



RIGHT OF WAY PROCUREMENT WORKSHOP

Professional Real Estate Appraisal Services (PREAS)



September 29, 2025

STASSNEY HEADQUARTERS SAFETY BRIEFING



AGENDA

Welcome and Introduction of Speakers

Safety Moment

TxDOT and You!

TxDOT Department Certification for Real Estate Appraisers

Key Procurement Points

Working with TxDOT as a DBE and HUB

Common Procurement/Proposal Mistakes

Break

AGENDA

Exercise 1 – Test Your Knowledge

Performance Management Fireside Chat

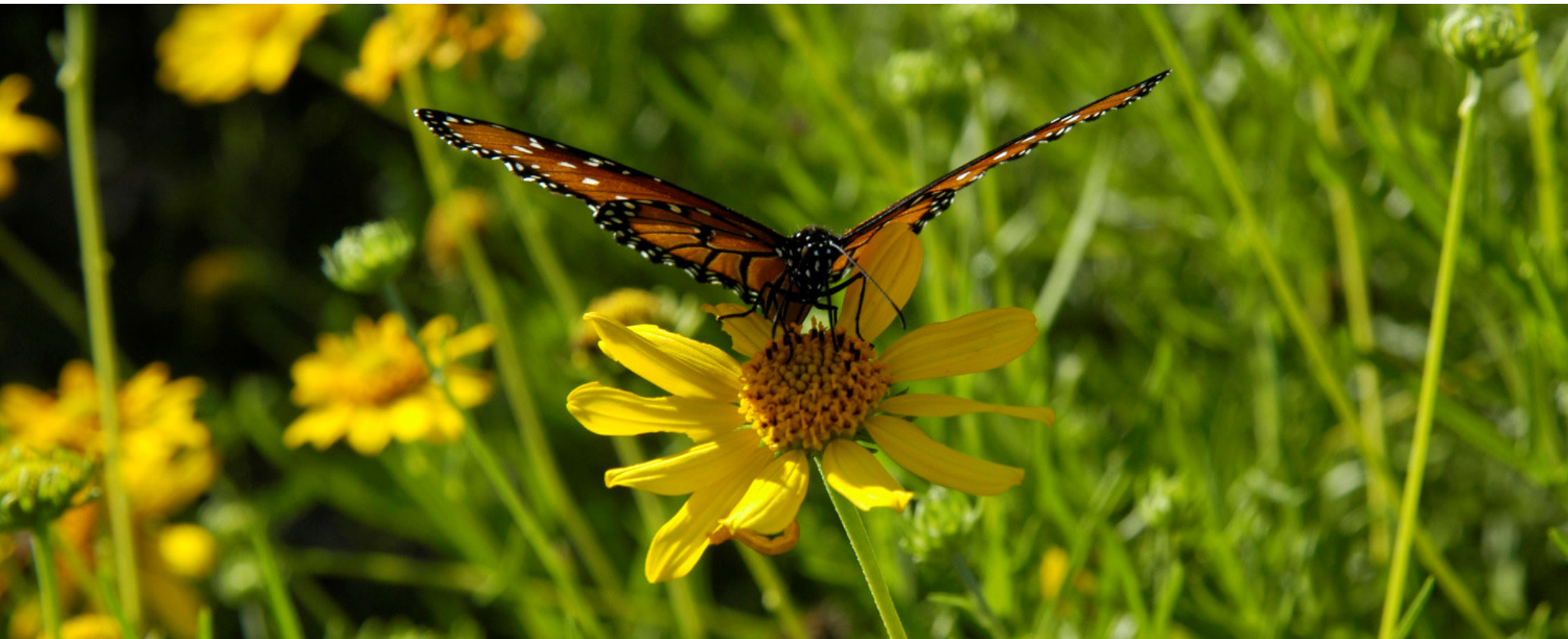
Practical and Useful Response Tips

Exercise 2 – Read All The Words

Roles and Responsibilities

Exercise 3 – Proposal Scoring

Questions and Answers



SAFETY MOMENT

ROW Division Director



September 29, 2025

HELP MAKE TEXAS SAFER FOR EVERYONE

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TxDOT AND YOU!

ROW Division Director



September 29, 2025



TxDOT DEPARTMENT CERTIFICATION FOR REAL ESTATE APPRAISERS

ROW Appraisal Program Manager



September 29, 2025

TxDOT DEPARTMENT CERTIFICATION FOR REAL ESTATE APPRAISERS

- Along with other Appraisal functions, the ROW Appraisal Program Manager manages Department Certification activities
- Appraisers must be Department Certified by TxDOT to be considered for a PREAS contract award
 - TxDOT Department Certification is separate from the State Licensing Requirements issued by the Texas Appraiser Licensing and Certification Board (TALCB)
- TxDOT Department Certification is an application submission, not a procurement that leads to an award of a PREAS contract or guarantee of any type of work
 - Obtaining a TxDOT Department Certification is separate from responding to a proposal during a PREAS procurement
- Appraisers must maintain active TxDOT Department Certification throughout the life of the contract, and be aware of your renewal date

bidot.gov/business/right-of-way.html

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Right of way

[Road, bridge, and maintenance contractors and roadway and traffic](#)

[Suppliers and vendors](#)

[Scientific services contract proposal](#)

[Surplus and salvage of state](#)

Right of way

Utility Accommodations Toolkit

The Utility Accommodations Toolkit provides applicable federal and state laws as well as policies and procedures for carrying out utility accommodations activities on transportation projects.

