

**REQUEST FOR QUALIFICATIONS
FOR PROPERTY APPRAISAL SERVICES
RFQ No. 2021-002**

Northern Arizona Fire District

**DEADLINE:
4:00 p.m. on March 3, 2021**

Interested parties must submit the proposal and associated documents to:

Attn.: Rhonda Johnson
Northern Arizona Fire District
2740 E Butler Avenue
Kingman, AZ 86409
(928) 757-3151

Office Hours:
Monday through Thursday 7:00am to 6:00pm

REQUEST FOR QUALIFICATIONS – REAL ESTATE APPRAISAL SERVICES

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REQUEST FOR STATEMENTS OF QUALIFICATIONS

Northern Arizona Fire District (the District) is inviting statements of qualifications from qualified real estate appraisal service firms (referred to as Respondent or Respondents) to provide Real Estate Appraisal Services for certain real property owned by the District. Appraisals may be requested for the purpose of determining fair market values associated with potential sale of the property. To qualify for selection, Respondents must be certified to appraise commercial/non-residential property within Arizona.

Qualifications for these services will be accepted until **4:00 p.m. on March 3, 2021 at Northern Arizona Fire District, 2740 E Butler Avenue, Kingman, AZ 86409**. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the Respondent’s name and address and the following written information:

Northern Arizona Fire District - Real Estate Appraisal Services RFQ 2021-002

The District reserves the right to reject any or all Statements of Qualifications (“SOQ”) and to waive informalities, and to negotiate with all firms submitting qualifications as determined in its sole discretion.

I. GENERAL INFORMATION

a. Introduction

The District is seeking responses from qualified real estate appraisal service firms with demonstrated professional competence and experience to provide Real Estate Appraisal Services for certain property owned by the District for the purposes of determining its value to the District and for potential sale of the property. Qualified

individuals interested in providing such services are invited to submit responses to this Request for Qualifications (RFQ).

b. Scope of Services – The firm selected as a result of the RFQ:

- i. Will be asked to provide a price for specific appraisal services at specific location(s) as services are requested by the District. 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
 - ii. Shall designate a single point of contact within the Respondent's organization to which the District can look for timely resolutions of any issues which may arise related to Respondent's work in performance of assigned projects.
 - iii. Shall not accept any assigned projects in which, either its principals and/or employees, 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.
 - iv. Shall be able to provide both electronic and hardcopy documents, files and reports of all appraisal activity and forms.
 - v. Shall 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 Certified General Real Estate Appraisers certified in Arizona.
- c. Respondents are prohibited from directly or indirectly communicating with District Board members regarding the firm's qualifications or any other matter related to an award of a contract for the services requested under this Request for Qualifications.
- d. Respondents are prohibited from contacting District employees regarding their qualifications or the award of a contract, unless in response to an inquiry from a District staff member. Any violation will result in immediate disqualification of the Respondent from the selection process.
- e. If additional information is necessary to assist the Respondent in interpreting these specifications, written questions must be submitted to Fire Chief Jake Rhoades at jrhoades@cityofkingman.gov. No telephone inquiries will be accepted or answered in relation to this RFQ.

II. PROPOSAL SUBMISSION AND ORGANIZATION

a. Submitting the Proposal

The Respondent must submit one (1) original plus five (5) copies and one pdf of the proposal submitted before the deadline and to the location as set forth above. 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 Respondent's name and address and the following written information:

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

b. 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 or in a similar manner.

- i. Tab 1: Introductory letter, to include name of firm and contact information for the primary contact for the firm.
- ii. Tab 2: Respondent's Data Sheet
- iii. Tab 3: Company biography and history. Respondents must submit under this tab a concise description of:
 - A brief history of the firm including date founded, number of employees, company headquarters location and operating locations.
 - Appraisal experience of staff. Include resumes/bios of all staff members who are proposed for this contract, to include professional and technical experience.
 - A description of representative past projects and accomplishments.
 - Evidence of proper licensing/certifications.
 - Respondent may also provide any other information that the Respondent believes is appropriate to assist the District in its evaluation.
- iv. Tab 4: Experience, Past Performance. Respondents must submit under this tab a concise description of its experience, past performance, ability to deliver the proposed services:
 - Firm's experience in conducting real estate appraisals for an entity of this or greater size. Methods and resources utilized to conduct each type of appraisal. Respondent's demonstrated knowledge of local real estate markets (breadth of work history in commercial,

residential, industrial, and mixed-use properties as well as any unusual or challenging properties).

