

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR STATEMENT OF QUALIFICATIONS
(A20-1407)

TO: Qualified Firms

FROM: The City of Tuscaloosa, Alabama

RE: Request for Statement of Qualifications for Professional Property Appraisal Services – The Downs Drainage Improvements

DATE: November 6, 2020

Section 1. Introduction.

This is a Request for Statement of Qualifications (“RFQ”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested. This is a procurement of professional services as more particularly described herein. The City of Tuscaloosa (“City”) will adhere to the following method for conducting evaluations of received RFQs:

- a. Each firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide professional property appraisal services.
- b. Award will be made to the responsible firm or firms whose Statement of Qualifications is most advantageous to the City, with price and other factors considered.
- c. The City may or may not elect to interview any of the responding firms.
- d. The City has exclusive and sole discretion to determine the firm whose services will be most advantageous to the City, and reserves the right to reject all firms.
- e. Consideration will be given to such matters as the firm’s integrity, compliance with public policy, record of past performance, and financial and technical resources.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services in the form of a Statement of Qualifications. One or more firms may be selected to provide property appraisal services (i.e., as primary appraiser and/or review appraiser). Following the receipt of Statements of Qualifications, a certain firm or firms may be selected for further consideration.

Section 2. General Scope of Services

The City of Tuscaloosa seeks the services of a professional property appraisal firm which has the knowledge, experience and expertise to perform the services as requested. The professional property appraisal services are requested to assist in the following project: The Downs Drainage Improvements. This project involves alleviating upstream localized flooding within The Downs by constructing a new outfall storm sewer pipe system.

The appraiser must be able to provide and/or perform the following, if requested:

1. Provide an appraisal meeting the following definition of an “appraisal,” which is found at 49 CFR 24.2(a)(3): “The term appraisal means a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.”
2. Afford the property owner or the owner's designated representative the opportunity to accompany the appraiser on the inspection of the property.
3. Perform an inspection of the subject property. The inspection should be appropriate for the appraisal problem, and the Scope of Work in the contract will address:
 - The extent of the inspection and description of the neighborhood and proposed project area,
 - The extent of the subject property inspection, including interior and exterior areas,
 - The level of detail of the description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, the remaining property).
4. In the appraisal report, include a sketch of the property and provide the location and dimensions of any improvements. Also, it should include adequate photographs of the subject property and comparable sales and provide location maps of the property and comparable sales as called for in the State DOT's FHWA-approved Right-of-Way or Appraisal Manual.
5. In the appraisal report, include the following items:
 - The property right(s) to be acquired, e.g., fee simple, easement, etc.,
 - The value being appraised (usually fair market value), and its definition,
 - Appraised as if free and clear of contamination (or as specified),
 - The date of the appraisal report and the date of valuation,
 - The known and observed encumbrances, if any,
 - Title information,
 - Location,
 - Zoning,
 - Present use, and,
 - At least a 5-year sales history of the property.
6. In the appraisal report, identify the highest and best use. If highest and best use is in question or different from the existing use, provide an appropriate analysis identifying the market-based highest and best use.
7. Present and analyze relevant market information, which includes research, analysis, and verification of comparable sales.
8. In developing and reporting the appraisal, disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired, or by the likelihood that the property would be acquired for the project.

Appraisals sought by the City are to estimate the fair market value of the property, as of the specified date of valuation, for the proposed acquisition of the property rights specified (i.e., fee simple, etc.). The intended user of any appraisal report is primarily the City of Tuscaloosa, but its funding partners may review appraisals as part of their program oversight activities.

The appraiser shall state all relevant assumptions and limiting conditions. In addition, the City may provide other assumptions and conditions that may be required for a particular appraisal assignment, such as:

- The data search requirements and parameters that may be required for the project.
- Identification of the technology requirements, including approaches to value, to be used to analyze the data.
- Need for machinery and equipment appraisals, soil studies, potential zoning changes, etc.
- Instructions to the appraiser to appraise the property "As Is" or subject to repairs or corrective action.
- As applicable include any information on property contamination to be provided and considered by the appraiser in making the appraisal.

The firm or firms must demonstrated experience and availability to provide competent and experienced MAI appraisal services during the course of any proceedings, litigation or mediation involving the City's right to acquire any property in the Plan area or challenges to that right, including but not limited to, testimony for Probate and/or Circuit Court proceedings. The City reserves the right to incorporate all applicable Federal requirements related to contract procurement in the evaluation and selection process. The City reserves the right to select or reject any firm responding to this RFQ. The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed. The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would likely be expected to enter into a contract for services based upon the firm's hourly rates and an agreed-upon not to exceed amount.

Section 3. Firm Qualification and Proposal Requirements

The selected firm or firms must be experienced and qualified to provide the required scope of services. To be eligible, the firm or firms will be required to be licensed and approved for work within the State of Alabama. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2. Firms interested in performing the work will be considered on the basis of a Statement of Qualifications containing information submitted in response to this request in a form limited to seven (7) pages. Front and back shall be considered 2 pages.

Proposals are due on or before close of business on Friday, November 20, 2020. Proposals received after this deadline will not be accepted.

All proposals should be submitted in 8 ½" x 11" paper size. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFQ. Fancy binding and color displays other than those necessary are highly discouraged.

Provide three (3) bound copies to:

**Grant Wilson, Associate City Attorney
Office of the City Attorney
City of Tuscaloosa
Post Office Box 2089
Tuscaloosa, Alabama 35403-2089
(205) 248-5140**

**Courier address:
Office of the City Attorney
2201 University Blvd.
Tuscaloosa, Alabama 35401**

The following information must be submitted with the proposal on the date indicated above:

- a. Example Reports. Provide two example reports each of commercial and residential property completed within the past five (5) years. Example reports shall not count against the page limit.
- b. Experience and Qualifications. Include a statement of the firm's qualifications to perform the work and years in business. The statement should include the following:
 1. The general experience of the firm. Also, provide three (3) references.
 2. The specific experience of all proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided.
 3. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise.
 4. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made.
 5. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable.
- c. Include a statement as to potential general conflicts of interest that would prevent the City of Tuscaloosa from entering into an agreement with your firm pursuant to this RFQ. If none exists, such a statement should be made.
- d. Information and Technology. Include a statement as to the firm's information and technology hardware and software capabilities and skills, including use of Word, mapping software, electronic research tools and e-mail. Firm should have the capability to provide electronically submitted reports.

- e. Hourly and Per Diem Rates. Please include a statement as to firm's general hourly rate schedule and its hourly and per diem rate should testimony be needed for Probate and/or Circuit Court, as well as what said per diem rate includes or does not include.

The City reserves the right to reject any Statement of Qualifications and to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFQ. This RFQ may be modified or amended at any time and for any reason, in the discretion of the City. Any questions by the firm related to this RFQ should be submitted in writing along with the firm's proposal. In the interest of fairness and in order to maintain impartiality, the City may not respond to questions from individual firms during the RFQ process.

END RFQ.