[Utility Accommodations Toolkit](#)



Right-of-way forms

[Access right-of-way forms](#)



Campaign signs

[View campaign sign laws](#)



Commercial Signs Regulatory Program

[Learn about commercial sign regulations](#)



Department certification for professional real estate appraisers

[Info on professional real estate appraisers certification](#)

Department certification for professional real estate appraisers

Right of way

- Right-of-way forms
- Campaign signs
- Commercial Signs Regulatory Program
- Landowner Bill of Rights and resources
- Right-of-way contracts
- Property disposition and leasing
- Saltwater pipeline leasing
- Senate Bill 18 implementation

Department certification for professional real estate appraisers

Right of Way Utility and Leasing Information System

The Texas Administrative Code (TAC) Title 43, Chapter 9, Subchapter F, provides rules for contracting for professional real estate appraisal services. These rules require that the appraiser be department certified by TxDOT.

Certification process

The opportunity to submit an application for department certification will remain open under current state rules. The department certification process is neither an award of a contract nor is it a guarantee of work, but you must be department certified by TxDOT before we may consider your response to Requests for Proposal (RFPs).

- Application (form ROW-A-1)
- Listing of department certified real estate appraisers

Renewal


Appraisers must renew their department certification by license within 60 days of renewal by the Texas Appraiser

Requests for proposals

TxDOT will publish RFPs for professional real estate appraisal business needs. You must be listed as an approved department certified appraiser prior to Aug. 12, 2012, to be eligible for consideration under RFPs that do not qualify.

- Contracts

Questions related to the department certification process



Application for Department Certification as a Professional Real Estate Appraiser

Form ROW-A-1 (Rev. 2/19) Page 1 of 4

General Information

Title 43 of the Texas Administrative Code, §9.89 stipulate the requirements for the Texas Department of Transportation (TxDOT) to certify real estate appraisers as follows:

a.	Have demonstrated experience after licensure in the performance of appraisals associated with one or more of the following properties, residences, apartments, commercial, industrial, farms, or other special purposes.
b.	Be currently licensed to practice by the Texas Appraiser Licensing and Certification Board (TALCB).
c.	Submit to the TxDOT Right of Way Division, a complete and correct application for department certification prescribed by the department, including, but not limited to, training, an experience log, and a copy of your license as a Certified Residential Appraiser or Certified General Appraiser.
d.	There is not a fee for submission of the application for TxDOT department certification.

Identification of Appraiser

Appraiser's Full Name: _____
(Last Name, First Name, Middle Name as shown on your TALCB issued appraiser license as a Certified Residential or a Certified General Appraiser.)

Address (physical location): _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Mobile Phone: _____


Appraiser's Email Address: _____

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under Sections 552.021 and 552.023 of the Government Code, you also are entitled to receive and review this information. Under Section 555.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect.

Real Estate Appraiser Certification Issued by State of Texas

Type of Credential: ☐ Certified Residential Appraiser ☐ Certified General Appraiser

State Certified Real Estate Appraiser Number: _____
(must be issued by State of Texas)



Texas Department of Transportation

List of Department Certified Real Estate Appraisers

TxDOT Department Certification, aka "Department Certification", includes individuals licensed by the Texas Appraiser Licensing and Certification Board (TALCB) as Certified Residential Appraisers and Certified General Appraisers. [43 Texas Administrative Code §9.89](#)

Located at the following link:
https://texas.sos.eppsiportal.gov/rules-and-meetings?locale=en_US&interface=VIEW_TAC_SUMMARY&query&date=09%2F13%2F2024

****Renewal of department certification will be required within 60 days after the issuance of the appraiser's renewal of the state of Texas Appraiser Licensing and Certification Board. Department certification terminates on the date that state certification expires, is suspended, or is revoked.**


A **Certified Residential Appraiser** is a person that is certified by TALCB to perform residential real property appraisals. A Certified Residential Appraiser is authorized for the appraisal of 1-4 unit residential properties without regard to transaction value or complexity of the appraisal. A Certified Residential Appraiser is authorized to perform appraisal reviews on 1-4 unit residential properties.

A **Certified General Appraiser** is authorized to appraise all types of real property without regard to complexity or transaction value for federally related transactions and non-federally related transactions. A Certified General Appraiser is authorized to perform appraisal reviews on all property types.

Department Certified Real Estate Appraisers licensed as Certified Residential Appraisers (R) are listed below, followed by a list of Certified General Appraisers (G).

For renewals, questions, or comments, email: ROW_Appraiser-DepartmentCertification@txdot.gov

Certified Residential Appraisers						
TxDOT Department Certification Issue Date (ROW-A-1)	TALCB Certification Expire Date**	Name (Last, First)	TALCB Certification No.	City	State	Telephone No.
11/13/2024	10/31/2026	Bilderback, Samuel	TX1361348R	Tomball	TX	(832)810-1581
7/29/2024	6/30/2026	Dietrich, David Michael	TX1337991R	Fort Worth	TX	(817)907-2673
4/12/2023	3/21/2025	Probst, David Michael	TX1362107R	Garland	TX	(714)877-3658



Application for Department Certification as a Professional Real Estate Appraiser

Form ROW-A-1
(Rev. 2/19)
Page 1 of 4

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b.	Be currently licensed to practice by the Texas Appraiser Licensing and Certification Board (TALCB).
c.	Submit to the TxDOT Right of Way Division, a complete and correct application for department certification prescribed by the department, including, but not limited to, training, an experience log, and a copy of your license as a Certified Residential Appraiser or Certified General Appraiser.
d.	There is not a fee for submission of the application for TxDOT department certification.

