

**REQUEST FOR QUALIFICATIONS FOR LICENSED REAL ESTATE
APPRAISERS TO ASSIST IN THE PURCHASE OF SINGLE-FAMILY HOMES
ACQUIRED UNDER THE NEIGHBORHOOD STABILIZATION PROGRAM**

Purpose of Request for Qualifications

The Housing Authority of Newnan (HAN) is a Sub-Recipients for the Neighborhood Stabilization Program administered by the City of Newnan for Coweta County. Some of the activities in this program involves the acquisition, rehabilitation and resale of abandoned and foreclosed properties and the construction of new homes. These properties must be sold to low, moderate and middle income families whose household income is at or below 120% of the area median income for the county in which the property is located. HAN is looking to engage qualified Appraisers to conduct an analysis of the properties and provide appraisal reports. This solicitation is designed to enable HAN to develop a pool of Appraisers best suited to provide the services at the most competitive cost. Selection will be made by HAN and City of Newnan's staff, and HAN reserves the right to reject any or all responses not deemed acceptable. Selection will be based on the qualifications of the Appraiser to perform the services outlined below as well as on the estimated fees provided in the response. Inclusion in the pool will be granted to those Appraisers deemed to be most responsive and responsible.

QUALIFICATIONS OF APPRAISER:

The inspector must possess the following minimum qualifications. Responders who do not meet these qualifications will not be considered.

1. Has a current State of Georgia Appraisal license in residential real estate.
2. Has a minimum of five years of residential, single-family real estate appraising.
3. Has a comprehensive working knowledge of the Coweta County real estate market.
4. Has a detailed working knowledge of the residential single-family foreclosure market in Coweta County.

ROLE OF APPRAISER:

The HAN seeks an Appraisal Services Firm to assist the them in carrying out its program of constructing new and acquiring, repairing, and selling foreclosed homes in priority areas of Coweta County.

The appraiser must, at a minimum:

1. Provide an appraisal meeting the definition of an appraisal found at 49 CFR 24.2(a) (3).
2. Afford the property owner or the owner's designated representative the opportunity to accompany the appraiser on the inspection of the property.
3. Perform an inspection of the subject property. The inspection should be appropriate for the appraisal problem, and the scope of work should address:
 - The extent of the inspection and description of the neighborhood and proposed project area,
 - The extent of the subject property inspection, including interior and exterior areas,

- The level of detail of the description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, the remaining property),
4. In the appraisal report, include a sketch of the property and provide the location and dimensions of any improvements. The appraisal report should also include adequate photographs of the subject property and comparable sales, and provide location maps of the property and comparable sales.
 5. In the appraisal report, include items required by the acquiring agency, including but not limited to the following:
 - Property right(s) to be acquired, e.g., fee simple, easement, etc.,
 - Value being appraised (usually fair market value), and its definition,
 - Appraised as if free and clear of contamination (or as specified),
 - Date of the appraisal report and the date of valuation,
 - A realty/personality report as required by 49 CFR 24.103(a)(2)(i),
 - Known and observed encumbrances, if any,
 - Title information,
 - Location,
 - Zoning,
 - Present use, and
 - At least a 5-year sales history of the property.
 6. In the appraisal report, identify the highest and best use. If highest and best use is in question or different from the existing use, provide an appropriate analysis identifying the market-based highest and best use.
 7. Present and analyze relevant market information. **(Specific requirements for market information should be included in the agency's appraisal procedural manual and should include research, analysis, and verification of comparable sales. Inspection of the comparable sales should also be specified.)**
 8. In developing and reporting the appraisal, disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired or by the likelihood that the property would be acquired for the project. **(If necessary, the appraiser may cite the Jurisdictional Exception or Supplemental Standards Rules under USPAP to ensure compliance with USPAP while following this and other Uniform Act requirements.)**
 9. Report his or her analysis, opinions, and conclusions in the appraisal report.

ADDITIONAL REQUIREMENTS FOR A SCOPE OF WORK:

INTENDED USE AND USER:

This appraisal is to estimate the fair market value of the property, as of the specified date of valuation, for the proposed acquisition of the property rights specified (i.e., fee simple, etc.) for a Federally assisted project.

The intended user of this appraisal report is primarily the acquiring agency, but its funding partners may review the appraisal as part of their program oversight activities.

DEFINITION OF FAIR MARKET VALUE:

This is determined by State law, but includes the following:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, each acting in what he or she considers his or her own best interest;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

CERTIFICATION:

The appraisal shall include a certification of the appraiser.

ASSUMPTIONS AND LIMITING CONDITIONS:

The appraiser shall state all relevant assumptions and limiting conditions. In addition, the acquiring agency may provide other assumptions and conditions that may be required for the particular appraisal assignment, such as:

- The data search requirements and parameters that may be required for the project.
- Identification of the technology requirements, including approaches to value, to be used to analyze the data.
- Need for machinery and equipment appraisals, soil studies, potential zoning changes, etc.
- Instructions to the appraiser to appraise the property "As Is" or subject to repairs or corrective action.
- As applicable include any information on property contamination to be provided and considered by the appraiser in making the appraisal.

The selected Appraisal Services Firm will work at the direction of the HAN. Needed appraisal services will be requested on an "as-needed" basis.

OTHER RELATED INFORMATION:

1. Contractor must agree to provide the HAN with timely appraisal services.
2. Contractor will agree to utilize a commonly-accepted uniform Appraisal format for all full Appraisals.
3. Contractor will provide a streamlined format to the HAN (to be approved by HAN) for the provision of limited Appraiser's Opinion of Value, which is a very limited Appraisal.
4. The Appraiser shall be available at times and locations determined by the HAN to discuss the range and scope of needed Appraisal Services.

