



REQUEST FOR QUALIFICATIONS

PROPERTY APPRAISAL SERVICES

RFQ #99-2013-13

**Prepared by
City of Seguin Purchasing Department**

February 1, 2013

RESPONSES DUE:

2:30 P.M., February 19, 2013

REQUEST FOR STATEMENTS OF QUALIFICATIONS

The City of Seguin (City) is soliciting statements of qualifications from qualified real estate appraisal service firms to provide Real Estate Appraisal Services for a variety of properties. Appraisals are required for the purpose of determining fair market values associated with land purchases, for temporary or permanent easement acquisition for the construction of improvements, and for right-of-way for road construction. To qualify for selection, respondents must be State Certified General Real Estate Appraisers certified by the Texas Appraiser Licensing and Certification Board.

Qualifications for these services will be accepted until 2:30 p.m. Central Standard Time on February 19, 2013, at the City of Seguin Municipal Building located at 205 N. River, P.O. Box 591, Seguin, Texas 78155. At 3:00 p.m. the name of all firms submitting a proposal will be read publicly but no contents of the statements will be disclosed. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the proposer's name and address and the following written information:

REQUEST FOR QUALIFICATIONS

Real Estate Appraisal Services

City of Seguin RFQ Package No. 99-2013-13

To be opened at 3:00 P.M., CST, Tuesday, February 19, 2013

The City reserves the right to reject any or all Statements of Qualifications and to waive informalities, and to negotiate with all firms submitting qualifications per the Texas Professional Services Procurement Act. The RFQ is available on the City's web site or may be obtained from the City of Seguin Purchasing Department.

Douglas G. Faseler, City Manager
CITY OF SEGUIN, TEXAS

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1. GENERAL INFORMATION

1.1. Introduction

The City of Seguin (City) is seeking responses from qualified real estate appraisal service firms with demonstrated professional competence and experience to provide Real Estate Appraisal Services for a variety of properties, for a period of one year with the option to renew for two additional one (1) year periods at the sole discretion of the City. Appraisals are required for the purpose of determining fair market values associated with land purchases, for temporary or permanent easement acquisition for the construction of improvements, and for right-of-way for road construction. The City is seeking qualified firms or individuals interested in providing appraisal services on an “as-needed” basis. Qualified individuals interested in providing such services are invited to submit responses to this Request for Qualifications (RFQ).

1.2. Definitions

The following definitions are used in this RFQ:

- “Consultant” means the firm selected from this RFQ.
- “Contractor” and “Consultant” may be used interchangeably.
- “Proposer” means a firm submitting a proposal in response to this RFQ.
- “City” or “Department” means the City of Seguin.

1.3. Scope of Services

1.3.1 The City, through the course of routine construction activities frequently needs to acquire easements, both temporary and permanent, on private property. In some cases, the City must acquire ownership of all or a portion of certain parcels of land necessary for the installation of improvements. The properties requiring appraisal services are both residential and commercial. Individuals who are requested to provide services under this RFQ would be required to develop the fair market value associated with land and/or easement acquisition.

1.3.2 There is no representation as to the number of appraisals to be performed during any given time period. These tasks will be assigned on an “as-needed” basis.

1.3.3 The firm selected as a result of the RFQ will be asked to provide a price for specific appraisal services at specific location(s) as services are required by the City. The request for service will specify the work to be done and the scheduled completion date of the work. The response to a request for service shall include:

- Detailed description of work to be performed
- Estimate of work hours and associated cost to accomplish the specified work
- Not to exceed total cost to accomplish the specified work
- Duration of work from start to completion

The firm will be issued a Purchase Order by the City. Services shall only be provided upon receipt of a Purchase Order from the City.

1.3.4 Contractor shall designate a single point of contact within the Contractor's organization to which the City can look for timely resolutions of any issues which may arise related to Contractor's work in performance of assigned projects.