Identification of Appraiser

Appraiser's Full Name:
(Last Name, First Name, Middle Name as shown on your TALCB issued appraiser license as a Certified Residential or a Certified General Appraiser.)

Address (physical location):

City: State: Zip:

Mailing Address:

City: State: Zip:

Phone:

Mobile Phone:

Appraiser's Email Address:

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under Sections 552.021 and 552.023 of the Government Code, you also are entitled to receive and review this information. Under Section 559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect.

Real Estate Appraiser Certification Issued by State of Texas

Type of Credential: ☐ Certified Residential Appraiser ☐ Certified General Appraiser

State Certified Real Estate Appraiser Number:
(must be issued by State of Texas)

Date Texas State Certification Originally Issued: **Current Date of Expiration:**

Active Status (Y/N): ☐ Yes ☐ No
(status must be active with the TALCB at the date of this application or you cannot be department-certified)

Pursuant to the Dodd-Frank Wall Street Reform and Consumer Protection Act, the TALCB honors reciprocity with any state that is in good standing with the Appraisal Standards Committee. Appraisers certified in another state may seek a Texas certification through reciprocity, but the appraiser is not eligible for TxDOT department certification until the TALCB has issued a license as a Certified Residential Appraiser or Certified General Appraiser. As TxDOT department certification applies only to individual appraisers, appraisal companies are not eligible for TxDOT department certification.

Form ROW-A-1 (Rev. 2/19)
Page 2 of 4

Professional Experience

Provide TxDOT with a copy of your appraisal license as a Certified Residential Appraiser or a Certified General Real Estate Appraiser issued by the Texas Appraisal Licensing and Certification Board.

Experience Log

Document 500 hours of work on appraisal assignments in compliance with USPAP and completed within the 24 month period prior to the date of this application for department certification.

Required Attachments

a.	Exhibit A - TxDOT Department Certification Experience Log.
b.	Exhibit B - Copy of TALCB issued appraiser license as Certified Residential or Certified General Appraiser.

Execution of the Application

	Signature	Date
Appraiser's printed name		

Note: This application for TxDOT department certification will be rejected if the application is incomplete, has incorrect information, is not signed and dated by the appraiser, or does not have the required completed attachments.

Return the completed application to:
TxDOT, ROW Division - Appraiser Application, PO Box 5075, Austin, TX 78763-5075,
or email to ROW_Appraiser-DepartmentCertification@txdot.gov

For TxDOT Use Only

- ☐ Verification of active State Appraiser Certification from the TALCB.
- ☐ Verification that Appraiser's Certification has not been suspended or revoked by the TALCB.
- ☐ Experience log shows minimum of 500 hours completed during the 24 months prior to the date of this application.

	Signature	Date
TxDOT Authorized Personnel (print name)		

Form ROW-A-1 (Rev. 2/19)
Page 3 of 4

Exhibit A - Experience Log

a. Report Date:	All of the experience reported in the log must have been completed within the 24 months prior to the date of this application.		
b. Subject Location:	In describing the subject location, use the city and state. If the subject is not located in a city, use county and state.		
c. Report Type:	Appraisal Report = A	Restricted Appraisal Report = R	
d. Type of Property:	1-4 Family Residential = RES	Apartments = APT	Commercial = COM
	Industrial = IND	Farms/Agricultural = FAR	Special Purpose = SP
e. No. of Hours:	500 total hours of experience		

The electronic version of this form with an expandable log is available on the TxDOT website: go to www.txdot.gov, select Business at the top right under Search Box. Under Opportunities select Department Certification for Professional Real Estate Appraisers. Next, select Application (form ROW-A-1). To add a line to the log, click on the plus (+) sign located at the end of each row.

Report Date (mo. /yr.)	Subject Location (see above)	Report Type (see above)	Type of Property (see above)	No. of Hours

Total No. of Hours Listed on Log:

[Contact/Help](#)

