



Redevelopment Authority of Allegheny County

Request for Proposals
Appraisal Services – Allegheny County Wide
December 2016

Redevelopment Authority of Allegheny County
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219

OBJECTIVE

The Redevelopment Authority of Allegheny County (“RAAC”) is issuing a Request for Proposals (“RFP”) from consultants or professional organizations (“Professionals”) to provide appraisal services (“Services”) for properties going through the Allegheny County Vacant Property Recovery Program and other properties (collectively, “Properties”) as assigned by RAAC.

PROJECT CONTEXT

RAAC operates the Allegheny County Vacant Property Recovery Program (“the Program”), through which RAAC acquires vacant, tax delinquent lots and structures and conveys them to applicants who have developed a plan for the property and demonstrated the capacity to implement it. The Program currently operates in 66 municipalities throughout Allegheny County. Additional municipalities may join the Program on an ongoing basis. The Program does not operate in the City of Pittsburgh.

RAAC is required by Pennsylvania law to obtain an appraisal of each property that goes through the Program. The appraised value of the property forms the basis of RAAC’s sales agreement with an applicant and also determines the amount of funds that RAAC must deposit into court in order to acquire the property.

RAAC generally expects to order approximately 80 appraisals per year and to place orders monthly; however, this amount and frequency may increase or decrease significantly based upon applications received by the Program and is not guaranteed. The majority of properties that go through the Program are vacant lots, but many contain vacant structures.

RAAC generally does not own the Properties at the time that RAAC requests an appraisal, and as such the Professional will typically be prohibited from entering onto or into Properties when performing the Services, unless expressly authorized by RAAC. Professionals may not contact record owners to request entry or to gather information about the property. Interviews are not to be a part of the appraisal process.

The Professional may be required to testify at hearings or other legal proceedings in association with their Services. The Professional must be comfortable and confident in providing Services under these conditions.

RAAC invites Professionals to submit documentation of the qualifications and expertise they would utilize to perform the requested Services. This information, as well as other information provided to RAAC in the Proposal submitted in response to the RFP (“Proposal”), will serve as the basis for selection and negotiations.

Final responsibility for the selection of one or more Professionals rests with RAAC. The Professional will be engaged to undertake the agreed-to Services, and agreement will be reached on the project strategy, schedule, and other related matters.

WORK REQUESTED

The Services must be performed by a Professional who is a certified real estate appraiser in the Commonwealth of Pennsylvania and conducted in accordance with all applicable standards of professional appraisal practice. The Services shall include:

- An appraisal report that meets all applicable standards of professional appraisal practice.
 - Reports must clearly and accurately identify the subject property, include a current photograph of it and map of its location, and clearly identify the comparable sales that form the basis of the determination of value.
 - The report must be based on an in-person visit to the property; however, as noted above RAAC generally does not own the Properties at the time that RAAC requests an appraisal, and as such the Professional will typically be prohibited from entering onto or into Properties when performing the Services, unless expressly authorized by RAAC. Professionals may not contact record owners to request entry or to gather information about the property. Interviews are not to be a part of the appraisal process.
 - RAAC anticipates that appraisals will typically be based on the sales comparison approach.
- Court services as needed.
- Other items as necessary to accurately and successfully provide an appraisal.

RAAC requires that all appraisals be completed within 30 days; however, RAAC will occasionally order high priority appraisals that require turnaround within one week at no additional cost to RAAC.

PROPOSAL SUBMISSION

The deadline for submitting a proposal in response to this RFP is January 20, 2017 at 4:00 p.m. Responses to the RFP that are not received in the RAAC office prior to the time and date specified will be considered late. **LATE RESPONSES WILL NOT BE CONSIDERED.**

Proposals shall be submitted to:

Julie Collins
Redevelopment Authority of Allegheny County
112 Washington Place
One Chatham Center
Pittsburgh, PA 15219
Email: Julie.Collins@alleghenycounty.us

To be considered, a professional shall submit a complete response to this RFP. RAAC encourages creative and innovative submittals that are compatible with local rules and

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regulations. Submittals shall be comprehensive, straightforward, and accurate, and shall contain a concise delineation of the professional's capability to deliver the proposed activities.