- Respondent may also include any other related information that the Respondent believes is appropriate to assist the District in its evaluation such as evidence of commitment to excellence in workmanship and professionalism as evidenced by awards and certifications.
 - Reference Data Sheet (s). The Respondent shall submit four or more former governmental and/or commercial clients for whom the Respondent has performed similar or like services to those being offered herein.
- v. Tab 5: Litigation/Ethics
- Identify any current/pending litigation and any litigation settled or disposed within the past five (5) years against the Respondent, including its parent, sister or subsidiary companies, and proposed sub-Respondents.
 - Provide detail of any ethics violations or board actions within the past five (5) years against the Respondent, including its parent, sister or subsidiary companies, and proposed sub-Respondents.
- vi. Tab 6: Potential conflict of interest with other clients, if any.
- Identify any conflicts or potential conflicts of interest.

III. PUBLIC INFORMATION NOTIFICATION

All materials, information, communications and correspondence in any form from the Respondents to this RFQ are to be non-proprietary and non-confidential and will be subject to public records requests after the contract is awarded.

IV. SELECTION AND AWARD PROCESS

The purpose of the Statement of Qualifications is to demonstrate the Respondent's qualifications, competence, capability and ability to meet the District's requirements. An evaluation team will review the proposals submitted and rank each based on the evaluation criteria specified below. The District 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 District 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.

a. Evaluation Criteria

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

- Administrative Credentials (20 points)**
 - Completeness and thoroughness 5%
 - Understanding the Scope of Service 10%
 - References 5%

- Organization, Personnel and Experience (70 points)**
 - Qualifications and experience of Individuals who will perform and Supervise the Services 15%
 - Project Management & Reporting Project Timeframes 5%
 - Past Success with Similar Projects 10%
 - Experience with Governmental Entities, Mohave County, Commercial Property/ Mixed Use Property 10%
 - Experience with Brownfield 20%
 - Financial Viability 10%

- Costs and Fees (10 points)**
 - Overall cost 10%

b. Right to Reject Proposals and Negotiate Contract Terms

The District reserves the right to reject any one or more submittals solely at its own discretion. In addition, the District 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 District reserves the right to negotiate the terms of the contract, including the reimbursement rates, with the selected Respondent prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Respondent, District may negotiate a contract with the next highest scoring Respondent and so on until an agreement is reached.

V. INSURANCE AND INDEMNIFICATION

- a.** The Respondent will maintain professional liability insurance during the term of its engagement 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 Services have been provided, and provide proof of such continuing coverage.
- b.** Respondent 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.

- c. With respect to the above required liability insurances, the District will:
 - i. Be named as additional insured for general liability insurance.
 - ii. Be provided with a waiver of subrogation, in favor of District.
 - iii. Be provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage.
 - iv. 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 District's insurance carrier and/or attorney.

d. Indemnification

The Respondent will indemnify, hold harmless and defend the District and its employees, agents, board members, officers, and volunteers 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 Respondent, its officers, employees or agents. This will include, but not be limited to, the amounts of judgements, penalties, interest, court costs, reasonable legal fees, and all other expenses incurred by the District 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 Respondent or its agents or employees. This obligation by the Respondent will not be limited by reason of the specification of any particular insurance coverage required under this Agreement and will survive termination of any contract.

VI. OFFER AND CERTIFICATIONS

- a. Submission of the Statement of Qualification constitutes an offer which shall remain open and irrevocable for a period of 90 days from the date of submission.
- b. 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 District and the firm selected. The District reserves the right without prejudice to reject any or all submissions.
- c. By making a submission, the Respondent certifies that Respondent is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three-year period, or had a civil judgement 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.
- d. By making a submission, each Respondent 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 Respondent has performed similar or like services to those being offered herein.

Client: _____

District: _____ State: _____

Contact Person: _____ Title: _____

Phone Number: _____

Project Begin & End Date: _____

Services Provided: _____

RESPONDENT DATA SHEET

Proposing Company Name: _____

Main office address: _____

Local office address: _____

Federal Employer Identification Number: _____

Corporation: YES [] NO []

Contact Person:

Name: _____

Title: _____

Phone: _____ Fax Phone: _____

Email: _____

Mailing address where reimbursements would be mailed and person the department should contact concerning billing:

Name: _____

Title: _____

Phone: _____ Fax Phone: _____

Email: _____

Is the firm submitting this proposal as an individual?

YES [] NO []