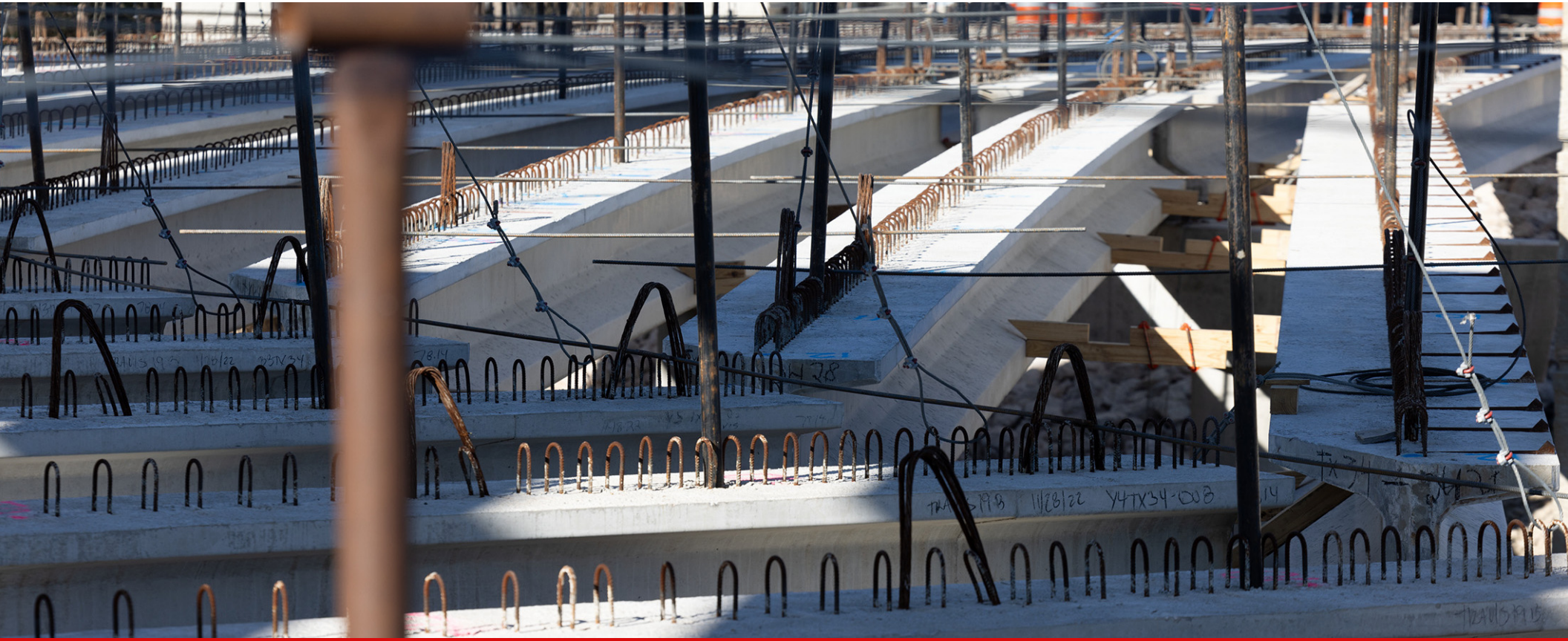
Form ROW-A-1 (Rev. 2/19)
Page 4 of 4

Exhibit B - Copy of TALCB issued appraiser license as a Certified Residential Appraiser or a Certified General Appraiser.

TxDOT DEPARTMENT CERTIFICATION FOR REAL ESTATE APPRAISERS TAKE-A-WAYS

- Hold a Current Appraiser (TALCB-issued) License
- Have approval for TxDOT Department Appraiser Certification
- Maintain active TxDOT Department Appraisal Certification throughout the life of the contract, and be aware of your license renewal date (60 Days prior to TALCB expiration)
- Be Aware that TxDOT Department Appraiser Certification is separate from the PREAS contract procurement process

ROW_appraiser-departmentcertification@txdot.gov



KEY PROCUREMENT POINTS

ROW Contracts and Finance Director



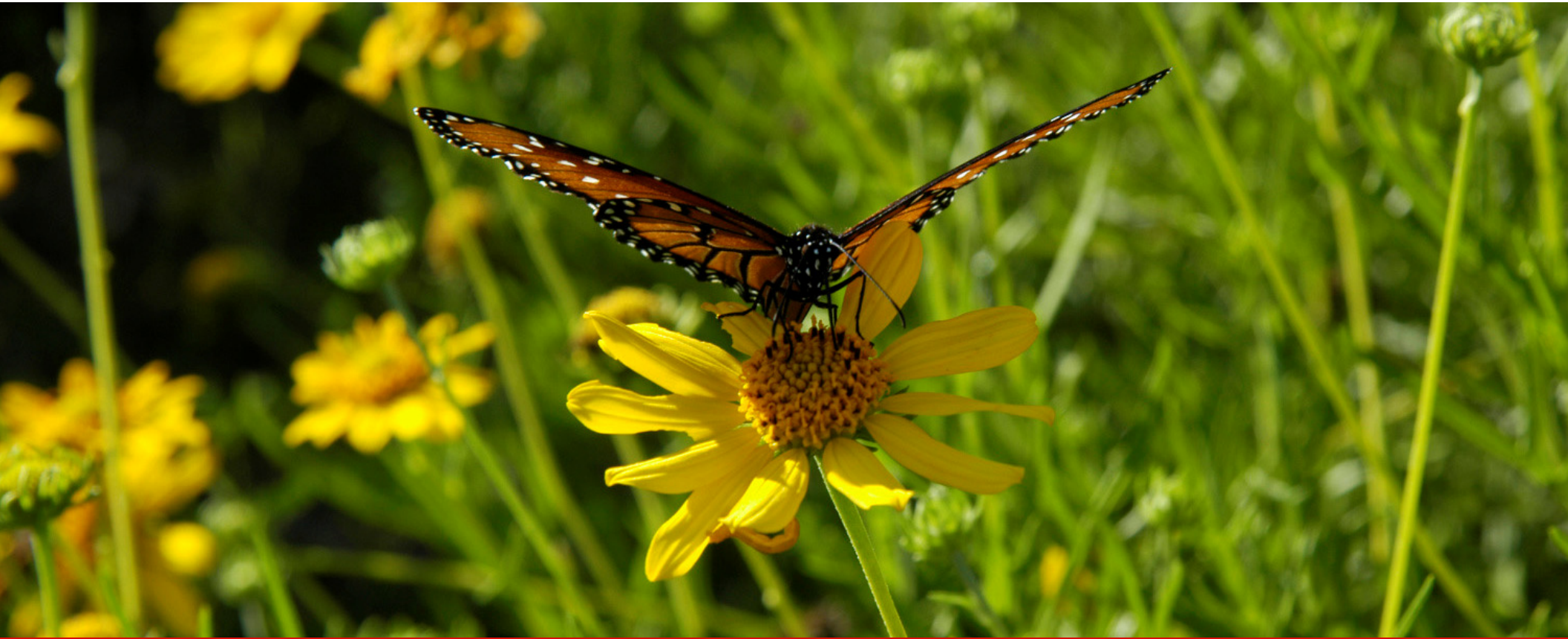
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KEY PROCUREMENT POINTS

