



**REQUEST FOR PROPOSAL (RFP)
RFP 2019-01AS**

**Appraisal Services
Valuation of DBHA Properties**

**Daytona Beach Housing Authority (DBHA)
211 N Ridgewood Ave Suite 300
Daytona Beach, FL 32114
(386) 253-5653**

**Terril Bates, CEO
(386) 253-5653
Procurement@dbhafl.org**

Issue Date: January 11, 2019

Due Date: Friday, February 15, 2019

General

The RFP may be obtained from DBHA, by logging into dbhafl.org- Doing Business With and select RFP- Appraiser Services. Submissions should be addressed as follows:

**Daytona Beach Housing Authority
211 N Ridgewood Ave Suite 300
Daytona Beach, FL 32114
Attention: Procurement Dept.
REF: RFP 2019-01 AS**

Questions

Questions regarding this RFP should be directed in writing to procurement@dbhafl.org by email to Procurement@dbhafl.org, on or before; 3:00 p.m. EST, Friday, February 8, 2019.

DBHA Rights

DBHA will evaluate proposals to determine which best satisfies the needs of the Authority and the community.

DBHA reserves the right to reject any or all proposals, to advertise for new proposals or proceed to accomplish this solicitation by any means determined to be in the best interest of DBHA.

RFP Schedule

RFP available	Friday, January 11, 2019
Final day to submit written questions	Friday, February 8, 2019
Submission due date	Friday, February 15, 2019
Award selection date	Friday, February 22, 2019

Date

Ms. Terril Bates
CEO
Daytona Beach Housing Authority

DAYTONA BEACH HOUSING AUTHORITY
REQUEST FOR PROPOSAL
RFP 2019-01AS
Appraisal Services
Valuation of DBHA Properties

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Disclosure of Lobbying Activities

Instructions to Offerors, Non-Construction/ 5369-B

Certification and Representations of offerors, Non-Construction Contract/5369 C

Certification of Payments to Influence Federal Transactions

Certification for a Drug-Free Workplace

Request For Proposal (RFP)
RFP 2019-01AS

Appraisal Services
Valuation of DBHA Properties
DAYTONA BEACH HOUSING AUTHORITY (DBHA)

The Daytona Beach Housing Authority (DBHA) invites proposals from firms or individuals to provide Appraisal Services for the Agency's properties, under contract with DBHA. The qualified Appraiser should have experience with appraisals of real property, improved and unimproved vacant land, and property valuation for various types of structures and lots. The selected Appraiser and all Appraiser's employees will be required to provide professional services in performing a complete independent appraisal in accordance with the Uniform Standards of Professional Appraisal Practice (USPP).

Appraisal services are intended to determine the estimated market value of DBHA buildings and land, located throughout Daytona Beach, FL. This includes multiple parcels of vacant land, commercial buildings occupied and unoccupied, residential single-family homes, residential market and residential multifamily homes.

The Appraiser must have recent experience in providing estimates of current fair market value of appraisals of real property and vacant land. The Appraiser will provide all necessary services to assure accuracy, completeness, and adequacy of documentation of appraisal reports. The Appraiser may also be required, by DBHA, to provide appraisal-related consulting services on an "as-needed" basis. As necessary, the Appraiser may be required to review appraisal reports to determine consistency with supporting documentation related to the conclusions reached, and compliance with the Uniform Standards of Professional Appraisal Practices.

The Appraisal Report must be straight forward, concise and provide "layman" explanations of technical terms. The opinion of value must be based on a well-supported conclusion of the highest and best use and reflect the present "as-is" physical and functional characteristics of the subject properties. The development of the opinion of value must conform to the requirements of the Uniform Standards of Professional Appraisal Practice (USPP)

All comparable sales utilized in the Appraisal Report must be confirmed by a reliable source. The Appraiser should be familiar with the regulations, requirements and procedures governing federal housing programs, and state and local public housing issues.

The selected Appraiser will report directly to DBHA. The Agency will coordinate all site/unit inspections as necessary. The Appraisal services should commence on or about Friday, March 1, 2019. The official Appraisal Report should be completed on or about Friday, March 8, 2019.

INTRODUCTION

The Daytona Beach Housing Authority (hereinafter, "DBHA") is a public entity that was formed to provide Federally-subsidized housing and housing assistance to low-income families within the Daytona Beach area. DBHA is headed by a CEO/Executive Director and is governed by a seven-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and DBHA's procurement policy.

Currently, the HACDB is responsible for the management of 1,337 Housing Choice Vouchers and 635 Public Housing units which is divided into two (2) AMPs. In addition, HACDB is the co-general partner of four (4) Low Income Housing Tax Credit developments with 390 units of which 144 are ACC units. HACDB also has two (2) Instrumentalities in which it engages in the development of affordable housing and providing social service programs within the community it serves.

