

ARKANSAS DEPARTMENT OF TRANSPORTATION REQUEST FOR PROPOSALS RIGHT OF WAY ACQUISITION SERVICES (2026-2028)

Notice is hereby given that the Arkansas Department of Transportation (ARDOT) is seeking Proposals from qualified entities to provide Right of Way Acquisition Services on an as-needed basis for the calendar years 2026 through 2028 with an option to extend through calendar year 2030.

1. GENERAL SCOPE OF SERVICES

The selected firm or firm(s) will provide right of way acquisition services that may include, but are not limited to:

- Administrative Services
- Title & Closing Services
- Appraisal – Initial Appraisal Services & Appraisal Updates
- Appraisal Review – Initial Appraisal Review Services & Appraisal Review Updates
- Negotiation Services, Waiver Valuation, & Waiver Valuation Review
- Relocation Assistance Services
- Property Management Services

2. SUBMISSION INSTRUCTIONS

Submissions must be received in PDF format no later than 4:00 p.m. CDT on **October 6, 2025**. Late submissions will not be considered. Responses must be emailed to ConsultantContracts@ardot.gov with the subject line **“ROW 2026”**. To be given further consideration, responses to this solicitation must include:

- **Cover Letter:** Provide a one-page cover letter identifying the firm’s primary contact. Address the letter to **Jessie Jones, Chief Engineer – Preconstruction**.
- **Completed Forms**
 - Contract and Grant Disclosure Certification (Form EO-98-04)
 - Certification of compliance with applicable State laws
- **Proposal Details**
 - Services from the Work Plan in which the firm has interest or capability
 - Relevant experience with comparable projects or services
 - Qualifications and resumes of key team members
 - Demonstrated understanding of ARDOT’s service requirements
 - Proposed approach and methodology for delivering the services
 - References, recommendations, or testimonials (with contact information, if available)

3. EVALUATION CRITERIA

EVALUATION CRITERIA	POINTS POSSIBLE
Qualifications, Experience, & Competence of Firm(s)	45
Personnel Qualifications & Availability	45
Responsiveness to DBE Opportunities	10
Total Points for Letter of Interest	100

4. SCHEDULE

Advertisement	Sunday, September 7, 2025
Deadline to Request Clarifications	Monday, September 29, 2025
Responses to Requests for Clarifications	Thursday, October 2, 2025
RFP Due	Monday, October 6, 2025
Anticipated Selection - Arkansas Highway Commission Meeting	Wednesday, December 3, 2025

5. ADDITIONAL INFORMATION

Details regarding solicitations and requirements, including standard forms, can be found at the ARDOT [Consultant Contracts Division webpage](#) or by contacting ConsultantContracts@ardot.gov.

NOTICE OF NONDISCRIMINATION

The Arkansas Department of Transportation (ARDOT) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, ARDOT does not discriminate on the basis of race, sex, color, age, national origin, religion (not applicable as a protected group under the FMCSA Title VI Program), or disability in the admission, access to and treatment in ARDOT's programs and activities, as well as ARDOT's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding ARDOT's nondiscrimination policies may be directed to Civil Rights Officer Joanna P. McFadden (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: joanna.mcfadden@ardot.gov. Free language assistance may be available upon request. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape, and in Braille.



ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A

PROPOSED WORK PLAN

Preface: The Department is authorized by Minute Order 2025-34 to solicit proposals for On-Call Right of Way Acquisition Services.

Purpose: The purpose of this RFP is to secure professional services for the right of way acquisition of properties on various highway projects in accordance with Public Law 91-646, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act), Federal and State laws and regulations, and the Department Right of Way policies and procedures. The On-Call Right of Way Acquisition Services are anticipated to end on December 31, 2028. The general scope for this contract includes, but is not limited to one or more of the following services:

1. Administrative Services
2. Title & Closing Services
3. Appraisal - Initial Appraisal Services and Appraisal Updates
4. Appraisal Review - Initial Appraisal Review and Appraisal Review Updates
5. Negotiation Services, Waiver Valuation, and Waiver Valuation Review
6. Relocation Assistance Services
7. Property Management Services

Background: It is necessary for the Department to provide timely right of way acquisition services for selected projects in order to proceed with construction. The professional services to be provided by the consultant will support the Department's Right of Way Acquisition Program by providing the Department with special expertise or services, as needed, in one or more of the following areas of responsibility:

