

The City of Portland, Tennessee

REQUEST FOR PROPOSALS

Sealed proposals for **REAL ESTATE APPRAISAL SERVICES** for the City of Portland, Tennessee will be received in the (temporary location) Portland City Hall Business Office at 107 N. Broadway, Portland, Tennessee, **until 4:30 PM on October 23, 2020.**

Any questions regarding this Request for Proposal should be directed to Bryan Price at 615/325-6776 ext. 626, or emailed to: bprice@cityofportlandtn.gov.

All interested appraisers/appraisal firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposal.

Mike Callis,
Mayor

Submittal Signature for:
REAL ESTATE APPRAISAL SERVICES

The firm submitting this proposal is required to submit those items listed in this RFP in full as a part of the proposal package.

Failure to submit any of the documents listed below with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitation, condition or provision not requested, may be cause for rejection of your proposal.

By signing the form below, the authorized representative affirms that the information contained in this document is true and accurate, and that the firm indicated below is capable of providing services as described in their response to this RFP.

COMPANY NAME	TELEPHONE NUMBER
AUTHORIZED REPRESENTATIVE (PRINT)	TITLE
AUTHORIZED SIGNATURE	DATE

GENERAL SPECIFICATIONS FOR REAL ESTATE APPRAISAL SERVICES

The City of Portland, Tennessee is seeking proposals from local real estate appraisers/appraisal firms to perform appraisals as needed. It is the intent of this RFP to have the successful appraiser/appraisal firm enter into a Professional Services Contract with the City to supply appraisal services as outlined herein.

A. SCOPE OF SERVICES

The successful appraiser/appraisal firm shall agree to contract with the City to provide the following:

- Services required involve appraisal of real property according to industry standards;
- Coordinate the work with real estate professionals, utility companies, and public works departments as applicable;
- Handling all other customary activities and services associated with real estate appraisals.

Services may include consultation with City staff and City Councilmembers relating to the appraisal of real estate. Presentations at public meetings may be required.

B. QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of Tennessee and any other licensing boards that apply.
- Must have an excellent reputation in the appraisal industry.
- Must be knowledgeable of the local real estate market and have experience with small and large commercial properties.
- Must be knowledgeable in the use of public real estate records.

C. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers compensation where applicable. The successful contractor must provide original certificates prior to commencing services.

D. FEE SCHEDULE

The proposed fee schedule shall include the following items:

- State the fee structure for each type of appraisal.
- State any other costs the City of Portland may anticipate relative to the appraisal services to be provided.

Payments to the successful appraiser/appraisal firm will be based on actual services received.

E. TERM OF CONTRACT

The contract period for the successful appraiser/appraisal firm will be for two (2) years from the date of award. The contract may be renewed for additional terms upon satisfactory performance by the appraiser/appraisal firm, and at a negotiated fee structure agreed to in writing by both the appraiser/appraisal firm and the City of Portland.

F. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the City of Portland to award a contract. The City reserves the right to postpone receipt date, accept or reject any or all proposals received in response to this RFP, or to negotiate with any of the appraisers/appraisal firms submitting an RFP, or to cancel all or part of this RFP.

G. ORAL PRESENTATION/INTERVIEWS

Appraisers/Appraisal firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

H. SELECTION CRITERIA

Selection of an appraiser/appraisal firm will be made based on the following criteria:

1. Ability of the appraiser/appraisal firm to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications and references;
3. Knowledge of local real estate market, local utilities, and condemnation processes.
4. Excellent reputation;
5. Fee schedule; and
6. Completeness of response to RFP as outlined in this solicitation.

I. RFP SUBMITTAL REQUIREMENTS

By submitting a proposal, you represent that you have

- (1) thoroughly examined and become familiar with the scope of services outlined in this RFP, and
- (2) are capable of performing quality appraisal work to achieve the City's objectives.

The following information must accompany your proposal:

1. List of years in the business and previous names of the firm, if any.
2. Description of your appraisal firm including: size, location, number and nature of the professional staff to be assigned to the City of Portland, and staff's experience and training. Include a brief resume for each key staff person listed.
3. Describe your experience (must have a minimum of five years previous experience with proven effectiveness) or that of your firm in pertinent appraisal experience.
4. Experience in assisting similar size entities, including any services for government agencies.

5. List of at least three references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
6. Additional services offered through your firm, if any.
7. Listing of current litigation, outstanding judgments and liens, if any.
8. List any experience in court testimony or presenting of evidence, specifically in condemnation(s), in support of your appraisal(s), if any.
9. Fee schedule:
 - State your basis of fee structure; and
 - State any other costs the City of Portland may anticipate relative to the appraisal services to be provided.