



Solicitation Information

18 March 11

Continuous Recruitment # 8

TITLE: Real Estate Appraisal Services (MPA # 361)

Submission Deadline: Continuous Recruitment through 31 Aug 11

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **10 Aug 11 at 12:00 Noon (EDT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No BOND REQUIRED: No
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Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects

Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.

NOTE TO VENDORS:

No offer will be considered that is not accompanied by a completed and signed Bidder Certification Cover Form.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Real Estate Appraisal Services

The Dept. of Administration, Division of Purchases, is seeking to create a list of qualified real estate appraisers, under a Master Price Agreement, for a maximum 5 year contract term. Services will be requested on an as needed basis by any state agency requiring real estate appraisal services. State agencies requiring appraisal services will attempt to solicit pricing from up to three qualified vendors under this MPA. Agency selection will be based upon vendor availability and price.

MPA# 361 will be issued for a maximum 5 year term. As other vendors qualify during the continuous enrollment period, they will be added to the approved vendor list for the balance of the original 5 year term.

Vendors originally qualified to perform services under this MPA must notify the Division of Purchases, immediately, in writing, if they no longer meet the qualifications listed as a condition of service. Inclusion on the qualified vendor list under Master Price Agreement # 361 is no guarantee of income.

This solicitation, and subsequent award, is issued in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which is available on the internet at www.purchasing.ri.gov.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The “Official” time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.mbe.ri.gov. To speak with an M.B.E. Officer, call (401) 574-8253.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

Qualifications and Scope of Work

Property Appraisal Reports

Property Appraisal Reports must be conducted by an individual who holds one of the following State of Rhode Island, Department of Business Regulation (DBR) certifications, licenses or qualifications:

1. Licensed Residential Real Estate Appraiser,
2. Certified Residential Real Estate Appraiser
3. Certified General Real Estate Appraiser
4. Any of the above licenses or certifications plus successful completion of the 16 hour seminar - [Uniform Appraisal Standards for Federal Land Acquisitions](#) *

*The federal seminar requirement would only pertain to those appraisal assignments that are needed for DEM's federally funded projects so the federal seminar qualification requirement is on an as needed or, as required basis.

The specific qualifications of the staff assigned to any particular appraisal are subject to both the property appraisal type (e.g. residential, commercial) and the decision of the Department of Administration (DOA)

The property appraisal will consist of a narrative report including the appraiser's description of the physical characteristics of the property and comparables obtained from reliable data sources. **There will be a thorough interior and exterior inspection of all buildings (if applicable).**

The Appraisal Report must meet the Uniform Standards of Professional Appraisal Practices (USPSP) as established by the Appraisal Standards Board. Reports may be Self-contained, Limited, or Restricted format and may be required to be reported in a Complete or Summary report.

Reports shall, at minimum consist of a letter of transmittal; summary of important conclusions, regional analysis, neighborhood analysis; description of the site; description of any and all improvements; highest and best use analysis; zoning analysis; tax analysis; statement of ownership; property rights appraised; scope of the appraisal; one or more of the following: cost approach, income approach, direct sales comparison approach utilizing comparable sales on the comparison grid; reconciliation; description of the appraisal process, definition of market value; certification; contingent & limiting conditions; interior and exterior photos of the subject property; exterior photos of all comparable sales used; comparable sales location map; sketch of subject property showing layout; flood map if in print and qualifications of the appraiser and reviewer.

Formats pre-approved in writing by State Agency requesting services that satisfy the above requirements may be used for the appraisal report.

All reports submitted under this Master Price Agreement must include a copy of the Appraiser's State certification.

PROPERTY APPRAISALS
DEM Specific Projects

Summary of work:

To conduct appraisals for State land acquisition and conservation program, RI Department of Environmental Management. Work includes appraising parcels of land usually to be acquired by the State for open space preservation. Typical parcel may include riverfront/waterfront, combinations of forest land, wetlands, and agricultural fields. Appraisal of life estates, conservation easements, development rights, timber value, and other varied easements may be requested. Requests for appraisals of rental property or commercial property may also be requested.

Requirements:

1. Appraiser must be certified by the State of RI as a General Appraiser
2. All appraisals must meet the Uniform Standards for Land Acquisitions, Based Upon the Federal Standards and USPAP Guidelines
3. All appraisals are subject to review and approval by the RI Department of Environmental Management
4. Appraisals may be subject to review and approval by federal agencies including the US Fish and Wildlife Service and the National Park Service.
5. Complete Self Contained Reports must be completed within eight weeks, unless otherwise agreed to by the State.
6. Complete Summary Reports must be completed within six weeks, unless otherwise agreed to by the State.
7. Time requirements for other appraisal reporting formats will be by mutual agreement.

Proposals should include:

1. Rates for:
 - a. Complete Self Contained Reports
 - b. Complete Summary Reports
 - c. Limited Summary Reports
 - d. Per hour rate for addendums, amendments, appraisal reviews, or consultations.
2. List of three recent (within the last 3 years) client references.
3. Copy of State Certification.

Note:

- a. Failure to provide list of three recent client references (within the last three years), or failure to provide copy of State Certification with the bid, shall result in rejection of the bid.

Questions and Qualifications Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **20 May 11 at 12:00 Noon (EDT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Responses (**an original plus two (2) copies**) should be mailed or hand-delivered in a sealed envelope marked "**CR#8 - Real Estate Appraisal Services**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time may not be considered.

Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

RESPONSE CONTENTS

Responses must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.ri.gov>)
2. A statement of experience describing the Vendor's background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation. Copy of State Certification must be included.
3. A completed and signed W-9, available from the RI Division of Purchases Internet home page