Consultant Responsibilities: The Consultant agrees to administer professional services, as needed, for right of way acquisition responsibilities for one or more of the following areas:

1. **Administrative Services:** The Consultant shall provide administrative services as described below in conjunction with any of the individual phase services as assigned in the task order. Costs associated with these services shall be included in the Unit Price per Tract for the individual phases as outlined in Attachment B - Cost Proposal.
 - 1.1. Provide bi-monthly, or as required, coordination reports to the Department.
 - 1.2. Conduct coordination meetings on an as needed basis. These meetings shall include the Consultant, the Department and others, as appropriate. The Consultant shall schedule these meetings with the Department concurrence, and compile and distribute meeting minutes, as required.
 - 1.3. Maintain project records including, but not limited to, correspondence and documentation of contacts with property owners.



ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A

- 1.4. Document expenses related to salaries, travel, employee benefits, telephone, equipment, supplies, etc.
- 1.5. Prepare invoices for payment utilizing the Department's standard invoicing procedures.

2. Title and Closing Services:

2.1. Title Services includes:

- 2.1.1. Furnish title work, prepare detailed title certificates and maintain supporting documents.
- 2.1.2. Provide title commitments including thirty (30) year title searches in accordance with the Department's Right of Way Operations Manual.
- 2.1.3. Be responsible for furnishing updates or revised information to the Department's Right of Way Engineering Section when change of ownership occurs subsequent to the certificates obtained during right of way plan preparation.
- 2.1.4. Prepare proper instruments of conveyance and releases upon determination of title status.
- 2.1.5. Prior to closing or condemnation filing, provide updated title commitments as necessary to include a certification date not older than 120 days.

2.2. Closing Services includes:

- 2.2.1. Obtain title opinion identifying legal ownership and necessary parties for execution of conveyance and releases required to obtain clear title.
- 2.2.2. Obtain required partial releases of mortgages and other encumbrances.
- 2.2.3. Deliver state warrants on negotiated settlements after obtaining proper execution of instruments of conveyance and satisfaction of liens.
- 2.2.4. Collect performance bonds and rent at closing from property owners in accordance with the Department's Right of Way Operations Manual.
- 2.2.5. Record conveyance documents in appropriate county offices.

- 2.3. Provide right of way certification in accordance with the Department's Right of Way Division Operations Manual.



ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A

Appraisal Services (Initial Appraisal Services and Appraisal Updates):

3.1. Initial Appraisal Services includes:

- 3.1.1. Review the Department's right of way and construction plans.
- 3.1.2. Perform field inspection of the proposed project and collect limited market information in order to determine estimated land and improvement values. Prepare sales brochure for the Review Appraiser's and Department's review.
- 3.1.3. Provide preliminary total estimated cost of acquiring the needed right of way and a tract by tract breakdown.
- 3.1.4. Prepare and submit for review the scope of work, which is a written document between the Department and the appraiser describing the appraiser's work and the assignment. This is a separate document that will be retained in the Department Right of Way Division files.
- 3.1.5. Make corrections or revisions to scope of work as directed by Review Appraiser and the Department.
- 3.1.6. Upon completion of the field inspection, cost estimate, and scope of work, notify the Department of any recommended changes to the type of appraisal outlined for each tract in the task order. Authorization to proceed with the recommended changes must be received prior to proceeding. Failure to perform services in accordance with the standard of practice of the Department's Right of Way policies and procedures could result in nonpayment.
- 3.1.7. Follow the Uniform Act for contacting property owners and conducting property owner's inspection. This includes inviting the property owners, preferably in writing, to accompany the appraiser during the appraiser's inspection of the property, and maintain record of contact in file.
- 3.1.8. Notify property owners as soon as feasible of the Department's interest in acquiring the real property, including the Department's obligation to secure an appraisal.
- 3.1.9. When applicable, the appraiser and the relocation coordinator will meet with the property owner and determine items that are appraised as real estate and which items will be handled as personal property. This realty/personal property list will become a part of the appraisal. Legal counsel may be required if there is a question on any item.
- 3.1.10. Submit proposed changes in right of way or construction design features arising through appraisal to the Department utilizing the Department's "Request for Plan Change" form.
- 3.1.11. Prepare appraisals in accordance with federal regulations and the Department's Right of



ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A

Way Operations Manual.

