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## Requirements for using 285 (CIRB) monies in R/W

**#1** The agency must first decide if the process will be completed internally by County or CED personnel or if you will seek an outside service provider?

\*If the agency will be completing the process internally the only requirement for use of the monies is that ODOT must approve all administrative settlements prior to being presented to the landowner.

\*If the agency decides to hire an external service provider the agency must follow one of the approved procurement process.

1. Qualification Based Selection

OR

2. Low Bid Selection

**#2** ODOT will need the following documents to verify that 49 CFR18.36 procurement requirements have been met.

1. Low Bid

- Request for Proposal (RFP)
- Scope of Services
- General Notes

2. Qualification Based Selection

- Solicitation of interest
- Scope of Services needed
- Score sheet for companies interviewed
- Service providers proposed fee schedule

Use the process for procurement of service for all services needed.

Ex: Acquisition Agent, Appraiser, Review Appraiser

**Note: If CIRB(285) Monies are involved in R/W Please Call Us for assistance and approval of forms.**

# Use of State Funds in R/W for CIRB Projects

## Q&A

What are the minimum qualifications for County agents performing right-of-way services?

Employees of the County including the CED are all qualified

Can County funds be used to pay for acquisition services without going through the procurement process and still be eligible for CIRB monies to pay for the land acquisition?

Yes

How will we know which projects need to comply with this program?

All projects with CIRB (285) money in R/W

What service providers are required to come off ODOT's approved list and what are the exceptions?

The County can select any service provider they would like as long as they use an approved procurement process.

What types of procurement processes are available?

1. Qualified Based Selection Process
2. Low Bid Section Process

What documentation needs to be submitted to ODOT, to support the procurement process for right-of-way services?

### **Qualified Based Selection Process**

We will need a copy of: Solicitation of interest letters, Scope of services being solicited, Score sheets for applicants interviewed and Service Provider fee schedule

### **Low Bid Selection Process**

We will need a copy of: Request for proposal, Scope of services, and General notes

Do the forms for the Procurement Process used by the county have to be approved by ODOT ?

No but getting prior approval will guarantee that the project is eligible for CIRB (285) funds in R/W.