

# **(SAMPLE) Request for Proposals/Quotes**

## **Property Appraisal of Residential Properties**

The City of Sunshine is working with the Missouri State Emergency Management Agency and the Community Development Block Grant program (CDBG) to implement a program designed to help the owners of properties that have a history of flooding by acquiring and demolishing the properties to eliminate the risk of future flood damages. In accordance with the city's adopted buyout policy, the City of Sunshine intends to procure a State board certified or state licensed appraiser to complete the appraisals of these properties. The City of Sunshine estimates the number of properties to be appraised at approximately 22 residential structures and 2 vacant lots.

### **SCOPE OF WORK**

The scope of work consists of approximately twenty-two (22) residential properties, and two (2) vacant lots. Please keep in mind that the buyout is a voluntary program and the number of appraisals could change. However, this is the scope of work at this time.

### **QUALIFICATIONS AND METHOD**

The following stipulations must be used in the appraisals:

1. The City of Sunshine is procuring the appraisal services. The appraisals will only be conducted by scheduling the appraisal with the permission of each property owner. The appraisals are to be provided to the City of Sunshine in sets of two originals for each property. Appraisals will be used by the city to make an offer decision to each property owner. Any requests for copies of these appraisals must be made directly to the City of Sunshine.
2. A Missouri State board certified or licensed appraiser must make all appraisals (internal & external – no windshield appraisals).
3. All appraisals must be on Freddie Mac or similar appraisal forms. Narrative only appraisals are not acceptable.
4. Appraisals for all properties must be made by parcel of land, even if there are multiple lots on a parcel and identified by parcel identification.
5. Manufactured homes must be appraised "where they are" on the lots from which they are to be sold.
6. All properties must be evaluated in a "pre-flood" condition as of the date of the flooding event. The date to be used for the "pre-flood" value is May 1, 2011.
7. The appraiser must use a sales comparison approach for all appraisals. This approach must be used even if a subject property produces income for the owner.
8. The appraiser must be able to substantiate the values used for the sales of all comparables with documentation of sales if requested by the City of Sunshine.
9. Comparables in the general area of the City of Sunshine are acceptable; as long as adjustments are made up or down to reflect the differences in property values when the comparables are not located in the immediate vicinity of the City of Sunshine.

10. Site value adjustments absolutely must be made for any comparables that are not located in a floodplain when the subject property is located in a floodplain. Other adjustments for lot size, improvements, basements, etc. will be made as usual.
11. The estimated site value must be shown clearly somewhere on the appraisal in addition to the indicated value by sales comparison approach/(FMV). Any kitchen equipment (i.e., refrigerator) that is typically moved by the occupant upon departure should not be included in the final value of the property.
12. All appraisals must show clearly the estimated Fair Market Value (FMV).

The selected appraiser will be responsible for contacting each property owner to schedule the appraisal and gain access. Contact names and telephone numbers of property owners will be provided by the city. Completed appraisals should be submitted to the city as they are finished.

### **TIME FRAME**

In your bid please include an estimated time frame for the completion of these appraisals follow the bid opening date and the award of an appraisal services contract. This will definitely be given consideration in the selection of a firm. It is preferable that appraisals be submitted to the city as they are completed (rather than all at-once), to allow other professional services to begin their respective work on these properties.

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

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-four (24). The city will pay for all appraisals conducted, but will not order appraisals for those property owners who withdraw. Thus, the appraisal bid should be on a unit basis. The city will pay for all appraisals actually conducted.

### **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. Please total your fees at the bottom, for all twenty-two (22) residential properties and two (2) vacant lots.

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

1. State of Missouri Board Appraisal Certification or Licensed
2. Licensed to conduct business in the State of Missouri and the City of Hannibal by the Missouri Secretary of State's Office and by the City of Hannibal, respectively.
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:

Re: Residential Flood Buyout Appraisal  
City of Sunshine  
Attention: City Clerk's Office  
320 Rain Cloud Street  
Hannibal, MO 63401

To be considered, bids must be received by Thursday, October 13, 2011 at 2:00 p.m. Bids will be opened Thursday, October 13, 2011 at 2:00 p.m. in the City Council Chamber at Sunshine City Hall; 320 Rain Cloud Street; Sunshine, MO 63001.

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. Questions regarding this Request for Proposals shall be made to City Manager Grants R. Us at 573-221-0111.

#### **MEANS OF SELECTION**

The city will select the lowest or best bid, subject to approval by CDBG and SEMA program procurement regulations. The following items will be given priority weight when selecting an appraiser:

1. Cost
2. Ability to complete project in a timely manor
3. Licensed to conduct business in the State of Missouri, City of Sunshine, and Missouri State Board Certified or Licensed
4. The firm's proximity and familiarity with the area and real estate market
5. Past record of performance of the firm with respect to factors as accessibility to clients, quality of work, and ability to meet schedules
6. Specialized experience and technical competence of the firm
7. References for related work within the past five (5) years

#### **OTHER**

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 is a new state law beyond the city's control.

The City of Sunshine requires a city business license be obtained prior to any work commencing. The cost of this license is \$100.00.