- 3.1.12. Determine for on-premise signs if cost to cure would be less than purchase, and prepare waiver valuation or appraisal accordingly.
 - 3.1.13. Prepare appraisal for off-premise signs in accordance with federal regulations and the Department's Right of Way Operations Manual.
 - 3.1.14. Determine need for specialty report and advise the Department of recommendation. The Department will determine extent of report needed and most efficient and cost-effective method of preparation.
 - 3.1.15. Obtain a listing of contaminated sites (petroleum, solid/hazardous waste, etc.) from the Arkansas Department of Environmental Quality (ADEQ).
 - 3.1.16. Prepare written notification to the Department of any environmental concerns associated with the acquisition that could require environmental remediation.
 - 3.1.17. Make corrections or revisions to appraisal as directed by Review Appraiser.
 - 3.1.18. Assist on any appraisal problems or plan-in-hand inspections, right of way estimates and cost comparisons for public hearings, environmental programs, or other analyses as directed by the Department.
 - 3.1.19. Appear and testify as an Expert Witness in eminent domain proceedings and be available for pre-hearing or pre-trial meetings as directed by the Department.
 - 3.1.20. The Appraiser and Review Appraiser, if applicable, cannot be employed by, or otherwise associated with, the same appraisal company or firm.
- 3.2. Appraisal Updates includes: Revise, update or obtain new appraisals as needed in accordance with responsibilities listed in 3.1.

4. Appraisal Review Services (Initial Appraisal Review and Appraisal Review Updates):

4.1. Initial Appraisal Review Services includes:

- 4.1.1. Review sales brochure and scope of work. Recommend any necessary revisions.
- 4.1.2. Review appraisal reports for each tract to determine consistency of values and compliance with the Department policies and procedures and the Uniform Act, approve the fair market value, and recommend just compensation to the Department.



ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A

4.1.3. Request any corrections or revisions from the appraiser, make minor corrections, make comments and provide additional supporting data as necessary to the appraisal report.

4.1.4. Provide a signed and dated certification of the appraisal review.

4.1.5. Review appraisals submitted by the property owners and comment by memorandum on the findings.

4.1.6. Appear and testify as an Expert Witness in eminent domain proceedings and be available for pre-hearing or pre-trial meetings as directed by the Department.

4.1.7. The Appraiser and Review Appraiser, if applicable, cannot be employed by, or otherwise associated with, the same appraisal company or firm.

4.2. Appraisal Review Update Services includes: Review appraisal update reports for each tract to determine consistency of values and compliance with Department policies and procedures and the Uniform Act, approve the fair market value and recommend just compensation to the Department in accordance with responsibilities listed in 4.1.

5. Negotiation Services, Waiver Valuation Services, and Waiver Valuation Review:

5.1. Negotiation Services includes:

5.1.1. Prior to the initiation of the negotiation process, perform a review of the project and appraisal reports with the negotiator, review appraiser and Department personnel.

5.1.2. Prepare the appropriate acquisition documents and assemble tract packets in accordance with Right of Way Division Operations Manual.

5.1.3. Prepare an offer letter for signature by the appropriate Department official stating the summary of the basis for the total amount offered.

5.1.4. Present offer letter to the property owner, discuss the offer amount and rationale for compensation and address any concerns. Advise the property owner of their full rights under the laws of eminent domain if no agreement can be reached and condemnation action is necessary.

5.1.5. Maintain a project log indicating, at a minimum, the dates of the following: waiver valuation or appraisal approved, initiation of negotiations, contract signed and recommendations for condemnation.

5.1.6. On acquisitions involving relocatees, coordinate property owner meetings with personnel administering relocation assistance.



ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A

- 5.1.7. Maintain detailed records of all information pertinent to the job: ownership addresses, encumbrances, dated and signed negotiator notes, offer letters, and contracts. Negotiator notes should include a record of each contact, explanation of the plans, offers and counteroffers, property owner requests, opinions, proposed solutions and recommendations for condemnation.
- 5.1.8. Notify the Department if a property owner requests an appraisal in lieu of the waiver valuation presented.
- 5.1.9. Collect supporting documents from the property owner necessary to complete the transaction including but not limited to trusts, corporate resolutions, partnership agreements, et al.
- 5.1.10. As negotiations are completed, review tract packets for completeness, prepare acceptance letters for the Department's execution, and distribute tract packets for further handling.
- 5.1.11. Submit proposed changes in right of way or construction design features arising through negotiations to the Department utilizing the Department "Request for Plan Change" form.
- 5.1.12. Submit counteroffers from the property owners to the Department with recommendations for acceptance or rejection.
- 5.1.13. Recommend tracts for condemnation to the Department when negotiations prove to no longer be beneficial or when the property owner states they wish to discontinue negotiations.
- 5.1.14. Execute Rights of Entry Agreements with property owners as directed by the Department.

5.2. Waiver Valuation includes:

The Department may determine when an appraisal is unnecessary because the valuation problem is uncomplicated and the anticipated value of the proposed acquisition is estimated to be \$10,000 or less based on a review of available data. An appraisal review is not required.

It is not necessary for an appraiser to complete the waiver valuations. A state certified or licensed appraiser preparing a waiver valuation must not include appraisal license information, Uniform Standards of Professional Appraisal Practice (USPAP) requirements, or any other information within the valuation document that gives the appearance of an appraisal.

The waiver valuation is referred to in the Department's Right of Way Division Operations Manual as a "Waiver Valuation" in Section 5. To prepare a waiver valuation, the Consultant will:

- 5.2.1. Make a sufficient valuation analysis to determine if the impact of the proposed right of way acquisition is minor.
- 5.2.2. Provide vacant land sales for waiver valuations in order to validate the waiver valuation.



ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A

5.2.3. Provide waiver valuation reports to the Department for administrative review and approval.

5.2.4. Revise waiver valuation reports as recommended by the Department.

5.2.5. The waiver valuation will be deemed complete when an acceptable report has been submitted by the Consultant and approved by the Department.

5.3. Waiver Valuation Review includes: If requested, waiver valuations should be checked to ensure consistency with other waiver valuations and appraisals done for the project.

5.4. Provide right of way certification in accordance with the Department's Right of Way Division Operations Manual.

6. Relocation Assistance Services:

6.1. Provide preliminary total estimated cost of relocations for the project and a tract by tract breakdown when requested by the Department.

6.2. Prior to negotiations, contact property owners to discuss relocation program and benefits, deliver the relocation brochure, and complete the Displacee Needs Questionnaire, Relocation Coordinator's Report, and Decent, Safe and Sanitary Report.

6.3. Prepare relocation studies and determine replacement housing payments as appropriate.

6.4. Coordinate property owner meetings with negotiators.

6.5. Advise eligible owner-displacees of their monetary payments and how they were determined showing the comparable housing used and provide a ninety (90) day written notice.

6.6. Contact the eligible tenant displacees in writing within seven (7) working days of the initiation of negotiations and present comparable housing and relocation payment calculations.

6.7. Provide displacees (residential tenants, businesses, etc.), a ninety (90) day written notice within seven (7) working days of initiation of negotiations.

6.8. Provide displacee a thirty (30) day written notice specifying the exact date by which the property must be vacated and/or personal property removed as needed.

6.9. Notify the Department immediately if displacee does not move after the thirty (30) day written notice expires.

6.10. Offer advisory services to and conduct personal interviews of nonresidential and residential displacements. Determine the relocation needs and preferences of each business (farm and non-



**ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A**

profit organization) or person to be displaced and explain the relocation payments and other assistance for which the business/person may be eligible, the related eligibility requirements, and the procedures for obtaining such assistance.

