

## ADVERTISEMENT FOR REVIEW APPRAISAL BIDS

The **CITY OF Sunshine** will receive Bids for **Appraisal Reviews for 25 Residential Flood Buyout Properties** until 2:00 P.M. Thursday, October 27, 2011, at the office of the City Clerk, City Hall – 320 Broadway, Sunshine, Missouri 63444, at which time all bids will be publicly opened and read aloud in the City Hall Council Chambers.

Bids are invited upon the items and quantities of work as follows:

The City of Sunshine is seeking qualified bidders to conduct appraisal reviews of approximately twenty-five (25) residential properties intended for city acquisition under the Community Development Block Grant (CDBG) Flood Buyout Program. Scope of work consists of conducting appraisal reviews of twelve (12) developed properties and thirteen (13) vacant lots.

Bid specifications, location map, property addresses, and bid chart, are on file and may be obtained at City Hall from the City Clerk's Office. Interested parties may also contact City Clerk Trina Turner at 444/444-4444 ext. 44 for the specifications.

The **City of Sunshine** reserves the right to reject any or all Bids or to waive any informality in the bidding.

Bids may be held by the **City of Sunshine, Missouri**, for a period not to exceed 45 days from the date of the opening of Bids for the purpose of reviewing the Bids and investigating the qualifications of Bidders, prior to awarding the Contract.

The City of Sunshine is an Equal Opportunity Employer and invites the submission of bids from Minority and Women-owned firms.

# Request for Bids

## Appraisal Review of Residential Flood Buyout Properties

The City of Sunshine is seeking qualified bidders to conduct approximately twenty-five (25) residential property appraisal reviews for properties "already-appraised" and slated for city acquisition under the Community Development Block Grant (CDBG) Flood Buyout Program.

Note: The CDBG Program requires an initial appraisal of each property, and then an "appraisal review" conducted by a separate firm. Separate bid specifications for the initial appraisals are currently being let for bid.

### **SCOPE OF WORK**

The scope of work consists of 25 appraisal reviews of twelve (12) developed properties, and thirteen (13) vacant lots. Generally, the properties are located along Bear Creek in Sunshine, with relatively close proximity to one another. The accompanying map and list of the addresses of the 25 properties illustrates the location of each property.

### **QUALIFICATIONS AND METHOD**

The selected firm must be a Certified or Licensed appraiser by the Missouri Real Estate Appraisers Commission. Grant stipulations require properties to be appraised using pre-flood conditions. The pre-flood condition for this project is the 2011 Flood which occurred on June 15, 2011.

Each of the 25 initial appraisals will be shared with the selected appraisal reviewer. The appraisal reviewer will be responsible for reviewing and evaluating each initial appraisal and determining an independent appraised value based on their analysis.

### **TIME FRAME**

Upon contract award for the initial appraisals, the city desires all initial appraisals to be completed and submitted to the city by December 31, 2011. It is preferable that initial appraisals be submitted to the city as they are completed (rather than all at-once), to allow appraisal review to begin. The city desires a two-week turnaround time for each appraisal review; understanding that appraisals may be submitted to the appraisal reviewer one-by-one, or in small groups of several at one time.

### **VOLUNTARY BUYOUT PROGRAM –NUMBER OF APPRAISALS MAY VARY**

NOTE: The residential Flood Buyout Program is strictly voluntary to property owners; thus, any property owner may withdraw their application at any time. As a result, the actual number of appraisals needed could vary downward from the current twenty-five (25). The city will pay for all appraisal reviews conducted, but will not order appraisal reviews for those property owners who withdraw. Thus, the appraisal review bid should be on a unit basis, as discussed below. The city will pay for all appraisal reviews actually completed and submitted.

### **INVOICING**

The residential Flood Buyout Program is being funded with a Community Development Block (CDBG) Grant. The appraisal reviewer should submit invoices to the city upon completion of work. Invoicing may be submitted "property-by-property", or the appraiser may "batch" groups of properties together for billing purposes. The city will make payment (allow for 30 days), after a request for CDBG grant funds is received from the Missouri Department of Economic Development.

### **APPRAISAL REVIEW – INFORMATIONAL ONLY**

A separate bid package for initial appraisals has been let for bid. Appraisal firms may bid on both packages (initial appraisal, and appraisal review), but can only be awarded one function or the other. The City will accept the lowest and best bid for the appraisal service itself, after a reference check. It will do likewise for the "appraisal review" bid. The same firm will not be selected for both.

### **BID SUBMITTAL**

Since it is possible the number of properties may change (reduce) through the attrition of flood buyout applicants, please submit bids on a unit basis, completing the attached bid chart. Please total your fees at the bottom for all twenty-five (25) properties.