5. The Contractor will be providing Appraisal Services to the HAN for foreclosed homes to be acquired, repaired, and sold to low, moderate, and middle income families or for new construction, if applicable.

AVAILABILITY OF CONTRACTOR PERSONNEL:

1. Contractor shall specify the name(s) and experience of each person who would perform the items identified in the scope of services, herein.
2. Whenever possible, the County would prefer one (1) person to be assigned to conduct all activities. In lieu of one person to perform all services, HAN will accept one (1) lead person as a Coordinator to work as the liaison with the HAN Program, and to supervise the work of the other employees, or agents of the Contractor.
3. Section 3 Plan information must be provided as a part of the Contractor's response to this RFP.

CONTRACTOR PRICING

1. Contractor shall provide a price for each item specified on the Bid Schedule which is included with this document.
 - A) Price shall be inclusive of all costs incurred by the Contractor. No separate reimbursements for travel or other costs are permitted.
 - B) Price will be the primary factor in the award process, but bidder qualifications, experience, and responsiveness are important.
2. HAN reserves the right to reject any or all bids, to waive technicalities, and to award to the lowest, most responsive bidder, as deemed in the HAN and City of Newnan's best interest.

RESPONSE DATE

One original copy of the submittal must be delivered to the Housing Authority of Newnan, Attention: NSP (Sandra Strozier), 48 Ball Street, GA 30263.

This RFQ is open ended as program income continues to provide revolving funds as each house is sold. Any submittal may be withdrawn or modified prior to acceptance.

Administrative Guidance

This RFQ is designed to provide interested respondents with basic information needed to submit a response that will meet the minimum requirements. It is not intended to limit a response's content or exclude any relevant or essential data. Respondents are encouraged to expand upon the minimum requirements of the RFQ. HAN may award a contract based on the responses received without further discussion of such responses. Neither HAN nor City of Newnan will be responsible for any costs associated with the preparation of responses to this RFQ. If you should have any questions about this RFQ, please contact Sandra M. Strozier at (770) 683-8237, sstrozier@numail.org.

Required Submittals

A complete response shall be submitted containing the following items:

1. Cover Letter – A cover letter summarizing the offer being proposed to HAN and the Appraiser’s commitment to the program and time schedule.
2. Name and contact information (including contact person and email address) of the organization submitting the response.
3. Specific Details of Proposed Services
 - a. Evidence of each of the qualifications listed under Qualifications of Appraiser, including but not limited to copies of licenses and certificates of insurance.
 - b. A detailed description of experience in residential appraisal services.
 - c. A description of your firm including numbers of professional and support staff, respectively.
 - d. Proposed turn-around time for completion of the appraisal after receipt of request for an appraisal.
 - e. Three references with contact information.
 - f. Proposed rate per appraisal.
4. Disclosure of any business or familial relationship with members of HAN or City of Newnan Council members or staff.
5. Any additional information the respondent feels will strengthen the submittal
6. Contractor affidavit under O.C.G.A. § 13-10-91(b)(1)
7. The following statement -

“The undersigned hereby certifies/certify that the information contained in this response is true, complete and correct to the best of my/our knowledge.”

Signed _____

Date _____

Signed _____

Date _____

Evaluation Criteria

Each respondent should follow the above required format. All submittals will be carefully considered by HAN and City of Newnan staff and will be rated according to the following criteria:

Experience in appraising properties of this type. (10 points)

Ability to perform on a timely basis. (10 points)

Compensation being requested. (10 points)

Other attributes deemed appropriate (0-5 points)

Total possible points = 35

This numerical representation will indicate, based on the responses submitted, the best qualified, most responsive and most responsible proposer.

HOWEVER, HAN ACKNOWLEDGES THAT THERE MAY BE SOME SUBJECTIVITY IN EVALUATION OF THE LISTED CRITERIA. EVERY EFFORT WILL BE MADE BY HAN OR ANY PANEL OF JUDGES TO BE IMPARTIAL AND FAIR IN THE EVALUATION PROCESS. NOTWITHSTANDING THE ABOVE, HAN RESERVES THE RIGHT TO REJECT ANY OR ALL RESPONSES.

BID SCHEDULE

PRICES TO PERFORM SERVICES

WORK ITEMS

COST

- | | |
|---|----------|
| 1. Uniform Appraisals for Single-family Residential Homes | \$ _____ |
| 2. Appraiser's Limited Opinion of Value -- Not a Full Appraisal (Similar to a Broker's Opinion of Value) | \$ _____ |
| 3. Provision of Technical Assistance on Home Values (State Whether Cost is an Hourly Rate or a Per Unit Rate) | \$ _____ |

REFERENCES

HAN requests a minimum of THREE (3) references where work of a similar size and scope have been completed.

1. COMPANY NAME _____
BRIEF DESCRIPTION OF PROJECT _____

COMPLETION DATE _____
CONTACT PERSON _____
PHONE NUMBER _____

2. COMPANY NAME _____
BRIEF DESCRIPTION OF PROJECT _____

COMPLETION DATE _____
CONTACT PERSON _____
PHONE NUMBER _____

3. COMPANY NAME _____
BRIEF DESCRIPTION OF PROJECT _____

COMPLETION DATE _____
CONTACT PERSON _____
PHONE NUMBER _____

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

This certification is required by the HUD regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- 6.. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Signature: _____ Date: _____

Typed Name: _____

Typed Title: _____

Corporate Seal (where appropriate)

Date: _____

State of: _____

County of: _____