The professional shall submit one (1) original and one (1) copy of all documents required as part of the RFP. Submissions must be hand delivered or delivered by postal or delivery service by the time indicated above; e-mail or electronic delivery will not be accepted.

It is the professional's sole responsibility to read and interpret this RFP and the written instructions contained herein.

Questions about the RFP or requests for additional clarification may be submitted, in written form only, to Julie Collins at Julie.Collins@alleghenycounty.us. Any questions must be submitted on or before **January 6, 2017**. Questions and answers, if substantive, will be sent to each party who received copies of the RFP provided that each party provides its name and e-mail address to Julie Collins at Julie.Collins@alleghenycounty.us. It is the responsibility of all parties submitting responses to the RFP to make inquiry as to the issuance of any questions and answers and to ascertain that all issued questions and answers have been received prior to submitting a Proposal.

Addenda to the RFP, if issued, will be sent to each party who received copies of the RFP provided that each party provides its name and e-mail address to Julie Collins at Julie.Collins@alleghenycounty.us. It is the responsibility of all parties submitting responses to the RFP to make inquiry as to the Addenda issued and to ascertain that all Addenda have been received prior to submitting a Proposal. All such Addenda shall become part of the RFP documents, and all respondents shall be bound by such Addenda, whether or not received by the respondents.

PROPOSAL REQUIREMENTS

In order to facilitate review by RAAC, please submit the proposal in keeping with the following format.

1) Letter of Transmittal

- Legal name, address, and status of the professional, along with the names and addresses of the individual principals with authority to legally bind the professional.
- Name, title, address, telephone, fax number, and e-mail address of the contact for the professional.
- Acknowledgement of receipt of any and all amendments to this RFP.

2) Overview of the Professional

- A concise description of the Professional including organizational structure, subsidiary companies, identification of principals or parent companies, length of time in business, office locations, number of personnel, and relevant experience.

- A list of any subcontractors that would be engaged by the Professional to perform any or all of the Services, their role, and their relevant experience and qualifications.
- Documentation of the Professional's relevant certification(s).
- A description of the steps the Professional would undertake when performing an appraisal as part of the Services.

3) Completion of the attached Allegheny County CDBG forms

- PL3/PL4 – Award Verification for Prime/Subcontractors (Attachment A)
- Agency / Prime Contractor / Subcontractor Verification (Attachment B)

4) Cost Estimate

- All proposals shall include flat-rate cost estimates for each service listed on Attachment C. Professionals may bid on any or all services listed.
- The flat rate cost must include travel, parking, materials, and all other costs associated with performing the particular service.

5) Sample Reports

- Two (2) sample appraisal reports, including one of vacant land and one of a structure.

EVALUATION CRITERIA

The following criteria will be considered in evaluating firms for potential selection.

1) Experience

- Experience in similar projects, including appraising vacant land and vacant and blighted residential, mixed use, and commercial properties throughout Allegheny County.

2) Qualifications

- Qualifications of the project team members;
- Qualifications of the subcontractors, if any; and
- Overall supervision of the project team members and any subcontractors.

3) Cost Estimate Breakdown

- Cost breakdown of the flat rate cost for each service on Attachment C.

4) Minority/Women/Disabled and Veteran's Owned Business Enterprise (M/W/DBE&VOSB) Participation

- RAAC has established a goal of having thirteen percent (13%) MBE participation and two percent (2%) WBE participation for all projects funded by RAAC. Proposals should indicate a commitment to meet or exceed RAAC's goals.
- RAAC has established a goal of having five percent (5%) participation by Veteran-Owned Small Businesses (VOSBs) in all contracts for goods and services which utilize funds provided by or through the RAAC. Proposals should indicate a commitment to meet or exceed RAAC's goals.

REVIEW AND SELECTION PROCESS

RAAC will review all Proposals to identify those that in its judgment are most qualified and advantageous for its purposes. The review may include a request for additional information, interviews, and negotiations, including negotiations regarding cost, with submitting Professionals. RAAC may also request more detailed project information, including but not limited to the Professional's financial information and a project pro forma. All such information obtained will be used to determine which Proposal is most appropriate for working toward an agreement that is suitable for all parties.

