

**Imperial County
Community & Economic Development Department
Request for Proposals**



APPRAISAL SERVICES
for
County-Wide Housing Rehabilitation Program
Funded by the
**California Department of
Housing and Community Development (HCD)**
and
Community Development Block Grant (CDBG) Program

Issued Wednesday, April 6, 2011

DUE DATE AND SUBMISSION REQUIREMENTS:

One (1) Original and Five (5) Copies of Proposals must be received by **5:00 P.M.** on
Wednesday, May 4, 2011

Point of Contact:

Sherry Leon
Community & Economic Development Coordinator
940 W. Main St., #203
El Centro, CA 92243
(760) 482-4981
sherryleon@co.imperial.ca.us

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Exhibit 1

COUNTY OF IMPERIAL **REQUEST FOR PROPOSALS FOR** **APPRAISAL SERVICES**

NOTICE IS HEREBY GIVEN that the County of Imperial, acting by and through its Board of Supervisors, hereinafter referred to as the "COUNTY", will receive up to, but no later than **5:00 p.m. on May 4, 2011**, sealed PROPOSALS for negotiation and award of a contract concerning **Appraisal Services for the County-Wide Housing Rehabilitation Program, under the Imperial County Community and Economic Development Department.**

To be considered, **one original and five copies of PROPOSALS** must be received in the office of the **Imperial County Purchasing Department, 1125 Main Street, El Centro, California, 92243, Attention: Esperanza M. Colio, Community & Economic Development Manager**, by the time specified above.

Proposals shall be evaluated by a selection committee. It is the County's intention to select the Appraiser whose proposal is deemed most advantageous to the County in accordance with the evaluation criteria set forth in this Request for Proposals. A Selection Committee appointed by the Economic Development Division Manager will review and score the proposals and recommend the most responsive and responsible firm to receive the contract award. The Selection Committee's recommendation will be forwarded to the Imperial County Board of Supervisors for final determination.

Each proposal must conform and be responsive to the Governing Agreement, a copy of which is attached as Exhibit 3. This Governing Agreement may also be obtained at the office of the Community & Economic Development Department located at 940 W. Main Street, Ste. 203, El Centro, California, 92243.

Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Veteran Owned Businesses (VOB) are encouraged to participate.

Exhibit 2

INFORMATION FOR PROPOSERS

1.0 PURPOSE

The COUNTY, through the Imperial County Community & Economic Development (ICCED) Department, is soliciting competitive proposals from qualified and experienced individuals or firms to provide Appraisal Services for the County-Wide Housing Rehabilitation Program in the unincorporated areas of Imperial County including Heber, Seeley, Winterhaven, Palo Verde, Ocotillo, Bombay Beach, Niland, Poe Subdivision and Salton Sea Beach. The Housing Rehabilitation Program is anticipated to involve the rehabilitation and/or reconstruction of conventional and mobile homes in the designated areas of Imperial County.

Final selection of individual or firm will be contingent upon approval from the state funding agency, which is the California Department of Housing and Community Development Program, through the Community Development Block Grant Program.

All communications relating to this RFP must be directed to the contact person named below and **only** through email or written correspondence. Any communications between a respondent and COUNTY staff concerning this RFP are prohibited. In no instance is a respondent to discuss cost information, quality of responses, names of additional respondents, or any other information requested by or contained in a proposal with the point of contact or any other staff prior to proposal evaluation. Failure to comply with this section may result in COUNTY's disqualification of the proposal. The respondent is responsible for ensuring the response is received before the deadline. Copies or faxed responses will **not** be accepted. COUNTY assumes no responsibility for lost or misrouted mail.

The term of the Agreement for services will be for a period of up to three years from the date of an executed agreement. Work shall be completed on a Task Order basis as needed for each project.

2.0 PRE-PROPOSAL MEETING

2.1 A pre-proposal meeting will be held on **April 25, 2011**, at **9:00 a.m.** at:

County Administration Building
Conference Rooms C & D
940 Main Street
El Centro, CA 92243
Contact: Sherry Leon at (760) 482-4981

Attendance at the pre-proposal conference **is not** a mandatory requirement for those interested in submitting a proposal.