1.3.5 Consultants shall generally be on an aggressive schedule to produce documents after project assignment. Time is of the essence for performance, as projects may be funded through various sources with specific timeframes for submission of documents.

1.3.6 A pool of three to five selected firms shall be placed on the City's approved list and shall be assigned work by the City on an as-needed basis. If the firm or individual contacted by City is not available due to lack of resources or not able to meet the time constraints of a particular project, City shall contact another qualified provider from the remaining pool.

1.3.7 Contractor shall accept no assigned projects in which, either principals and/or employees of the Contractor, as well as family of principals and/or employees, directly or indirectly, have a financial or personal interest in or to any tract, piece or parcel of land included within the limits of a particular parcel or project requiring appraisal services.

1.3.8 Contractor shall accept assigned project from the City, regardless of size or value of property concerned and provide expeditious service to meet City requirements and timelines.

1.3.9 Contractor shall be able to provide both electronic and hardcopy documents, files and reports of all appraisal activity and forms.

1.3.10 Contractor shall provide bilingual services as may be required by the City on any assigned project.

1.3.11 Appraisal services must comply with all provisions of the Uniform Standards of Professional Appraisal Practice (USPAP), the USPAP Competency Rule, as well as all provisions of local, state and federal applicable laws, ordinances and regulations. Respondents must be State Certified General Real Estate Appraisers certified by the Texas Appraiser Licensing and Certification Board.

1.4 Restrictions on Lobbying Activity

Respondents are prohibited from directly or indirectly communicating with City Council members regarding the firm's qualifications or any other matter related to the eventual award of a contract for the services requested under this Request for Qualifications. Bidders are prohibited from contacting City staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff member. Any violation will result in immediate disqualification of the Bidder from the selection process.

Upon issuance of the Request for Qualifications, all communications and requests for clarification or objections shall be directed in writing to the Assistant Director of Finance for response, determination and dissemination to all firms. Any communication by firms or their representatives toward other city officers or employees regarding this Request for Qualifications or the award of a contract are prohibited and will constitute grounds for disqualification of a proponent. A lobbyist or a proponent or any of their agents may not perform any act or refrain from any act for the express purpose and intent of placing any City official under personal obligation to the lobbyist or proponent.

1.5 Clarification of the Specifications and Requirements

If additional information is necessary to assist the Proposer in interpreting these specifications, written questions will be accepted by Willa Hagemann, Assistant Director of Finance, PO Box 591, Seguin, Texas 78156-0591, email whagemann@seguintexas.gov no later than February 13, 2013. Responses to all relevant questions received will be posted on the City of Seguin website at www.seguintexas.gov by the close of business February 15, 2013. No telephone inquiries will be accepted or answered in relation to this RFQ.

2. PROPOSAL SUBMISSION AND ORGANIZATION

2.1. Submitting the Proposal

The Proposer must submit one (1) original plus four (4) copies of the proposal. Sealed proposals should be addressed to the City Manager's Office, City of Seguin, 205 N. River Street, Seguin, Texas 78155, and will be received until 2:30 p.m., February 19, 2013. At 3:00 p.m. the name of all firms submitting a proposal will be read publicly but no contents of the statements will be disclosed. Proposals will be evaluated at a later date. Proposals must be properly signed with a manual signature of an authorized representative of the firm. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the proposer's name and address and the following written information:

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Proposers mailing their proposals must allow sufficient time for delivery of their proposal by the time and date specified. Late proposals will not be accepted.

2.2 Proposal Organization and Format

Proposal should be submitted on 8.5 by 11-inch paper bound securely. Proposals must contain, and be organized, as shown below. Each section should be separated by numbered tabs.