- 6.11. Provide, for nonresidential relocatees, current and continuing information on the availability, purchase prices, and rental costs of suitable commercial and farm properties and locations. Assist any person displaced from a business or farm operation in obtaining and establishing a suitable replacement location.
- 6.12. Minimize hardships to persons in adjusting to relocation by providing counseling, advise regarding other sources of assistance that may be available, and such other help as may be appropriate.
- 6.13. Supply persons to be displaced with appropriate information concerning Federal and State housing programs, disaster loan and other programs administered by the Small Business Administration, and other Federal and State programs offering assistance to displaced persons, and technical help to persons applying for such assistance.
- 6.14. Maintain relocation contact logs.
- 6.15. Prepare any necessary bid documents, forms and claims for displacees' moving and related expenses.
- 6.16. Determine the eligibility of and amount of replacement housing payments for owner occupants.
- 6.17. Compute increased interest payments, rental subsidy payments, and down payment assistance payments as needed.
- 6.18. Determine the eligibility of mobile homes for replacement housing payment.
- 6.19. Deliver relocation payments.
- 6.20. Handle any property owner request for appeal hearing and appear as needed.
- 6.21. Appear and testify as an Expert Witness in eminent domain proceedings and be available for pre-hearing or pre-trial meetings as directed by the Department.
- 6.22. Provide right of way certification in accordance with the Department's Right of Way Division Operations Manual.

7. Property Management Services:

- 7.1. Establish the amount of bond required in the event improvements are retained by the owner for appraised salvage value.



**ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A**

- 7.2. Maintain records of improvements by completing the “Improvement Checklist” form prior to the transfer of packets to the negotiator for acquisition.
- 7.3. After the tract is negotiated, review the tract packet to ascertain the decision of the property owner regarding retention of the improvements.
- 7.4. Perform initial inspection of the project site in accordance with the Department’s Right of Way Division Operations Manual including taking photographs of all improvements within the right of way. Search for underground storage tanks (USTs), tank pumping systems, and other hazardous materials. Verify that items of realty included in the appraisal remain on the premises.
- 7.5. As directed by the Department, make subsequent inspections to determine the progress of the removal of improvements that have been retained by the property owners and to formulate the method of disposal of improvements not retained.
- 7.6. Compile a Removal and Disposal List of structures to be removed, including buildings, slabs, footings, foundations, wells, septic systems, storm cellars and any other man-made object within the acquisition area. Provide this list to the Department to be incorporated into the construction plans and removed by the road contractor.
- 7.7. Provide “Improvement Checklist” and supporting documentation to the Department.
- 7.8. Complete an asbestos inspection, collect samples for asbestos testing and, when necessary, hire an asbestos testing lab and/or asbestos abatement contractor to handle asbestos abatement in accordance with the Department’s Right of Way Division Operations Manual.
- 7.9. For improvements to be demolished prior to road construction, prepare necessary estimates and bid documents, solicit for bids, and recommend bid awards from demolition contracts.
- 7.10. Prepare demolition contracts for the Department’s execution.
- 7.11. Perform site inspection upon completion of demolition. Document inspection, prepare invoice, and submit to the Department for payment.
- 7.12. Provide right of way certification in accordance with the Department’s Right of Way Division Operations Manual.



ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A

Deliverables:

1. **Administrative Services:** The Consultant shall provide administrative services as described below in conjunction with any of the individual phase services as assigned in the task order.

- 1.1. Coordination Reports
- 1.2. Coordination Meeting Minutes
- 1.3. Monthly Invoices
- 1.4. Project Records upon Project Closeout

2. **Title and Closing Services:**

- 2.1. Title Certificates
- 2.2. Source Documents for Title Research
- 2.3. Proper Instruments of Conveyance and Releases
- 2.4. Signed Closing Statements
- 2.5. Original Copies of Recorded Executed Deeds, Affidavits of No Liens, Partial Releases, and Notices of Tax Exemption

3. **Appraisal Services:**

- 3.1. Preliminary Estimated Total and Per Tract Cost of Acquisition
- 3.2. Sales Brochure
- 3.3. Appraisal Scope of Work
- 3.4. Notifications of Environmental Concerns
- 3.5. Requests for Plan Changes
- 3.6. Appraisal Report
- 3.7. Certification of Appraiser
- 3.8. Revised and Updated Appraisals as needed

4. **Appraisal Review Services:**

- 4.1. Sales Brochure Review Comments
- 4.2. Appraisal Report Review Comments
- 4.3. Certification of Review Appraiser
- 4.4. Review Comments of Property Owner Appraisals
- 4.5. Review Comments of Revised and Updated Appraisals

5. **Negotiation and Waiver Valuation Services:**

- 5.1. Waiver Valuation Report with Supporting Analyses Documents
- 5.2. Signed and Dated Offer Letters
- 5.3. Requests for Plan Changes
- 5.4. Tract Packets including but not limited to Negotiator's Checklist, Negotiator Notes, Negotiator



ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A

Certification, Contracts to Sell, Supporting Documents, and Condemnation or Administrative Adjustment Recommendation Memos.