- TxDOT adheres to procurement laws, regulations, and requirements
- Receiving a PREAS contract is really a matter of an Appraiser providing all information as specified in the Request for Proposal (RFP)
- ROW Directors do not make contract award decisions
- Contract award decisions are made by independent evaluators
- Just because a previous contract award was received, does not mean you will receive a contract in the next procurement
- Each RFP stands alone for each procurement
- Contract award is not a guarantee of work
- Loss of contract is possible

KEY PROCUREMENT POINTS

- PREAS contract is between an individual Appraiser and TxDOT
- Appraiser must hold active insurance on file with TxDOT throughout the life of the contract
- TxDOT uses Euna Procurement as a platform for solicitation, submission, and evaluation during procurements
 - Same system with a different name, formerly known as Bonfire
 - Appraiser first and last name must be used in registration – not a company name or any other name such as an administrative assistant's name
 - A fee must be entered in the proposed fee schedule BidTable for all services, even if the fee is \$0 for services the Appraiser does not perform



WORKING WITH TxDOT AS A DBE AND HUB

ROW DBE Coordinator



September 29, 2025

WORKING WITH TxDOT AS A DBE AND HUB

- TxDOT encourages Disadvantaged Business Enterprise (DBE) and Historically Underutilized Business (HUB) participation
- During procurement, Appraisers identify if the individual Appraiser has a DBE or HUB certification
- PREAS contracts are with an individual Appraiser
- PREAS contracts do not require a DBE or HUB goal because there are no subcontracting opportunities





COMMON PROCUREMENT/PROPOSAL MISTAKES

ROW Contracts and Finance Director



September 29, 2025

COMMON PROCUREMENT/PROPOSAL MISTAKES

- Submitting an incomplete proposal in response to the RFP requirements
 - Example 1: Submitting work history for 2 projects when the RFP requires work history for 5 projects
 - Example 2: Submitting work history from 7 years ago when the RFP requires work history within 5 years
 - Example 3: Not entering a fee for all services which includes a fee left blank in Euna Procurement
 - Example 4: Including only the front page of performance evaluations without scoring details that identify the quality of the work
 - Example 5: Not reading the entire RFP in order to understand the requirements for contract award

COMMON PROCUREMENT/PROPOSAL MISTAKES

- Not asking written questions during the Questions and Answers phase of the procurement when you are unclear about the RFP requirements
- Reaching out to someone other than the single point of contact
- Having someone other than the Appraiser submit the proposal response in Euna Procurement
 - Appraiser will miss notifications from Euna Procurement about addenda, questions and answers, and contract award
- Forgetting submission of a proposal by an individual Appraiser has nothing to do with the appraisal company that employs the Appraiser



BREAK – 15 MINUTES



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EXERCISE 1 – TEST YOUR KNOWLEDGE

ROW Contract Specialist



September 29, 2025

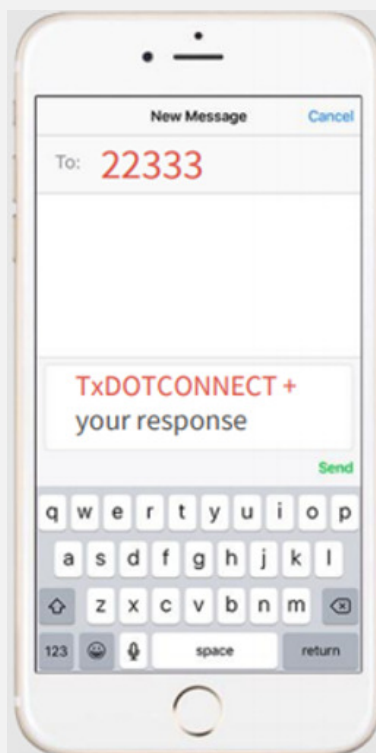
HOW TO RESPOND TO POLL EVERYWHERE

Scan QR Code



OR

Text



OR

Web





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If I submit a proposal for PREAS and I do not have a current TxDOT Department Certification for Real Estate Appraisers, can I still be awarded a PREAS contract?

Yes



2

No



16



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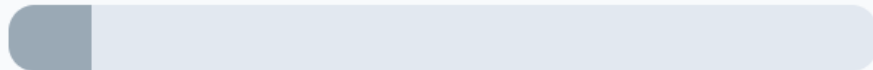
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Whose name do I register with in Euna Procurement in order to submit my proposal?

Company name



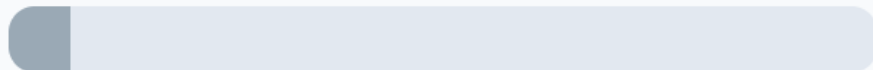
4

Individual Appraiser's name



42

Assistant's name



3



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Who can I contact with questions about an active PREAS procurement?