- Cover clearly displaying the title of the RFQ
- Tab 1: Table of Contents
- Tab 2: Introductory letter, to include name of firm and contact information for the primary City contact with the firm
- Tab 3: Company biography and other information: provide a brief company history including date founded, number of employees, company headquarters location and operating locations, and past projects and accomplishments. Provide evidence of proper licensing and registration, professional and regulatory, including copies of up-to-date licenses issued by the State of Texas. Proposer may also provide any other general information that the proposer believes is appropriate to assist the City in its evaluation.
- Tab 4: Experience, Past Performance, and Capacity. Proposers must submit under this tab a concise description of its experience, past performance, and capacity to deliver the proposed services:
 - Firm's experience in conducting real estate appraisals for an agency of this or greater size. Methods and resources utilized to conduct each type of appraisal. Proposer's demonstrated knowledge of local real estate markets (breadth of work history in commercial, residential, industrial, and mixed use properties).
 - Appraisal experience of staff. Include resumes of all staff members who are proposed for this Contract, to include professional and technical experience. Evidence of commitment to excellence in workmanship and professionalism as evidenced by awards and certifications.
 - Familiarity with engineering and architectural plans and drawings
 - Familiarity with appraisal form requirements set by U.S. Corps of Engineers and Texas Department of Transportation (TxDOT).
 - Ability to deal with controversial projects and unfriendly property owners
 - Court/expert testimony experience for condemnation or other litigation
 - Reference Data Sheet(s). The proposer shall submit four or more former

governmental and/or commercial clients for whom the proposer has performed similar or like services to those being offered herein.

- Proposer Data Sheet
- Tab 5: Litigation/Ethics
 - Provide the style and cite of any current/pending litigation and any litigation settled or disposed within the past five (5) years against the proposer, including its parent, sister or subsidiary companies, and proposed sub-contractors.
 - Provide detail of any ethics violations or board actions within the past five (5) years against the proposer, including its parent, sister or subsidiary companies, and proposed sub-contractors
- Tab 6: Potential conflict of interest with other clients, if any

3. PUBLIC INFORMATION NOTIFICATION

The City considers all materials, information, communications and correspondence in any form from the respondents to this RFQ to be non-proprietary and non-confidential and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Code 552.00-1 et seq.) after a contract is awarded. Respondents are informed that the City will abide by all statutes, court rulings and opinions of the Texas Attorney General concerning disclosure of RFQ information. Should any part or section be considered by the Respondents to be “proprietary” or “confidential” in nature, each page or section should be designated as “proprietary” or “confidential”. Respondents should be prepared to fully justify these exclusions to the State Attorney General’s Office should it be required.

4. SELECTION AND AWARD PROCESS

The purpose of the Statement of Qualifications is to demonstrate the consultant’s qualifications, competence, capability and capacity to meet the City’s requirements. An evaluation team will review the proposals submitted and rank each based on the evaluation criteria specified below. The City may require additional information after the review of the initial information received. Discussions may be conducted individually with firms who submit responsive proposals and who are determined reasonably qualified for award of the contract. The City of Seguin reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the proposals, site visits, presentations, and any other costs are the responsibility of the submitting firms. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection.

4.1 Evaluation Criteria

Evaluation of the proposals received may consider but shall not be limited to the following review criteria:

- **General Quality and Adequacy of Response**
 - Completeness and thoroughness
 - Understanding of the project
- **Organization, Personnel, and Experience**
 - Qualifications and experience of individuals who will perform and supervise the work requested by the City
 - Technical capabilities of the firm
 - Experience with similar projects
 - Knowledge and familiarity with Seguin
 - Experience in providing appraisal services for projects involving the U.S. Corps of Engineers and/or the Texas Department of Transportation (TxDOT)
 - Qualification/accreditation as a review appraiser
 - Firm's history of ethics violations or board actions
- **Outcomes**
 - Demonstrated timeliness on similar projects
- **Availability**
 - Capability to meet schedules and deadlines
 - Current workload and ability to commence requested projects
 - Ability to work closely with City Staff
 - Demonstrated commitment to maintaining staff continuity for the project

4.2 Right to Reject Proposals and Negotiate Contract Terms

The City reserves the right to reject any one or more submittals solely at its own discretion, as it may deem to be in the best interests of the City. In addition, the City reserves the right to request additional information from any and all firms, to waive any informalities, irregularities or omissions in any response and, prior to the response deadline to change any portions or requirements of this RFQ, provided notice of the same shall be given to all persons or entities receiving this RFQ. The City of Seguin reserves the right to negotiate the terms of the contract, including the reimbursement rates, with the selected Proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Proposer, City of Seguin may negotiate a contract with the next highest scoring Proposer and so on until an agreement is reached.

