



WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY (WCRA)
REQUEST FOR PRICE QUOTATION FOR APPRAISAL SERVICES

Westgate/Belvedere Homes Community Redevelopment Agency (WCRA) is requesting price quotations for appraisal services from qualified firms and joint ventures to perform residential and/or nonresidential appraisals in connection with the acquisition of properties using federal Neighborhood Stabilization Program (NSP) 2 funds in cash transactions, other grant programs, or other WCRA funded projects. These appraisals are needed as part of fulfilling the NSP2 compliance requirements or may be used for the implementation of the CRA Plan. The properties to be acquired will be located within Palm Beach County's Urban Redevelopment Area (specifically within the Westgate/Belvedere Homes Area which is bounded by Okeechobee Boulevard to the north, Belvedere Road to the south, Florida Mango Road to the east, and Military Trail to the west). We anticipate acquiring primarily single-family detached homes, with the possibility of conversion of two and three-unit multi-family dwellings (duplexes or triplexes) into single-family detached units, or nonresidential properties to be redeveloped in accordance with the WCRA Plan.

WCRA reserves the right to make multiple awards for this solicitation. In the event that this right is exercised, the lowest responsive, responsible bidder shall be designated primary awardee and the next lowest responsive, responsible bidder shall be designated secondary awardee.

Please Note: Unsigned or incomplete responses or those received after the due date will be deemed nonresponsive

RFQ Issue Date: September 14, 2014

RFQ Due Date: September 29, 2014 at 3:00 p.m. (EST)

Responses to this solicitation can be mailed, couriered, or hand delivered to:

Westgate/Belvedere Homes Community Redevelopment Agency
Attn: Thuy Shutt, Assistant Director
1280 N. Congress Avenue, Suite 215
West Palm Beach, FL 33409

Bidders shall submit, in a sealed package, one (1) original, signed in ink by an agent of the company having authority to bind the company and one (1) copy of the price quotation response sheets and all required federal forms.



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Scope of Services:

Provide an NSP2 or applicable grant compliant appraisal in a PDF file via e-mail within 72 hours of receiving the order from WCRA (Agency) and deliver an original signed copy of the appraisal to the Agency's office within seven (7) calendar days of receiving the order. The work product shall be in conformity with the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) as adopted by the Appraisal Standards Board of the Appraisal Foundation. PDF appraisal file shall be emailed to: tshutt@pbcgov.org. Original signed copy of appraisal to be delivered to: Thuy Shutt, WCRA Assistant Director, at 1280 N. Congress Avenue, Suite 215, West Palm Beach, FL 33409.

Minimum Qualifications:

1. Minimal qualifications include current licensure by the State of Florida as a certified residential or general appraiser for a minimum of five (5) years. Must provide proof of licensure with submission.
2. Five (5) years documented experience in the Palm Beach County real estate market within a redevelopment area through a resume. NSP2 or CDBG grant program experience preferred.
3. Three (3) verifiable references from the last five (5) years.

Award Criteria:

Primary and Secondary Designation

This contract for services will be awarded based solely on price, assuming all threshold criteria are met by the respondent and the submission includes all required attachments. The WCRA reserves the right to make multiple awards for this solicitation. In the event that this right is exercised, the lowest responsive, responsible bidder shall be designated primary awardee and the next lowest responsive, responsible bidder shall be designated secondary awardee. The primary awardee shall be given the first opportunity to perform. The secondary awardee shall be contacted **only** after primary awardee has refused to perform. The primary awardee is expected to perform all work offered to them, unless they are unable to perform it for lack of resources or technical ability. The primary awardee may be found in default of the contract if it declines more than 20% of the offered work, or if it establishes a pattern of accepting only the more desirable work and declining the less desirable work.