- 5.5. Rights of Entry Agreements as needed
- 5.6. Right of Way Certification

6. Relocation Services:

- 6.1. Preliminary Estimated Total and Per Tract Cost of Relocations
- 6.2. Relocation Studies
- 6.3. Relocation Tract Packets including but not limited to Contact Logs, Eligibility Determinations, Letters, Bids, Forms, Computations, Claims, Receipts, and Records of Payment.
- 6.4. Right of Way Certification

7. Property Management Services:

- 7.1. Inspection Checklist
- 7.2. Removal and Disposal List
- 7.3. Asbestos Documentation
- 7.4. Demolition Documentation
- 7.5. Right of Way Certification

Department Responsibilities: The Department agrees to administer professional services for the right of way acquisition of properties as follows:

1. Upon completion of right of way plans and environmental handling, prepare a request for authority to appraise and acquire for submission to FHWA.
2. Provide right of way and construction plans.
3. Provide legal descriptions of the property to be acquired and current ownership title certificates.
4. Provide any applicable conceptual stage relocation statement and plan.
5. Provide timely reviews and approval of submissions.
6. Provide examples of standard forms and brochures to be used in the acquisition process.
7. Process and issue all warrants for payments.
8. Provide final approval for all payments including, but not limited to, waiver valuations or appraisals and relocation assistance.
9. Conduct surveys of property owners and displacees to determine quality of performance by the Consultant.



ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A

10. Initiate, coordinate, and administer environmental investigation surveys.
11. Process condemnation actions including legal document preparation, filing, settlement or trial actions.
12. Prepare exhibits used in court cases on condemned tracts as needed.
13. Provide legal opinions or recommendations that arise during the acquisition process, as needed. Consultant must notify the Department if legal advice is needed.
14. Forward right of way certifications to FHWA for review and approval.

Project Conditions of the Work: The Consultant agrees to administer professional services for the right of way acquisition of properties as follows:

1. Professional services shall be provided in accordance with the current edition of the Department's Right of Way Division Operations Manual.
2. All right of way functions will comply with the Uniform Act, 23 Code of Federal Regulations (CFR), 49 CFR and pertinent Federal regulations.
3. Consistent with this policy, all programs and activities administered by the Right of Way Division shall comply with Title VI of the Civil Rights Act of 1964 and related statutes and regulations to include the Civil Rights Restoration Act of 1987 and the Americans with Disabilities Act of 1990.
4. All waiver valuations and appraisals shall conform to the Uniform Act and appropriate Federal regulations, State law and the Department Right of Way policies and procedures. Detailed appraisals shall reflect nationally recognized appraisal standards, including, to the extent appropriate, the Uniform Appraisal Standards for Federal Land Acquisition and requirements found in 49 CFR Part 24.
5. The relocation assistance advisory program shall satisfy the requirements of Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11063 and 49 CFR Part 24.
6. No Appraiser or Review Appraiser shall have any interest, direct or indirect, in the real property being appraised and must sign a certificate to that effect.
7. No person preparing or approving waiver valuations shall have any interest, direct or indirect, in the real property being valued and must sign a certificate to that effect.
8. No Appraiser or Review Appraiser shall act as a negotiator for real property which that person has appraised or reviewed.

Special Conditions of the Work: The Consultant agrees to adhere to any special conditions required by the Department in order to administer professional services for the right of way acquisition of properties included in this RFP.



**ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)
ATTACHMENT A**

All work performed by the Consultant shall comply with all applicable Federal, State, and local laws, regulations, and ordinances.

The Consultant shall submit a cost estimate, and a work schedule with each Task Order, which will permit the work to be completed within the required period after receiving notice to proceed.

Time is an essential element of the Agreement between the Consultant and the Department. It is important that the work be pressed vigorously to completion in accordance with the schedule as stated in each Task Order. For work uncompleted after the agreement time has expired, liquidated damages will be deducted from money due to the Consultant.

The Consultant must be registered with the Arkansas Secretary of State's office to do business in the State of Arkansas prior to Contract execution. Failure to comply with this requirement within 30 days of selection notification may result in failure to execute a Contract with the Consultant. The Department may then reject the selected Consultant for the duration of this process and negotiate a contract with the next most qualified Consultant on the list until a contract has been executed.