5. INSURANCE AND INDEMNIFICATION

5.1 The Consultant will maintain professional liability insurance during the term of this agreement in an amount of not less than \$1,000,000 per occurrence or annual aggregate and, if the policy is on a claims made basis, for a period of not less than five (5) years after the Project is complete, and provide proof of such continuing coverage. Consultant further agrees to

5.2 Consultant will further maintain general commercial liability coverage with minimum combined single limit of \$1,000,000 for property damage and damages resulting from bodily injury or death.

5.3 With respect to the above required liability insurances, the City will:

- a) Be named as additional insured for general liability insurance.
- b) Be provided with a waiver of subrogation, in favor of City.
- c) Be provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage.
- d) Prior to execution of the Agreement, be provided with either their original Certificate of Insurance or insurance policy evidencing the required limits and requirements, subject to approval by the City Attorney's Office.

5.4 Indemnification

The Respondent will indemnify, hold harmless and defend the City and its employees, agents, officers and servants from any and all lawsuits, claims, demands and causes of action of any kind arising from the negligent or intentional acts errors or omissions of the Vendor, its officers, employees or agents. This will include, but not be limited to, the amounts of judgments, penalties, interest, court costs, reasonable legal fees, and all other expenses incurred by the City arising in favor of any party, including the amounts of any damages or awards resulting from claims demands and causes of action for personal injuries, death or damages to property alleged or actual infringement of patents, copyrights, and trademarks and without limitation by enumeration, all other claims, demands, or causes of action of every character occurring, resulting, or arising from any negligent or intentional wrongful act, error or omission of the Vendor or its agents or employees. This obligation by the Vendor will not be limited by reason of the specification of any particular insurance coverage required under this Agreement.

6. OFFER AND CERTIFICATIONS

6.1 Submission of the Statement of Qualification constitutes an offer which shall remain open and irrevocable for a period of 90 days from the due date for submitting the Statement of Qualifications, as stated in Section 2.1.

6.2 Submission of a Qualification Proposal indicates the acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualification submitted and confirmed in the contract between City and the firm selected. The City reserves the right without prejudice to reject any or all submissions.

6.3 By submitting a proposal the proponent certifies that Proponent is not debarred or

excluded from bidding by any Federal agency; has not been convicted within a three year period or had a civil judgment against them for commission of fraud in obtaining or performing a public contract, has not within a three year period been terminated on a public contract for cause or default.

6.4 By submitting a proposal, each proponent certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision.

REFERENCE DATA SHEET

REPRODUCE SHEET AS NECESSARY

Provide the name, organization and phone number of four or more former governmental and/or commercial clients for whom the proposer has performed similar or like services to those being offered herein.

Client: _____

City: _____ State: _____

Contact Person: _____ Title: _____

Phone Number: _____

Project Begin & End Date: _____

Services Provided:

PROPOSER DATA SHEET

1. Proposing Company Name: _____

City: _____ State: _____

Federal Employer Identification Number: _____

OR Social Security Number (if sole proprietorship): _____

Corporation YES NO

2. Proposal Contact Person

Name: _____

Title: _____

Phone: _____ Fax Phone: _____

Email: _____

3. Mailing address where reimbursements are to be mailed and person the department should contact concerning billing.

Name: _____

Title: _____

Phone: _____ Fax Phone: _____

Email: _____

4. Is the firm submitting this proposal an individual?

YES NO