Assignment of Weight Factors to Price Quotes

Evaluation of price quotes will be subject to weight factors in order to determine the successful respondent. The following weight factors are only used for the evaluation of quotes and not for compensation purposes:

Single-family homes	85%
2-4 unit properties	5%
≥ 5 unit properties	5%
Nonresidential properties	5%

Submission Requirements:

1. All responses must be submitted on the provided "Price Quotation Response Form". Bid responses on vendor letterhead/quotation forms shall not be accepted. Responses must be typewritten or printed in ink, and must be signed in ink by an agent of the company having authority to bind the company or firm. **FAILURE TO SIGN THE BID RESPONSE FORM AT THE INDICATED PLACES SHALL BE CAUSE FOR REJECTION OF THE BID.** *Responses that have a qualification for any price or additional items added will be deemed non-responsive.*
2. Completed forms for the following federal requirements:
 - a. Noncollusion Affidavit of Primary Bidder;
 - b. Anti-kickback Affidavit;
 - c. Certification of Nonsegregated Facilities; and,
 - d. Certification of Eligibility of Contractor.
3. Proof of proper licensing by the State of Florida for all potentially assigned staff.
4. Resumes for all potentially assigned staff documenting experience with the Palm Beach County Real Estate market within a redevelopment area for the last five (5) years.
6. Three (3) verifiable references from the last five (5) years; and,
7. Proof of General, Professional, and Commercial Liability and Automobile Insurances.

The WCRA reserves the right to ensure and require that the insurance coverages provided by the successful firms are proper and that the insurers are licensed or otherwise qualified to do business in Florida. If at any time during the term of the contract, the WCRA should determine that it is in its best interests to insist on an alternative insurance provider, it may do so and the firms agree to comply with the WCRA's decision. The WCRA also reserves the right to review, modify, or amend any required coverages, limits, and endorsements during the life of a contract and any extensions thereof. The WCRA further reserves the right, but not the obligation, to review and reject any insurer providing coverage on the firms' behalf because of the



insurer's poor financial condition or due to the insurer's failure to operate legally in the State of Florida.

Time Schedule:

WCRA will use the following timelines, which will result in the selection of an appraisal consultant. Dates subject to change if necessary.

RFQ Distribution/Posting	September 14, 2014
RFQ Submission Deadline	September 29, 2014, 3:00 p.m. (EST)

Cancellation/Termination:

1. Any response may be withdrawn prior to the date and time the proposals are due. Any response not withdrawn shall constitute an irrevocable offer, for a period of 90 calendar days.
2. WCRA reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving five (5) calendar days prior written notice to the Consultant. If said contract should be terminated for convenience as provided herein, the Agency shall be relieved of all obligations under said contract. WCRA shall only be required to pay to the Consultant that amount of the contract actually performed to the effective date of termination.

Methods of Submission:

All responses must be submitted in accordance with the Submission Requirements listed on page 3. Responses to this solicitation can be mailed, couriered, or hand delivered by September 29, 2014, 3:00 p.m. (EST) to:

Westgate/Belvedere Homes Community Redevelopment Agency
Attn: Thuy Shutt, Assistant Director
1280 N. Congress Avenue, Suite 215
West Palm Beach, FL 33409

If a response is submitted by U.S. Mail or any other delivery method, the respondent shall be responsible for its timely delivery.

PLEASE NOTE: **ANY INCOMPLETE OR UNSIGNED SUBMISSIONS OR THOSE RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED. RESPONSES NOT SUBMITTED IN THE REQUESTED FORMAT WILL NOT BE CONSIDERED**



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PRICE QUOTATION RESPONSE FORM**

Appraisal Fee Schedule for Each Structure/Property Type Listed:

Structure/Property Type		Amount (\$)
1	Single-Family Detached Home	
2	2-4 Unit Property	
3	≥5 Unit Property	
4	Nonresidential Property (<10,000 square feet)	
5	Nonresidential Property (≥10,000 square feet)	

By signing this response I am certifying that the above prices for services and that each are given on a per home, unit, or property basis.

Respondent	
Authorizing Signatory	
Signature	
Address	
Telephone	
Email Address	
Date	