The Consultant shall provide annual updates of the Department of Finance and Administration (DFA) Illegal Immigrant Contractor Disclosure Form (within the last year) on file with the Consultant Contracts Office of the Department.

The Consultant, as applicable, may have to certify activities regarding lobbying per 49 CFR Part 20, Appendix A.

The Consultant will be required to maintain general liability and other insurance as required for the duration of the agreement.

REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES
(2026-2028)

ATTACHMENT B

**COST PROPOSAL
(UNIT PRICE PER TRACT)**

Costs associated with Administrative Services shall be included in the Unit Price per Tract for each individual service.

Title & Closing Services	Min Rate	Max Rate
Title Commitment - 30 Year Title Search	\$ -	\$ -
Closing Services	\$ -	\$ -

Initial Appraisal Services	Min Rate	Max Rate
Waiver Valuation (\$10,000.00 or Less)	\$ -	\$ -
Appraisal - Vacant Residential Non-complex	\$ -	\$ -
Appraisal - Vacant Residential Complex	\$ -	\$ -
Appraisal - Vacant Agricultural Non-complex	\$ -	\$ -
Appraisal - Vacant Agricultural Complex	\$ -	\$ -
Appraisal - Vacant Comm./Industrial Non-complex	\$ -	\$ -
Appraisal - Vacant Comm./Industrial Complex	\$ -	\$ -
Appraisal - Improved Res. Single Family Non-complex	\$ -	\$ -
Appraisal - Improved Res. Single Family Complex	\$ -	\$ -
Appraisal - Improved Res. Multi-Family Non-complex	\$ -	\$ -
Appraisal - Improved Res. Multi-Family Complex	\$ -	\$ -
Appraisal - Improved Comm./Industrial Non-Complex	\$ -	\$ -
Appraisal - Improved Comm./Industrial Complex	\$ -	\$ -
Appraisal - Improved Agricultural Non-complex	\$ -	\$ -
Appraisal - Improved Agricultural Complex	\$ -	\$ -
Billboard Valuation	\$ -	\$ -

Appraisal Services - Updates	Min Rate	Max Rate
Waiver Valuation (\$10,000.00 or Less)	\$ -	\$ -
Appraisal - Vacant Residential Non-complex	\$ -	\$ -
Appraisal - Vacant Residential Complex	\$ -	\$ -
Appraisal - Vacant Agricultural Non-complex	\$ -	\$ -
Appraisal - Vacant Agricultural Complex	\$ -	\$ -
Appraisal - Vacant Comm./Industrial Non-complex	\$ -	\$ -
Appraisal - Vacant Comm./Industrial Complex	\$ -	\$ -
Appraisal - Improved Res. Single Family Non-complex	\$ -	\$ -
Appraisal - Improved Res. Single Family Complex	\$ -	\$ -
Appraisal - Improved Res. Multi-Family Non-complex	\$ -	\$ -
Appraisal - Improved Res. Multi-Family Complex	\$ -	\$ -
Appraisal - Improved Comm./Industrial Non-Complex	\$ -	\$ -
Appraisal - Improved Comm./Industrial Complex	\$ -	\$ -

REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES
(2026-2028)

ATTACHMENT B

Appraisal - Improved Agricultural Non-complex	\$ -	\$ -
Appraisal - Improved Agricultural Complex	\$ -	\$ -
Billboard Valuation	\$ -	\$ -

Initial Appraisal Review Services	Min Rate	Max Rate
Waiver Valuation (\$10,000.00 or Less)	\$ -	\$ -
Appraisal - Vacant Residential Non-complex	\$ -	\$ -
Appraisal - Vacant Residential Complex	\$ -	\$ -
Appraisal - Vacant Agricultural Non-complex	\$ -	\$ -
Appraisal - Vacant Agricultural Complex	\$ -	\$ -
Appraisal - Vacant Comm./Industrial Non-complex	\$ -	\$ -
Appraisal - Vacant Comm./Industrial Complex	\$ -	\$ -
Appraisal - Improved Res. Single Family Non-complex	\$ -	\$ -
Appraisal - Improved Res. Single Family Complex	\$ -	\$ -
Appraisal - Improved Res. Multi-Family Non-complex	\$ -	\$ -
Appraisal - Improved Res. Multi-Family Complex	\$ -	\$ -
Appraisal - Improved Comm./Industrial Non-Complex	\$ -	\$ -
Appraisal - Improved Comm./Industrial Complex	\$ -	\$ -
Appraisal - Improved Agricultural Non-complex	\$ -	\$ -
Appraisal - Improved Agricultural Complex	\$ -	\$ -
Billboard Valuation	\$ -	\$ -