3.0 CALENDAR OF EVENTS

3.1	RFP sent out to Appraisers	April 6, 2011
3.2	Deadline for County to receive written questions	April 18, 2011 5:00 P.M.
3.3	Pre-proposal meeting	April 25, 2011 9:00 A.M.
3.4	Written responses for questions received by April 18, 2011 will be available	April 25, 2011
3.5	Package, References, and other documentation must be <u>received</u> by County on or before	May 4, 2011 5:00 P.M.
3.6	Presentation to the Imperial County Board of Supervisors at a public meeting	June 7, 2011 9:45 a.m.
3.7	Execution of final contract	Week of June 13th, 2011

4.0 SCOPE OF SERVICES

The individual or firm will perform these services under the supervision and direction of the Manager of Imperial County Community & Economic Development Department. The County wishes to contract with an individual or firm on an as-needed basis to provide the following services:

- 4.1** Provide Appraisal Services to the COUNTY for a period of three years.
- 4.2** The appraiser shall provide services on housing rehabilitation projects as identified by Imperial County Community and Economic Development Manager.
- 4.3** The appraiser is to perform a Self-Contained Appraisal consistent with the Uniform Standards of Professional Appraisal Practice (USPAP).

The appraisal must include:

- 4.4** An adequate description of the physical characteristics of the property including location, zoning, present use, and an analysis of highest and best use.
- 4.5** All relevant and reliable approaches to value consistent with established Federal and federally assisted program appraisal practices. If more than one approach is used, there shall be an analysis and reconciliation of approaches to value used that is sufficient to support the appraiser's opinion of value.
- 4.6** The effective date of valuation, date of appraisal, signature, and certification of the appraiser.

5.0 MANDATORY REQUIREMENTS FOR ALL PROPOSALS

- 5.1** All proposals must demonstrate that the Appraiser has a willingness and ability to comply with all documents, including but not limited to, the Governing Agreement identified as Exhibit "3".
- 5.2** All proposals must be accompanied with the name(s), title(s) and resume(s) of the individual(s) who will be performing the services should the contract be awarded.

- 5.3** All parties submitting a proposal shall include with their proposals at least three (3) current references, including name, address, and telephone number.

6.0 CONTRACT TERMS AND CONDITIONS

Please refer to the attached Exhibit 3, Governing Agreement. The attached Exhibit 3 is a draft agreement to be used as a sample of the agreement that the winning party will be expected to sign. It is not the final agreement and there may be additional or different terms included in the final agreement.

7.0 PREPARATION OF PROPOSAL

All statements of proposals must include one original and five copies to be submitted in sealed envelopes bearing on the outside the name of the Appraiser, address, and the title of the RFP for which the qualifications are submitted. It is the sole responsibility of respondent to ensure that the proposals are received by COUNTY in the proper time. Any proposals received after the scheduled closing time for receipt will be returned to the Appraiser unopened. Proposals may not be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service.

8.0 SIGNATURE

The statement of qualifications document or any modification must be signed in the name of the Appraiser and must bear the original signature of the person or persons authorized to sign the proposal.

9.0 MODIFICATIONS

Any modification of any proposals submitted must be in writing and received by COUNTY prior to the closing time for proposals. Modifications may not be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service. Any qualifications or modifications received after the scheduled closing time for receipt of statement of qualifications will be returned to the Appraiser unopened.

10.0 ERASURES

Proposals submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by putting in the margin immediately opposite the correction the surname or surnames of the person or persons signing the statement of qualifications.

11.0 WITHDRAWAL OF PROPOSALS

Respondents may withdraw their proposals either personally or by written request at any time prior to the scheduled closing time for receipt of proposals.

12.0 PROPOSAL ELEMENTS

Proposals must address each of the elements in this section.

12.1 Qualifications

- a. Relevant Experience: All services shall be performed by qualified personnel under the supervision of a professional licensed or otherwise qualified by the state. Preference will be given to individuals/firms with State Housing and Community Development (HCD) experience. Include the names, addresses and phone numbers of contact persons for several contracts for which you have performed services as solicited in this RFP.
- b. Relevant Education: Applicant's demonstration of certification and training required to perform services, including licensing requirement adherence to the national Uniform Standards of Professional Appraisal Practice (USPAP) and the California Real Estate Appraisers Licensing and Certification Law and Regulations.
- c. Responsiveness to Project Requirements: Applicant's demonstrated success in completing projects on time and responsiveness to meeting changing requirements. Attentiveness to and compliance with RFP instructions, interview requirements, and other aspects of the selection process will be considered as an indication of responsiveness.
- d. Proximity to Project: Applicant's residing in Imperial County will be given preference.
- e. A brief statement of your policy regarding affirmative action.
- f. The Appraiser shall carry not less than the following insurance and shall provide verification to the County upon request:
 1. Professional Liability Insurance: Errors and Omissions Insurance in an amount of at least \$1,000,000 single limit coverage, covering all personnel employed by the Appraiser in the capacity of acting as an Agent of the municipality.
 2. General Liability Insurance: General Liability Insurance in an amount of at least \$1,000,000, single limit coverage, covering all personnel employed by the Appraiser in the capacity of acting as an Agent of the municipality.
 3. Worker's Compensation: Worker's Compensation Coverage in full compliance with California statutory requirements for all personnel employed by the Appraiser in the capacity of acting as an Agent of the municipality.
 4. Automobile Liability Insurance: Automobile Liability Insurance in an amount of at least \$1,000,000 combined single limit coverage including owned, non-owned and hired vehicles.