ROW Division Director	<div><div></div></div>	3
Solicitation single point of contact	<div><div></div></div>	32
ROW Project Manager	<div><div></div></div>	4
Local Legislator	<div><div></div></div>	0
All of the above	<div><div></div></div>	1



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How can I ask questions about the solicitation during an active procurement?

- | | | |
|-----------------------------------|------------------------|----|
| Email the single point of contact | <div><div></div></div> | 2 |
| Call the single point of contact | <div><div></div></div> | 2 |
| Submit through TxDOT | <div><div></div></div> | 37 |



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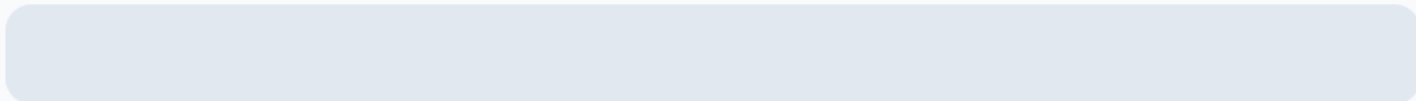
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Is the proposal complete if fees for all services are not entered and left blank in Euna Procurement?

Yes



0

No 



42



PERFORMANCE MANAGEMENT FIRESIDE CHAT

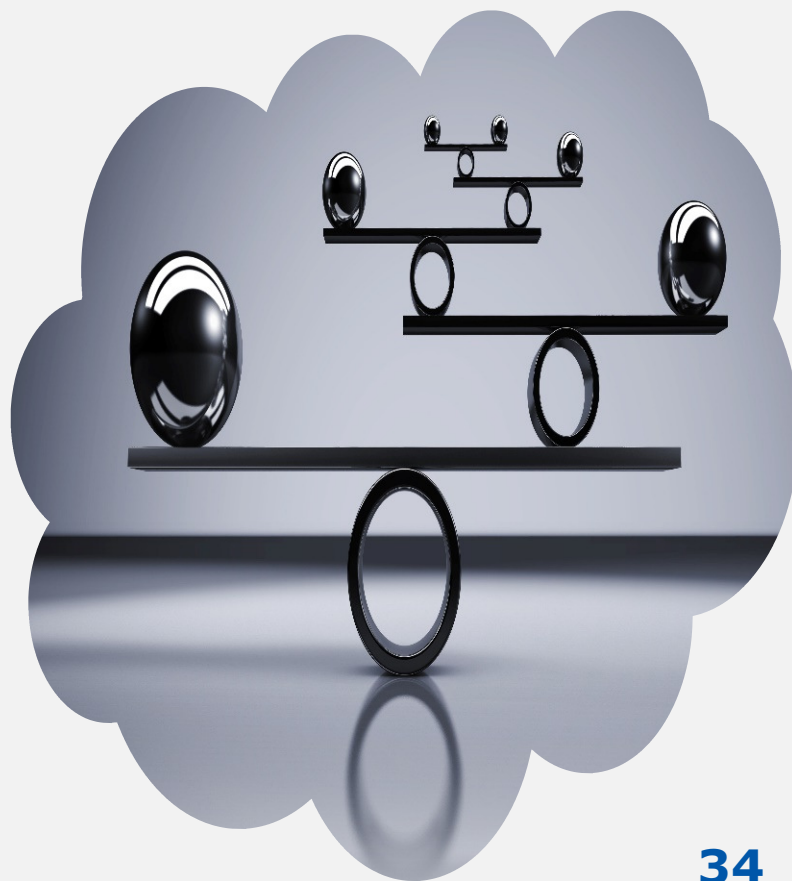
ROW Project Delivery Manager, ROW Project Delivery Director,
and ROW Contracts and Finance Director



September 29, 2025

PERFORMANCE MANAGEMENT FIRESIDE CHAT

- Past performance is taken into consideration during procurement based on:
As a performance-based professional service the past performance of the responding Appraiser and the ability to meet deadlines and Department Scheduling Requirements will be evaluated.
- Not having a contract in the past does not negatively impact use of past performance during evaluations
- Right of Way uses a statewide electronic performance management system and repository for PREAS