Appraisal Review Services - Update	Min Rate	Max Rate
Waiver Valuation (\$10,000.00 or Less)	\$ -	\$ -
Appraisal - Vacant Residential Non-complex	\$ -	\$ -
Appraisal - Vacant Residential Complex	\$ -	\$ -
Appraisal - Vacant Agricultural Non-complex	\$ -	\$ -
Appraisal - Vacant Agricultural Complex	\$ -	\$ -
Appraisal - Vacant Comm./Industrial Non-complex	\$ -	\$ -
Appraisal - Vacant Comm./Industrial Complex	\$ -	\$ -
Appraisal - Improved Res. Single Family Non-complex	\$ -	\$ -
Appraisal - Improved Res. Single Family Complex	\$ -	\$ -
Appraisal - Improved Res. Multi-Family Non-complex	\$ -	\$ -
Appraisal - Improved Res. Multi-Family Complex	\$ -	\$ -
Appraisal - Improved Comm./Industrial Non-Complex	\$ -	\$ -
Appraisal - Improved Comm./Industrial Complex	\$ -	\$ -
Appraisal - Improved Agricultural Non-complex	\$ -	\$ -
Appraisal - Improved Agricultural Complex	\$ -	\$ -
Billboard Valuation	\$ -	\$ -

Negotiation & Waiver Valuation Services	Min Rate	Max Rate
Negotiation Services	\$ -	\$ -

REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES
(2026-2028)

ATTACHMENT B

Relocation Assistance Services	Min Rate	Max Rate
Business Relocation	\$ -	\$ -
Partial Business Relocation	\$ -	\$ -
Landlord Business Relocation	\$ -	\$ -
Residential Relocation	\$ -	\$ -
Personal Property Move	\$ -	\$ -

Property Management Services	\$ -	\$ -
-------------------------------------	------	------

Eminent Domain/Relocation Appeal Hearings*	Min Rate	Max Rate
Pre-Trial Conference (1/2 day)	\$ -	\$ -
Pre-Trial Conference (full day)	\$ -	\$ -
Expert Witness at Trial/Hearing (1/2 day)	\$ -	\$ -
Expert Witness at Trial/Hearing (full day)	\$ -	\$ -

**** Applicable to all Proposers regardless of the individual services it wishes to be considered for performing.***

**ARKANSAS DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES (2026 – 2028)**

ATTACHMENT C

MILESTONE PAYMENT SCHEDULE

ITEM	SCHEDULE
Title Services	Monthly - Per Tract 100% of Title Fee for Title Certificates or Commitments completed in the previous month
Initial and/or Updated Waiver Valuation and Appraisal Services	Monthly - Per Tract 100% of the Appraisal Fee for appraisals reviewed and approved in the previous month
Initial and/or Review Waiver Valuation and Appraisal Services	Monthly - Per Tract 100% of the Appraisal Review Fee for appraisals reviewed and approved in the previous month
Negotiation Services	Monthly – Per Tract 25% Upon Presentation of Offer 25% When Contract to Sell is signed or the Tract is recommended for condemnation 50% After the Contract to Sell has been accepted by the Department or Condemnation proceedings have been approved and a fully documented acquisition file has been submitted
Closing Services	Monthly – Per Tract 100% After closing is completed and all original closing documents have been submitted to the Department
Relocation Services	Monthly – Per Tract 20% Upon Presentation of Relocation Eligibility 50% Upon Relocation of Occupant/Tenant 30% Upon Final claims paid and submittal of fully documented relocation file
Property Management Services	Monthly – Per Tract 100% of property management services completed in the previous month
Eminent Domain/Relocation Hearings	Monthly – Per Tract 100% of services completed in the previous month