstrated experience managing complex projects

Submittal Requirements: (1) project list; (2) PM work history; (3) Uniform Act projects; (4) INDOT r/w trainings; (5) real estate course

12.2- Title Research

Experience: one (1) employee on staff satisfying the following requirements:

1. One (1) year experience researching titles; knowledge of INDOT’s requirements for title & encumbrance reports
2. Experience researching public records; understanding of construction and r/w plans

Submittal Requirements: (1) project list; (2) completed Fee Abstractor Application including examples of recent work containing twenty (20) year search period

12.3- Value Analysis

Experience: one (1) employee on staff satisfying the following requirements:

1. Knowledgeable of basic appraisal procedure
2. Completion of Valuation of Simplistic Acquisition course or experience preparing wavier valuations for INDOT
3. Ability to read and understand complex r/w and construction plans
4. Consideration given to those with experience doing similar work in other states

Submittal Requirements include a list of completed projects and other documentation as required by INDOT

12.4- Appraisal

Licensure: Certified General Appraiser licensed in the State of Indiana

Certification: INDOT Office of Real Estate list of approved appraisers

Experience: one (1) employee on staff satisfying the above and following requirements:

1. Familiar with INDOT, Uniform Relocation Assistance and Real Estate Acquisition Federal and Federally-Assisted Programs Final Rule; 49 CFR 24.102 and 24.103; USPAP; and INDOT Appraisal Manual
2. Ability to read and understand complex r/w and construction plans
3. Appraisal related experience with eminent domain process
4. Experience providing expert appraisal testimony in eminent domain cases

Submittal Requirements: (1) project list; (2) INDOT r/w trainings list; (3) affiliations with professional organizations

12.5- Appraisal Review

Licensure: Certified General Appraiser licensed in the State of Indiana

Certification: INDOT Office of Real Estate list of approved appraisers

Experience: one (1) employee on staff satisfying the above and following requirements:

1. Five (5) years of experience with eminent domain appraisal methodology
2. Expert understanding of INDOT; Uniform Relocation Assistance and Real Estate Acquisition Federal and Federally-Assisted Programs Final Rule; 49 CFR 24.102 and 24.103; USPAP; and INDOT Appraisal Manual
3. Experience providing expert appraisal testimony in eminent domain cases
4. Appraisal related experience with eminent domain process

Submittal Requirements: (1) project list; (2) INDOT r/w trainings list; (3) affiliations with professional organizations

12.6- Negotiation

Licensure: Real Estate Broker's License OR Indiana Real Estate Salespersons License with State R/W Association designation of the International R/W Association

Certification: Must pass INDOT Approved Buyers Exam and be on list of approved buyers

Experience: one (1) employee on staff satisfying the above and following requirements:

1. Familiarity with Ind. Code 32-24-1, INDOT acquisition policies, hwy const & r/w plans, titles, and appraisals
2. Ability to explain project, taking, impact on residue, acq process, offer, negotiate in honest/competent manner
3. Able to document all contacts with owner and treat owners fairly with respect and dignity

Submittal Requirements: (1) project list; (2) list of INDOT acquisition and real estate courses

12.7- Closing

Experience: one (1) employee on staff satisfying the above and following requirements:

1. Familiar with all INDOT forms and procedures regarding r/w methodology

Submittal Requirements: (1) project list; (2) list of closing training courses completed

12.8- Relocation

Certification: complete INDOT Central Office Relocation exam with a minimum score of 70%

Experience: one (1) employee on staff satisfying the above and following requirements:

1. Ability to interpret and explain Relocation Assistance Program; thorough knowledge of 49 CFR Pt. 24
2. Relocation experience on hwy projects preferred
3. Ability to read, interpret, and explain hwy r/w and const plans
4. Project experience involving 49 CFR Pt. 24

Submittal Requirements: (1) project list; (2) list of closing training courses completed

Questions?

John Leming- Consultant Prequalification Manager (JLeming@indot.IN.gov; 317-234-4917)

John processes, reviews, and approves all consultant prequalification applications. He can assist you with questions about submittal requirements and just about anything else that involves consultant prequalification or the Indy 500.

Jose Murillo- Prequalification Engineer (JoMurillo@indot.IN.gov; 317-232-5094)

Jose develops the work types used to qualify INDOT consultants. Jose can answer technical questions regarding work types or intake input regarding changes to existing work types or the development of new ones.

Chris Serak- Prequalification Director (chserak@indot.in.gov; 317-234-2115)

Chris is the Prequalification Director. Chris can answer bigger picture questions regarding prequalification or other relevant INDOT processes. Chris welcomes any and all feedback from consultants and other stakeholders.