**Land Acquisition Appraisal Services in District 2**

**DOT19-LAC-D2-01**

**Addendum #1**

**November 19, 2019**

Addendum # 1 is to provide responses to vendor questions

1. I plan to have subcontractors available to take on parcels if a large project comes up that exceeds the production capacity of my in-house staff. It is unlikely the subcontractors would complete more than $50,000 worth of work. Other than being listed in the “Specifications/Qualifications/Statement of Work” section, do I need to submit specific documentation. Under section 1.6.1, it appears no additional documentation is required; however, item 4 on page 38 indicates otherwise.

**Response:** There is a 5% Disadvantaged Business Enterprise (DBE) goal on this project. Unless you are a certified DBE firm, which means you self-fulfill the DBE goal. If not, you will have to disclose subcontractor(s) in Attachments FF and the subcontractor must complete the Financial Disclosure – Attachment HH (if the subcontractor is anticipated to be paid $50,000 or more annually) and complete DBE Participation and Utilization Compliance - Attachment NN.

1. I am a sole proprietor and have no employees (appraisers working for me receive a 1099 as opposed to a W2 form). Item 12 on page 40 indicates I must carry Worker’s Compensation Insurance in amount required by law. It is my understanding that as a sole proprietor with no employees, Worker’s Compensation Insurance is not required. Is this correct?

**Response:** If Vendor has no employees, and Vendor will not perform any the contract work on IDOT premises, and no employees of IDOT will have to be present on Vendor’s premises to complete the contract, then the Worker’s Compensation Insurance requirement may be waived, in the discretion of the Department, during the post-award contract negotiation period.

1. Section A.8 (Submission of offers) has a chart indicating number of originals, number of hard copies and a third column indicating number of USBs. If the submission is in paper form, is submission in digital form (CD or USBs) also required?

**Response**: Yes, USBs or CDs are required.

1. The only subcontractor forms needed in proposal is the BoBS 2575?

No other packet requires subcontractor-completed forms?

**Response**: Yes, the prime Vendor and the subcontractor signed BoBS 2575. If the subcontractor is anticipated to be paid an estimated amount of $50K or more, the subcontractor must also complete the Financial Disclosures and Conflicts of Interest Form – Attachment HH.

1. Reviewing the RFP’s on IDOT’s procurement site and have a question related to the D2 Land Acquisition Appraisal Services RFP and the D3 Land Acquisition Services RFP:

I don’t see a reference to the total amount of the contract.  How will the upper limit of the contract be established?

**Response**: The “total amount of the contract” is information that is no longer provided. Vendors must establish their offer/bid using the pricing tables provided in Section 2 of the RFP.