RAAC intends to make a decision based upon information in the Proposals submitted by the Professionals, investigation of projects completed by the Professionals, performance in previous undertakings, and other pertinent factors. The selected Professional(s) will be chosen on the basis of the evaluation criteria outlined in the previous section. RAAC will make a determination after reviewing Proposals as to whether it will request interviews of candidates.

RAAC expressly reserves the right, in its sole discretion, to: (1) select a Proposal(s) that best meets the evaluation criteria and is most responsive to RAAC's objectives; (2) accept or reject any and all Proposals, in whole or in part, for any reason or no reason whatsoever; (3) alter, change or modify in any way the selection process or this RFP, at any time and without notice; (4) postpone or cancel the selection process for its own convenience at any time and without notice; (5) waive any defects, irregularities or nonconformities contained in any submitted proposals or responses to this RFP; (6) disregard all non-conforming, non-responsive or conditional proposals or responses to this RFP; (7) waive any submission requirements contained within this RFP or otherwise; (8) terminate this RFP at any time, without notice; and/or (9) issue a new RFP at any time.

Neither this RFP nor any part or aspect of the selection process shall in any way be deemed to create, constitute an offer for, or constitute an acceptance of an offer for, a binding contract or agreement of any kind between the RAAC and any Professional. If RAAC selects a Professional to provide the services described in this RFP, and RAAC deems said Professional to be capable, experienced and prepared, RAAC may enter into an agreement or agreements with said Professional as deemed appropriate by RAAC in its sole discretion. Response to this RFP indicates the interest of Professionals to be considered for such an agreement(s); however, RAAC shall be under no obligation to enter into any binding agreement or contract with any Professional as a result of this RFP, or as a result

of any subsequent negotiations or any other part or aspect of the selection process. RAAC reserves the right to terminate any and all discussions and negotiations with any Professional at any time prior to the execution of a formal, written agreement(s) between RAAC and said Professional. No legal or contractual rights or obligations between RAAC and the Professional will come into existence at any time; and no legal or contractual rights or obligations between RAAC and a Professional will come into existence unless and until a formal, written agreement(s) has been fully executed by both parties. The legal rights and obligations which will come into existence at such time shall be limited to those expressly set forth or incorporated by reference in said Agreement.

In the event that RAAC enters into an agreement with more than one Professional, RAAC will assign work to the Professionals based upon price, experience, and past performance. Failure to provide timely and accurate Services may result in fewer assignments and/or termination of the agreement.

GENERAL CONDITIONS

All Proposals, including attachments, supplementary materials, addenda, etc. shall become the property of RAAC and will not be returned.

The Professional, by submitting a response to the RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the RFP, RAAC's selection of a professional with whom it enters into negotiations, RAAC's rejection of any or all responses, and any subsequent Agreement that might be entered into as a result of the RFP.

The professional, its employees, contractors, and primary subcontractors will not discriminate against or segregate any person or group of persons on any unlawful basis in the appraisal of the properties assigned.

The professional selected will be required to abide by all County, State, and Federal regulations as apply to the appraisal of any Property.

NO REPRESENTATION OR WARRANTY

RAAC, its partners, consultants, contractors, employees, and officers are not responsible for any incomplete or inaccurate information that may be obtained from any source whatsoever regarding property data. All information contained herein is from sources deemed reliable, but no warranty or representation is made as to the accuracy thereof, and same is submitted subject to errors, omissions, or withdrawal without notice. Moreover, the information provided in this RFP, as well as in related reports and addenda by RAAC's representatives and consultants, is provided for the convenience of the professional only. The professional is responsible for verifying any and all information to their own satisfaction.

RAAC DISCRETION, NON-LIABILITY, WAIVERS AND HOLD HARMLESS

The Professional acknowledges, by submitting information and proposals to RAAC, that RAAC does not undertake and shall have no liability, with respect to the appraisal activities, the RFP, and responses thereto, nor with respect to any matters related to any submission by a Professional. By submitting a proposal in response to the RFP, the Professional releases RAAC from all liability with respect to the appraisal activities, the RFP, and all matters related thereto, covenants not to sue RAAC regarding such matter and agrees to hold RAAC harmless from any claims made by the Professional, or anyone claiming by, through, or under the Professional in connection therewith.

DIVERSITY

RAAC does not discriminate on the basis of race, color, creed, religion, disability, or sexual orientation. Furthermore, minority, women, and disadvantaged business owners are encouraged to pursue business opportunities with RAAC.