PERFORMANCE MANAGEMENT FIRESIDE CHAT

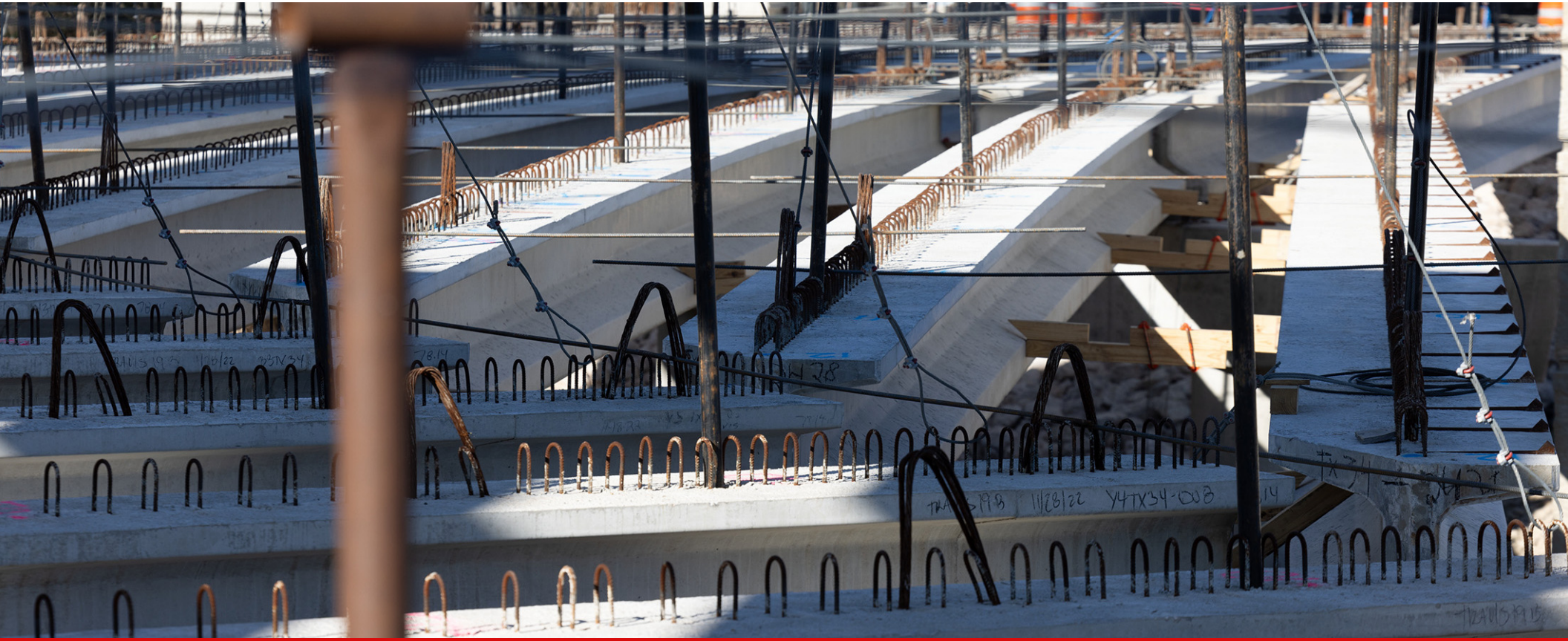
- What happens when the proposal is submitted out of the order as specified in the Request for Proposal (RFP)?
- What happens if anyone reaches out to any person other than the single solicitation contact as identified on the cover page of the RFP?
- Why place an evaluator in the position to give lower scores?
- How do you ensure performance evaluations are accurate?



PERFORMANCE MANAGEMENT FIRESIDE CHAT



- Why not verify whether supporting documentation for licensing or other credentials as required in the solicitation are included?
- There is some concern respondents are not taking advantage of the Question and Answer period?
- How do you sell qualifications, experience, performance, and capacity and provide more than the minimum with detailed information that demonstrates the ability to deliver the Unified Transportation Program (UTP)?



PRACTICAL AND USEFUL RESPONSE TIPS

ROW Contracts and Finance Director



September 29, 2025

PRACTICAL AND USEFUL RESPONSE TIPS

Be deliberate and focus on presenting the highest performance quality above the other respondents within the pool of proposals



Do not copy any part of another respondent's proposal, noting each proposal is independently evaluated against the solicitation criteria in the solicitation



Pay close attention to all requirements of the RFP and have someone review proposal prior to submitting



Submit on time and completely



PRACTICAL AND USEFUL RESPONSE TIPS

Do not rely on proposals for previous RFPs given that every RFP is different



Read every letter and word in the RFP, and seek clarification through a written question to the Solicitation Contact during the active Question and Answer period



Why place Right of Way in a position to disqualify the proposal?



Follow all instructions, and especially understand the evaluation scoring scale and matrix





EXERCISE 2 – READ ALL THE WORDS

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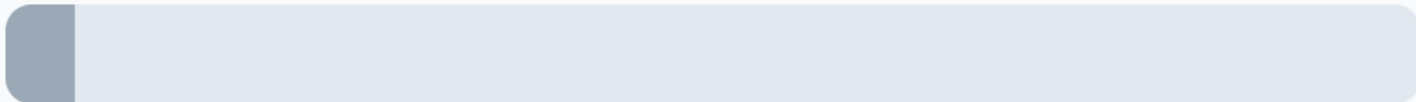
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**Does the Caterer meet the qualified work history as a lead
Caterer to receive a contract award?**

Yes



2

No



40



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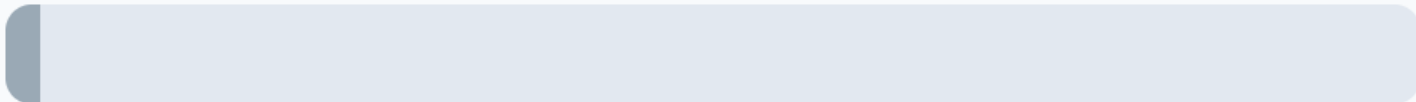
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Does the Caterer meet the qualified license requirements to receive a contract award?

