

RESPONSES DUE BY:
March 30, 2012 (12 pm - Noon)

TOWN OF CAPITOL HEIGHTS, MARYLAND
REQUEST FOR QUALIFICATION - REAL ESTATE APPRAISERS

CH – RPQ 2012 -002 – Real Estate Appraisers

A. SCOPE OF WORK/PROJECT DESCRIPTION

The Town of Capitol Heights seeks qualifications and proposals from interested individuals, companies, or corporations for Real Estate Appraisal Services.

RFQ TERMS AND CONDITIONS

Introduction

All proposals must conform to the following terms and conditions.

Scope of Project

The required service will consist primarily of the sale of surplus properties owned by the Town and the acquisition of property. Generally, the selected Real Estate Appraiser(s) will be expected to perform the services in accordance with the Scope of Work and in accordance with the requirements of the solicitation.

Minimum Qualifications

Respondent must be a licensed and in good standing in the State of Maryland.

Respondent have a minimum of five (5) years experience.

Preferred Qualifications

Experience in working with Local, State and Federal entities.

Form of Proposal

All firms responding to this RFQ must submit complete responses to the information requested in this section, Submissions will be evaluated based upon the selection criteria presented below. Your Submission should present information in a clear and concise manner, following the format indicated below:

1. APPRAISAL FIRM OVERVIEW

- a) Name, telephone number, address, e-mail and fax number of the individual designated to receive all official correspondence relating to the project.
- b) Describe the Firm's qualifications and ability to successfully provide the services requested, including a description of prior experience appraising similar properties.
- c) Provide the name of the person or persons who will have primary responsibility for evaluating and pricing the properties. The primary appraiser must be properly licensed with the State of Michigan.
- d) Describe the primary appraiser's qualifications and ability to successfully provide the services requested, including a description of the appraiser's prior experience evaluating and pricing similarly properties.
- e) Provide contact names and telephone numbers for at least three (3) individuals, municipalities or companies for which you have provided appraisal services.

2. PROPOSED FEE

Provide the fee or other compensation arrangement for the services requested in the Scope of Services. The selected real estate firm will be required to enter into a Contract Services Agreement approved by the Town of Capitol Heights. All services shall be performed according to the Agreement, as well as the submitted Proposal in response to this RFQ

3. APPRAISING APPROACH

- a) Describe the actions which will be taken to appraise the listed properties.
- b) Describe the challenges anticipated in appraising these properties, the impact these challenges will have, and your proposed solution(s) to address these issues.

4. REAL ESTATE APPRAISAL SERVICES AGREEMENT

The selected broker will be required to enter into a Real Estate Appraisal Services Agreement approved by an Attorney designated by the Town, as to form. All services shall be performed according to the Agreement.

5. APPRAISAL AGENCY

- a) Name, telephone number, address, e-mail and fax number of the Firm, as well as individual designated to receive all official correspondence relating to the project.
- b) Describe the qualifications of Appraisers in your firm who will provide the services requested. Also describe their ability to successfully provide the services requested, including a description of prior experience.
- c) Provide copy of State of Maryland Realtor License and any other licenses or certifications.
- d) Copy of Certificate of appropriate Insurance(s).

e) Provide contact names and telephone numbers for at least three (3) individuals, for profit or non-profit organizations, companies or governmental agencies for which you have provided appraisal services in the past 12 months.

6. SERVICES AGREEMENT(S)

Contract/real estate appraisal agreement will be requested on behalf of the Town. Any work or service must be responded to within a reasonable amount of time or time line as requested. Work may be sent electronically and may also require office visits for review and signing of documents by the Town Administrator.

Confidentiality

Vendors must treat all documents and information provided by the Town including this RFQ, as confidential. The Town will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed or all proposals are rejected.

Public Statement

No vendor shall make any public statement in relation to this RFP without prior written consent from the Town.

Anti-Lobbying Provision

Vendors must indicate through written promise within the proposal cover letter that Proposer's officers, employees, agents, consultants or lobbyists will not attempt to lobby or influence a vote or recommendation related to the Vendor's proposal submitted in response to this RFQ; directly or indirectly, through any contact with Town Council Members or other Town officials between the date that the request is sent out and the date a contract resulting here from is awarded by the Town Council. Such behavior may be immediate cause for rejection of the Vendor's proposal.

Billing

Vendor will coordinate with the Town to set up billing and accounting procedures acceptable to the Town including lockbox payment, procedures, and requirements.

Warranty

Vendor will warrant and maintain all equipment provided to Town throughout the duration of the contract.

B. INSURANCE

It is desirable that respondents carry insurance in the approximate amounts set forth below. Responders who carry lower limits should state so in their responses to the proposal (bid response).

1. Workers' Compensation (as required by State of Maryland law)

2. Comprehensive General Liability

Limits: \$500,000 per occurrence for Bodily Injury
\$500,000 per occurrence for Property Damage
\$1,000,000 aggregate

3. Automobile Liability:

Limits: \$500,000 per person
\$500,000 per occurrence
\$500,000 per occurrence for property damage

4. Selected respondent will be required to submit a policy endorsement naming the Town of Capitol Heights, Maryland, as an additional insured.

C. SCHEDULE OF SELECTION PROCESS

1. Responses to the RFQ deadline **March 30, 2012 - Noon.**

2. Review of Responses/Follow up with Respondents (if necessary)/Selection: Week of **April 2-5, 2012.**

D. SUBMISSION REQUIREMENTS

Two (2) hard copies and (1) electronic copy of responses to this RFQ must be received on or before 12:00 p.m. (NOON) on **March 30, 2012.** Expensive and elaborate submissions are discouraged. Proposals should be addressed to:

Town of Capitol Heights
Town Hall Offices
One Capitol Heights Blvd.
Capitol Heights, MD 20743

For Inquiries or information, contact
Kenny Young, Interim Assistant Town Administrator
(301)336-0626

E. REJECTION OF SUBMISSIONS

The Town reserves the right to do the following: reject any or all submissions, waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the Town.

F. INCURRING COST

The Town is not liable for any cost incurred by entities prior to executing a contract or purchase order.