For information on the M/W/DBE Program, M/W/DBE Certification, and How to Obtain Business within Allegheny County, contact the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprise at (412) 350-4309, or review the information on the County of Allegheny web site at: <http://www.alleghenycounty.us/mwdbe/index.aspx>.

Allegheny County Economic Development
Federally- funded projects

Procurement Compliance / Bid Package Documents
AWARD VERIFICATION FOR PRIME/ SUBCONTRACTORS- PL3/ PL4

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED FOR ALL CONTRACTORS USED ON THE JOB.
ALL INFORMATION MUST BE FILLED IN COMPLETELY OR FORM MUST BE RESUBMITTED.

(Check One)

PL3- Award Notice for Prime Contractor _____

PL4- Award Notice for Subcontractor _____

To be filled out by Prime/ Subcontractor:

Company Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number () _____ Fax Number () _____ IRS ID # _____

Is Prime Contractor/ Subcontractor: MBE: Yes ___ No ___ WBE: Yes ___ No ___ DBE: Yes ___ No ___ VOSB: Yes ___ No ___

If your company is a MBE/ WBE/ DBE/ VOSB Company, are you currently certified with the County's Office of Minority & Women Business? Yes ___ No ___ Certification # _____ Expiration Date _____

Are you certified under the PAUCP? (PA Unified Certification Program) Yes ___ No ___

If yes, Certification # _____ Expiration Date _____

RACIAL / ETHNIC CODES: (CHECK ONE)

1. White American ___ 2. Black American ___ 3. Native American ___ 4. Hispanic American ___

5. Asian/Pacific American ___ 6. Hasidic Jews ___

Contractor Signature: _____ Date: _____

Print Name: _____ Title: _____

THIS PART IS TO BE FILLED OUT BY OPERATING AGENCY ONLY:

Project # _____ Actual Project Amount \$ _____

Project Name: _____ Project Location: _____

Construction Start Date: _____ Contractor Contract Award Date: _____

Contractor CDBG Contract Amount \$ _____

Contractor HOME Contract Amount \$ _____

Contractor ESG Contract Amount \$ _____

Agency Signature _____ Date _____

Print Name _____ Title _____

Attachment B

**Allegheny County Economic Development
Federally-funded projects
Procurement Compliance / Bid Package Documents
AGENCY / PRIME CONTRACTOR / SUBCONTRACTOR VERIFICATION**

THIS FORM MUST BE SUBMITTED FOR EVERY PRIME / SUBCONTRACTOR HIRED FOR THIS FEDERALLY- FUNDED PROJECT AND SUBMITTED TO THE AGENCY. THIS FORM IS TO BE SUBMITTED 10 DAYS AFTER CONTRACT IS AWARDED.

(Agency/Prime/Subcontractor Legal Name) _____ has an agreement with
(Prime/Subcontractor Legal Name) _____ to work on the
(Project Name) _____ located in the area of _____, PA.

If awarded the contract, the above Agency/Prime Contractor/Subcontractor intends to have a binding contract with the above Prime Contractor or Subcontractor to perform the following work:

(Provide Brief Description of the Type of Work Agreed Upon)

The contract dollar amount agreed upon by both parties is \$ _____.

The CDBG amount only, verified by the Agency, is \$ _____.

Agency's Authorized Signature: _____ Date: _____

Agency's Printed Name: _____ Title: _____

Prime Contractor's Authorized Signature: _____ Date: _____

Prime Contractor's Printed Name: _____ Title: _____

Subcontractor's Authorized Signature: _____ Date: _____

Subcontractor's Printed Name: _____ Title: _____

Exhibit C

Cost Estimate Breakdown

Appraisals	
Type*	Cost (All Inclusive Flat Rate)
Vacant Lot – Less than 1 Acre	
Vacant Lot – 1 Acre or Greater	
Vacant Residential Structure – 1 to 3 Units	
Vacant Residential Structure – 4 to 19 Units	
Vacant Mixed-Use Structure	
Vacant Commercial Structure	
Vacant Auxiliary Structure	

Court Services	
Rate per Hour	

*Costs for other types of appraisals would be negotiated per the terms of the agreement between RAAC and the Professional.