



RFP 2020-4004;
Real Estate Appraisal Services
ATTACHMENT A: SCOPE OF WORK

CMHA is seeking proposals from qualified, licensed Real Estate Appraisers with demonstrated professional competence and experience to provide all labor, equipment, goods, and supplies necessary to provide real estate appraisal services at residential and commercial properties in Hamilton County, Ohio. CMHA uses many different funding sources for the development of properties; the Offerors should have some experience in RAD, LIHTC, FHA, FHLB. The residential properties are conventional public housing units subsidized by the U.S. Department of Housing and Urban Development (HUD). Asset Management properties consist of approximately 1,617 high-rise units, 1,875 family development units, and 1,221 scattered sites totaling approximately 4,900 units; Affordable Housing consist of approximately 113 properties, 47 of which are single family homes. The properties are being considered for RAD conversion under the terms and definitions of the United States Department of Housing and Urban Development. CMHA will also need proposal services for future development opportunities. This would include vacant land, land with improvements, and commercial building not specifically identified on the address list

The Authority intends to create a “pool” of Contractors to provide services. The Pool will consist of various qualified Contractors which will be available on an as-needed basis to provide complete appraisals. The actual number of Pool participants chosen will depend on the number of qualified proposals received.

Proposers selected to participate in the Pool will be assigned work at the discretion of the Authority based on quality of work, availability, manpower and timeliness. The Authority will attempt to match each assignment to the Pool Participant best suited for a given task. The Authority will also determine the number of appraisals any contractor will be assigned at any given time or duration. Selection as a participant of the Pool is not a guaranty of the type or number of tasks for which a participant may be selected. Time is of the essence with regard to Pool Participants' availability for and performance of the assignments.

1.0 General Requirements

1.1 The contractor shall conduct a physical inspection of the land and improvements. Locate and review comparable land sales, adjusted to the specific circumstances of the subject property. Determine the property value based on all three appraisal methods: 1) Cost Approach; 2) Income Approach (as applicable); and 3) Market Value Approach. The appraisal must meet the requirements of the definition of an appraisal found in the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs: Final Rule. [See 49 CFR 24.2(a)(3) and 49 CFR 24.103(a)(2)].

1.1.1 A representative list of properties is included in Attachment K. Properties may be added and/or deleted from that list.

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- 1.2 The appraisal will need to be divided into three separate values.
- 1.3 Investigate public records for pertinent information affecting the value of the property.
- 1.4 Perform appraisal in accordance with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practices of the Appraisal Institute, including the Uniform Standards of Professional Appraisal Practices. Must be licensed/certified Real Estate Appraiser (State of Ohio). Provide appropriate maps, photographs, diagrams, and schematic floor plans.
- 1.5 The Offeror will also provide complete documentation for each appraisal along with proper analysis. Appraisals must be submitted in standard Uniform Residential Appraisal Report format. Services will be requested as needed through the term of the Contract. The processing time for each appraisal should not exceed 7 days from the date the Offeror is directed to proceed. Some appraisals may require expedited turnaround of less than 7 days.
- 1.6 Offeror hereby agrees to discuss and clarify agency observations and that these discussions will not be considered conferences and that no additional compensation shall be expected. If, after such discussions revisions are warranted, the Offeror agrees that a supplemental report will be furnished at no additional charge.
- 1.7 An update to the appraisal may be requested.
- 1.8 The Offeror must comply with all federal, state, and local laws and ordinances which may be applicable to the nature and scope of the work involved, including civil rights assurances. Specifically, the Offeror must comply with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 Code of Federal Regulations, Part 8). The Offeror must agree to execute without reservation, the appraisal certificate, as set out in the Appraisal Report).
- 1.9 The appraiser must adhere to appraisal practices as required to conform to the Uniform Standards of Professional Appraisal Practices.
- 1.10 Appraiser should be able to provide an appraisal acceptable to the standards of the Ohio Housing Finance Agency when requested by CMHA.

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2.0 Physical Security

- 2.1 Contractors will be issued by the Authority the appropriate number of keys and/or badges to enter the Authority's Properties.
- 2.2 The individual that signs the submittal form on behalf of the Contractor will be the individual responsible for signing out the keys/badges for issuance.
- 2.3 Contractor shall be responsible for safeguarding all the Authority property provided for Contractor use. The Contractor shall establish and implement methods of ensuring that all keys issued to the Contractor by the Authority are not lost or misplaced and are not used by unauthorized persons. No keys issued to the Contractor by the Authority shall be duplicated. If the Contractor loses the keys to the lock, the Authority will replace the lock and bill the Contractor for the cost to replace the locks.
- 2.4 At no time shall a contractor allow anyone (prospective tenant, neighbor, etc.) other than an employee of the Authority into a unit.

3.0 COVID-19 Requirements for On-Site Work

If applicable, vendors entering CMHA occupied work sites (buildings, properties, etc.) must wear PPE including but not limited to a mask that covers their mouth and nose. The mask should be worn throughout the entire period of service delivery. Contractor is to practice social distancing while on site.

In addition, Contractor personnel shall be neat and wear uniforms with the company name and an ID badge. This standard of neatness means Contractor staff must appear at the job site in freshly laundered clothing.

CMHA will issue badges to individual Contractor employees with their picture.

4.0 Performance Standards

- 4.1 Appraisals shall be completed and reports submitted to CMHA:
 - 4.1.1 Within one week for single family parcels,
 - 4.1.2 Within three weeks for 20 or more single family units,
 - 4.1.3 Within three weeks for multi-family units if 30 or less units,
 - 4.1.4 Within one month for multi-family units if 31 or more units and for commercial parcels,
 - 4.1.5 Within 30 days for vacant land.
 - 4.1.6 If services are not completed in the time frame above, fees shall be reduced 10% for those appraisals.
 - 4.1.7 CMHA may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.

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5.0 Contract Terms

5.1 Contract Term

5.1.1 The Authority intends to enter into a one-year contract with the option, at the Authority's sole discretion, to extend four one-year contracts with the successful offeror(s) selected to provide the services.

5.2 Indefinite Quantities Contract (IQC) CMHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, but will reserve the right to award work on an as-needed basis.

5.2.1 Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount: As may be further detailed herein, as the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires CMHA to award the responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$100; (b) NMCA: \$90,000. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.