Further please address each of the following within your bid package:

1. Certificate or License from the Missouri Real Estate Appraisers Commission
2. Duly licensed to conduct business in the State of Missouri through the Missouri Secretary of State's Office
3. Specialized experience and technical competence of the firm
4. Past record of performance of the firm with respect to factors like accessibility to clients, quality of work, and ability to meet schedules
5. The firm's proximity and familiarity with the Hannibal area
6. List of references for related work within the past five (5) years
7. Proof that the selected firm does not employ illegal aliens, pursuant to the provisions of House bill 1549 (discussed below).

Interested firms should submit a sealed bid to:

City of Sunshine  
Attention: City Clerk's Office  
Re: Appraisal Review - Residential Flood Buyout  
320 Broadway  
Sunshine, MO 63444

To be considered, bids must be received by Thursday, October 27, 2011 at 2:00 p.m. Bids will be opened Thursday, October 27, 2011 at 2:00 p.m. in the City Council Chamber at Sunshine City Hall, 320 Broadway; Sunshine MO 63444.

### **INVOICING**

The residential Flood Buyout Program is being funded with a Community Development Block (CDBG) Grant. The appraisal reviewer should submit invoices to the city upon completion of work. Invoicing may be submitted "property-by-property", or the appraiser may "batch" groups of properties together for billing purposes. The city will make payment (allow for 30 days), after a request for CDBG grant funds is received from the Missouri Department of Economic Development.

### **APPRAISAL REVIEW – INFORMATIONAL ONLY**

A separate bid package for initial appraisals has been let for bid. Appraisal firms may bid on both packages (initial appraisal, and appraisal review), but can only be awarded one function or the other. The City will accept the lowest and best bid for the appraisal service itself, after a reference check. It will do likewise for the "appraisal review" bid. The same firm will not be selected for both.

### **BID SUBMITTAL**

Since it is possible the number of properties may change (reduce) through the attrition of flood buyout applicants, please submit bids on a unit basis, completing the attached bid chart. Please total your fees at the bottom for all twenty-five (25) properties.

Further please address each of the following within your bid package:

1. Certificate or License from the Missouri Real Estate Appraisers Commission
2. Duly licensed to conduct business in the State of Missouri through the Missouri Secretary of State's Office
3. Specialized experience and technical competence of the firm
4. Past record of performance of the firm with respect to factors like accessibility to clients, quality of work, and ability to meet schedules
5. The firm's proximity and familiarity with the Hannibal area
6. List of references for related work within the past five (5) years
7. Proof that the selected firm does not employ illegal aliens, pursuant to the provisions of House bill 1549 (discussed below).

Interested firms should submit a sealed bid to:

City of Sunshine  
Attention: City Clerk's Office  
Re: Appraisal Review - Residential Flood Buyout  
320 Broadway  
Sunshine, MO 63444

To be considered, bids must be received by Thursday, October 27, 2011 at 2:00 p.m. Bids will be opened Thursday, October 27, 2011 at 2:00 p.m. in the City Council Chamber at Sunshine City Hall, 320 Broadway; Sunshine MO 63444.

The city and state reserve the right to reject any and all bids. The City of Sunshine is an Equal Opportunity Employer and invites the submission of bids from Minority and Women-owned firms.

Pursuant to U.S. Department of Housing and Urban Development guidelines, the selected appraiser cannot have any conflict-of-interest; direct or indirect; with any owner of property to be appraised herein. The names of property owner applicants are contained as an Exhibit herein. Questions regarding this Request for Bids shall be made to City Clerk Trina Turner at 444-444-4444.

**MEANS OF SELECTION**

The city will select the lowest and best bid, subject to approval by CDBG program administrators:

1. Certificate or License from the Missouri Real Estate Appraisers Commission
2. Duly licensed to conduct business in the State of Missouri
3. Specialized experience and technical competence of the firm
4. Past record of performance of the firm with respect to factors as accessibility to clients quality of work and ability to meet schedules
5. The firm's proximity and familiarity with the Sunshine area
6. References for related work within the past five (5) years
7. Proof that the selected firm does not employ illegal aliens, pursuant to the provisions of House bill 1549 (discussed below)
8. Cost

**E-VERIFY REQUIREMENT:**

Pursuant to Missouri House Bill 1549 involving employment to illegal aliens, the successful bidder, prior to contract, must provide an affidavit and documentation affirming that the business entity is enrolled and participates in the "E-Verify/Basic Pilot, as well as an affidavit affirming that the business entity does not knowingly employ illegal aliens. This state law requirement applies to the use of our CDBG funds.