**City of Hendersonville, NC**

**Request for Statements of Qualification # \_[Insert RFP # Here]\_\_**

**Real Estate Appraisal and Acquisition Services for [Insert Project Name Here]**

**Date Issued: [Insert Date of Issuance Here]**

**Bid Opening Date: [Insert Date of Opening Here]**

**Direct all inquiries concerning this RFP to:**

**[Insert Name of City Contact Person]**

**[Insert Title of City Contact Person]**

**[Insert Email Address of City Contact Person]**

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# I. Project Description

Responding firms should be licensed North Carolina Real Estate Appraisers

The City intends to contract with one qualified firm to provide real estate appraisal and acquisition services related to [Insert project name here]. [Insert a high level project description here. Be sure to reference any additional attachments in this section as well as the anticipated start date. Also, describe whether or not the City has a Licensed Professional Land Surveyor under contract for the project].

[In a new paragraph, include a short description of acquisition requirements related to the fund source used for this project.]

The scope of services includes, but is not limited to the following: [Enter a bullet point list of all known required services. Possible service examples are listed below.]

* Prepare appraisals for real property or utility easements to be acquired by the City as required for the project.
* Provide acquisition support.
* Provide litigation support including expert testimony in condemnation cases, as needed.

**SPECIAL NOTE: Responding firms should be licensed North Carolina Appraisers. [Add any other required licenses here.]**

# II. Statements of Qualification

The format of the SOQs shall be submitted per the responding firm’s judgment. In general, SOQs shall be organized in a manner that will facilitate the evaluation of the responding firm and should specifically address each evaluation criteria. Additional information beyond what is listed for each criterion in the preceding section that is deemed relevant may also be submitted. **The SOQ shall be no more than 20 pages in total length.**

**Firm Information:**

* Firm name.
* Address of principal office where work will be performed.
* Phone number, website and e-mail information.
* Name and information of the individual who will be the City’s primary contact and project manager.

**Proposed project team qualifications:**

* A summary of the firm’s proposed team to be assigned and their expected roles for the subject project.
* A brief overview of each team member’s knowledge and experience, including a copy of any licensing documentation. If proposals include subcontracting with other firms or individuals, provide similar information for each subcontractor.
* Provide a summary of appraisals which have been completed for any governmental or utility entity by the individual or firm, including information on the size and type of property (residential, commercial, industrial) and the time it took to complete the appraisal.
* Provide a listing of all testimony provided in court cases or depositions, including the name of the court and outcome of the case, including whether you were recognized as an expert witness.

 **Project Approach and Management:**

* Provide a detailed description of your approach and process for completing appraisals. Include a response to the preliminary scope and identify key risks, challenges and concerns anticipated and any mitigation steps to achieve successful on-time delivery.
* Provide an outline of how you would approach open space, greenway, right-of-way, and other use restricted properties or portions of properties which may be difficult to appraise or for which comparable properties may be difficult to locate.
* Describe the tools and processes your firm uses to provide preliminary time and budget estimates.

**References:**

* Provide the names, addresses, phone numbers, and email addresses for at least five government or utility employees for which you or your firm have provided appraisals, including a summary of the types of appraisals provided.

**Fee Schedule:**

* Submit an hourly billing rate schedule for all personnel who will provide professional services for this project, which rate shall be guaranteed for at least one year.
* Submit a unit price for appraisals based on type of property or utility easement or size of property, which price shall be guaranteed for at least one year.

# III. Evaluation Criteria

Primary evaluation criteria and anticipated weights the City intends to utilize to select the firm are listed below [Adjust this criteria associated weights as desired.]. The City reserves the right to alter this criteria and weights assigned throughout the selection process. Representatives of the City will read, review and evaluate the qualifications independently based on the evaluation criteria.

The following factors will be used in the initial evaluation process:

1. Project Team Qualifications (40 points possible):
	* Experience in providing similar services of comparable size and complexity.
	* Appropriate experience and technical qualifications of the proposed team to provide services as described herein.
	* Recent experience of the project team providing real estate appraisal and acquisition services for utility or other linear projects.
	* Litigation experience in condemnation cases.
2. Project Approach and Management (20 points possible):
	* Organizational structure of the proposed team - defined line of communication and clearly defined roles for personnel.
	* Ensure that the proper approaches are used for the project.
	* Ensure the deliverables are accurate, thorough, and delivered on time.
3. References (15 points possible)
	* Favorable responses from project references.
4. Fee Schedule (20 points possible)
	* Rates and fees are reasonable and provide value.
5. Proximity to Hendersonville, North Carolina (5 points possible).
	* Firms with a principal office within an hour of Hendersonville NC will receive full points.

SOQs shall be submitted in PDF format via e-mail. Submissions must be emailed to [Insert Contact Person Name], [Insert Contact Person Title], Hendersonville, NC at [Insert Contact Person Email Address] by [Insert Due Time in HH:MM AM/PM Format] local time on [Insert Day of Week of Due Date], [Insert Month and Day of Month Due Date], [Insert Year of Due Date]. SOQs received after this deadline will not be considered. PDF files must contain the signatures of company representatives who are authorized to execute documents on behalf of the firm. Questions regarding this request should be directed to [Insert Contact Person Name] (email only) and will be accepted until [Insert Due Time in HH:MM AM/PM Format] local time on [Insert Day of Week of Due Date], [Insert Month and Day of Month Due Date], [Insert Year of Due Date].

Maintaining the integrity of the RFQ process is of paramount importance for the City. Please do not contact members of the City or their staff regarding this contract until the award is presented for approval, other than the City’s designated contact person.

The selected firm will be notified by telephone or e-mail on or before [Insert Day of Week of Due Date], [Insert Month and Day of Month Due Date], [Insert Year of Due Date] and will be expected to enter into an agreement with the City as soon as possible after notification. In the event an agreement cannot be negotiated with the selected firm, negotiations with that firm will be terminated and initiated with the next best qualified firm.

The City reserves the right to select and enter into an Agreement with firm in the City’s opinion will best serve the Project. The City will compensate the firm for services provided on a time and materials basis in accordance with an agreed upon rate schedule.

The City accepts no responsibility for expenses incurred during the preparation or delivery of SOQs. The City reserves the right to: reject any and all statements of qualification, select the firm most qualified for the referenced work, waive technical errors and informalities, and to accept the statement of qualification, which, in its sole judgment, best serves the public interest. In the event of limited response, the City also reserves the right to extend the submittal deadline as appropriate in order to assure a competitive procurement process.

It is the policy of the City that all original documents, reports, studies and other data produced as a direct result of the services performed under the contract shall become the property of the City. Copyrighting of material produced as a result of the services performed shall be in the City’s name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the City as a licensed user and shall provide the City with one complete copy of the licensed material.

It is the practice of the City to provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit discrimination against persons or businesses in pursuit of these opportunities. The City is an Equal Employment Opportunity Employer.

# IV. Attachment A: [Where Applicable]