Yes



1

No



40



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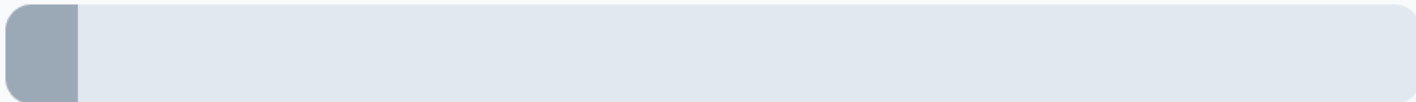
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**Does the Caterer meet the required number of events to
receive a contract award?**

Yes



2

No



39



ROLES AND RESPONSIBILITIES

ROW Contracts and Finance Director



September 29, 2025

ROLES AND RESPONSIBILITIES

PARTNER	TXDOT		
Appraiser	ROW Single Point of Contact	ROW Evaluators	ROW Leadership
<ul style="list-style-type: none"> Submits a complete and accurate proposal based on requirements in the CURRENT RFP Communicates only with the solicitation single point of contact Review your own proposal before submitting Submits your own proposal in Euna Procurement under your name Understands contract award is based on whether your proposal meets the qualifications in the CURRENT RFP 	<ul style="list-style-type: none"> Publishes RFP and other solicitation documents on the ESBD Answers all Appraiser inquiries Presents RFP requirements during the Pre-Proposal Conference Communicates contract award notification Does not make contract award decisions 	<ul style="list-style-type: none"> As an independent team, reviews and scores proposals based on what the Appraiser submits in their proposal Adheres to the evaluation scoring and matrix to award contracts Make contract award decisions 	<ul style="list-style-type: none"> Oversees the procurement Does not make contract award decisions



EXERCISE 3 – PROPOSAL SCORING

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What is Natalie's Proposal Qualifications and Experience Score?

1 Point



1

3 Points



23

5 Points



16



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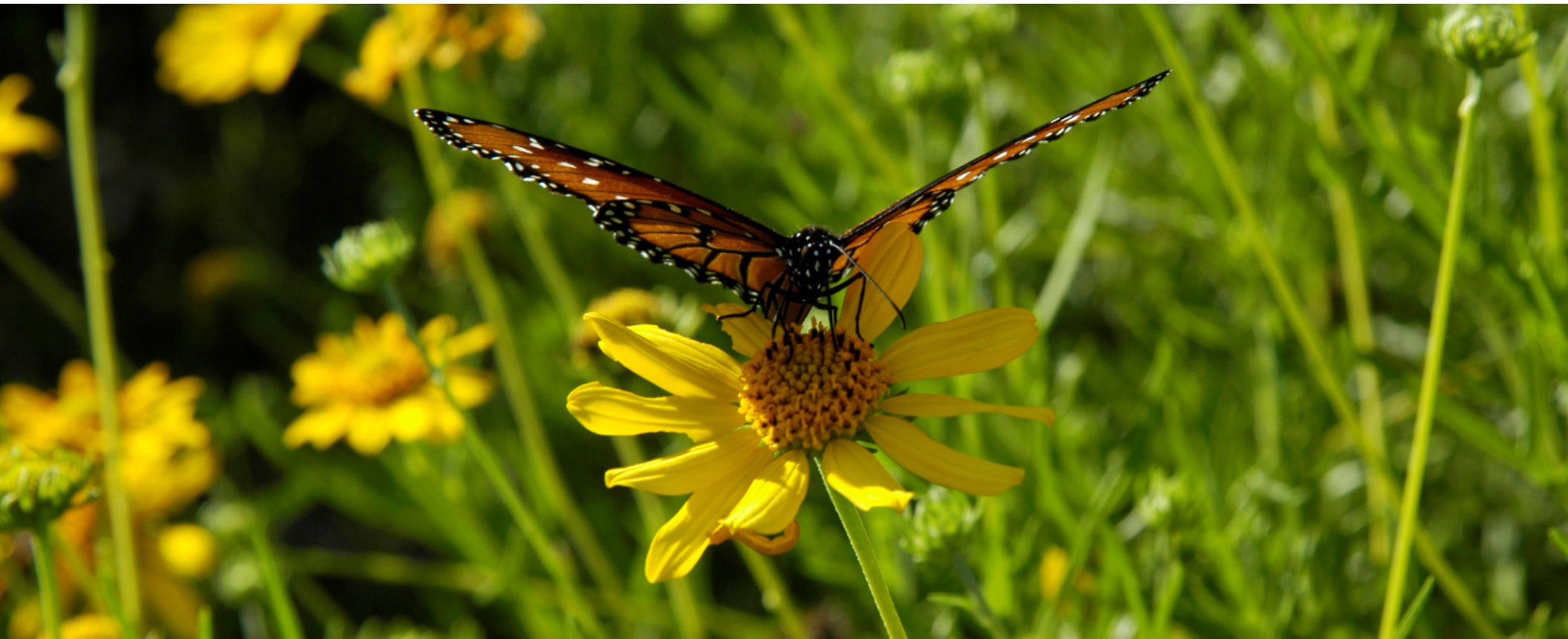
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What is Natalie's Proposal References Score?





QUESTIONS AND ANSWERS



September 29, 2025



CLOSING COMMENTS

ROW Contracts and Finance Director



September 29, 2025

CLOSING COMMENTS

- The recording of the workshop will be posted on the TxDOT website: [Right-of-way contracts](#) page
- For questions, email ROW_Contracts@txdot.gov
- If you are interested in partnering with TxDOT ROW Division on upcoming projects:
 - Subscribe to [TxDOT Right of Way Contracts](#) to receive RFP related notifications
 - Continually check the [Electronic State Business Daily \(ESBD\)](#)