12.2 Proposed Scope of Work

A prospective Appraiser should indicate an understanding of the requested services as described in Section 4, Scope of Services, and describe how it proposes to service the County in these aspects.

12.3 Project Personnel and Their Availability

Provide resume(s) of the key personnel who would be assigned to perform the services as described. Indicate status of each person's relationship to your firm, whether an employee, partner, subcontractor, or other contractual agreement. The statement should also identify for each member of the project team, their area of expertise, role in the project, and experience with similar or related projects.

12.3.1 Qualified personnel shall perform all services and shall maintain all necessary certificates and licenses required to perform such services.

12.3.2 Except when, and if, the workload demands otherwise, all services shall be conducted within the normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

12.4 Cost of Proposed Services

The cost of the Appraisal Services shall be based on the fee schedule proposed and work authorized. Describe your proposed fee schedule for determining the cost of the requested services for the term of the contract. Billing for the services shall be submitted to the Community & Economic Development Manager.

12.5 Time

Subject to any limitations stated in this proposal, the specified Appraisal Services shall be completed and delivered to the Community & Economic Development Manager within 10 calendar days after written authorization to proceed is received, barring circumstances beyond the Appraiser's control that force a delay. In such instance, the Appraiser will inform the Community & Economic Development Manager of the cause of such delay.

12.6 Protection of Property

The Appraiser shall take all reasonable precautions to prevent damage to property, visible and concealed, and shall reasonably restore the site to the condition existing prior to the Appraiser's entry.

13.0 SELECTION PROCESS

The County of Imperial will review the qualifications based on the selection criteria and 100 point scale as follows:

- | | |
|---|------------------|
| 1. General firm and individual experience: | 15 points |
| 2. Specific experience as it pertains to California Department of Housing and Community Development, USDA Rural Development, HUD, CDBG and/or other grant programs: | 10 points |
| 3. Specific experience as it pertains to the Scope of Work above mentioned in Item 4.0: | 25 points |
| 4. Capacity to perform the Scope of Work and ability to conclude the | 15 points |

work in a timely manner:

- | | |
|--|-------------------|
| 5. Quality of staff and their availability: | 15 points |
| 6. Overall quality of qualifications, especially thoroughness: | 5 points |
| 7. Cost of Services | 15 points |
| Total Value: | 100 points |

Additional questions may be asked of those submitting a proposal and formal interviews may be conducted as well. Respondents will be notified of any additional required information or interviews after written proposals have been evaluated.

The COUNTY reserves the right to reject any and all proposals submitted; to request clarification of services submitted; to request additional information; and to waive any irregularity in the proposal and review process, as long as COUNTY procedures remain consistent with HCD procurement requirements. The COUNTY may select one consulting firm or a combination of consulting firms to provide the range of services requested.

14.0 PROHIBITION AS SUBCONTRACTORS UNDER COMPETITIVE SEALED PROPOSALS

No party submitting a proposal who is permitted to withdraw a proposal shall, for compensation, perform any subcontract or other service for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

15.0 Review of Proposals

Proposals will be reviewed by a committee designated by the Manager of the Community & Economic Development department. Qualifications including references, fees and familiarity with services requested will be evaluated. The committee will determine which proposal best meets the needs and requirements of the County. The proposal that is determined to best meet the needs and requirements of the County may not be the lowest priced proposal.

The County reserves the right to award an agreement without further competition based on the responses received to this RFP.

The County reserves the right to reject any all proposals received for any reason, regardless of whether the RFP will be reissued, revised, or completely abandoned. The County reserves the right to make changes in the scope of work at any time up to the signing of a contract.

The County reserves the right to request additional information not included in this RFP from any or all respondents after May 4, 2011.

The County reserves the right to contact references not provided in the submittals.