BACKGROUND INFORMATION

Under the DBHA Project Development Plan, approved by the Agency's Board of Commissioners, it's multiple parcels of vacant land, commercial buildings occupied an unoccupied, residential single-family homes, residential market and residential multi- family homes will be reviewed for future development planning.

The overall intended use of the Appraisal Report is to aid DBHA in development planning and to determine the fair market value of its properties. The Appraisal Report will be integral to DBHA's strategic plan for demolishing buildings, the sale of its properties, acquisition of land and securing financial resources to fund developments. The completed Appraisal Report will be referenced in the Agency's Annual Report to the US Office of Housing and Urban Development.

SCOPE OF SERVICES

Standards and Methods

1. Describe the standards to which your Appraisal Report will be subject.
2. Describe your understanding of the appraisal services to be provided and the objectives to be accomplished.
3. State the scope (or purpose) and function of your appraisal services
4. Identify the appraisal problem and appropriate approaches to value necessary to provide credible results.
5. Provide an appraisal implementation plan that describes in detail:
 - a. the appraisal methods, including controls by which your firm manages projects of the type sought by this RFP;
 - b. any other project management or implementation strategies or techniques that will be employed in carrying out the appraisal;
 - c. description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the RFP.
6. Provide a detailed project schedule identifying all tasks and deliverables to be performed, durations for each task and time of completion.
7. Review all documentation provided to determine the purpose, relevancy, intended use and intended user.
8. Ensure that the opinion of value is based on a well-supported conclusion of highest and best use and reflect the present “as-is” physical and functional characteristics of the subject property.
9. Ensure that the development of the opinion of value conform to the requirements of the Uniform Standards of Professional Appraisal Practice.
10. Ensure that all comparable sales utilized in the appraisal report be confirmed by a reliable source.

Preliminary Data

11. Provide photographs of the subject properties and comparable sales in each report.
12. Provide a location map depicting the location of the subject properties in relation to the comparable sales in each report.
13. Select, review and drive by all of sales comparable and competing projects.
14. Conduct a physical inspection of the subject properties.
15. Research the neighborhood, city and county factors that might impact the subject property and its value, appeal and marketability.
16. Review and analyze all pertinent data to determine the subject properties highest and best use.
17. Provide addendum or exhibits including photos of properties, maps and surveys, building plans showing partitions and room arrangements, locational maps.

Advisory Opinion

18. Derive an opinion of value for the properties and underlying land.
19. Prepare written Appraiser Report Narrative including but not limited to: property identification, date properties were inspected, site analysis, location analysis, the appraisal process, assumptions, conditions, and limiting conditions, land evaluation, discussion of income approach analysis, cost approach, sales comparison approach, improvement analysis.
20. Participate in DBHA Project Development Plan team meetings, community meetings and other appraisal-related meetings as reasonably necessary.

REQUESTED INFORMATION

1. Describe briefly your firm's organizational structure, primary business(es) engaged in, ownership, business affiliations, number and location of offices, and number of professional staff at each location.
2. Identify the name, address, telephone number of individual(s) who will be primarily responsible for the DBHA account, including title, resume, area of specialization, expertise, other clients currently served, client references, and location of primary office. Provide the same information for any other individual(s) who will serve the DBHA account. Describe their experience with appraisals of public housing properties.
3. Describe the qualifications of the firm, key staff and sub-contractors performing projects within the past three years that are similar to the RFP scope of services.
4. Provide a brief description of your firm's experience in appraising properties and any other appraisal-related experience.
5. Provide a summary of your firm's demonstrated capability of conducting appraisals, including length of time that your firm has provided the appraisal services being requested in this RFP.
6. Provide at least three local references that received similar services from your firm. DBHA reserves the right to contact any of the organizations or individuals listed. Information provided shall include client name, project description, project start and end dates, client project manager name, telephone number and email address.
7. Provide information on work performed for governmental/housing authorities or other related entities and the names, titles and telephone numbers of an official from each of these clients who may be contacted as referenced.
8. Provide a statement of the purpose of the appraisal.
9. Attach a certification that you will be able to provide all of the required insurance coverages.
10. Provide your firm's pricing fee structure.
11. Provide a statement that the appraisal report conforms to the Uniform Standards of Professional Appraisal Practice.
12. A statement with regard to the Appraiser's competency to appraise the subject property.
13. Identification of the level of report format (self-contained, summary, restricted use).
14. Provide the assumptions and contingent and limiting conditions under which the report will be produced.
15. Describe your appraisal process, including references to basic principles.
16. Identify the client, intended user, intended use of the appraisal report.
17. Identify the subject properties being appraised.
18. Identify non-realty items.
19. Provide history of property ownership for the past 3 years.
20. Discuss work performed by the Appraiser.
21. Provide a statement of the effective date of the report, the dates the properties were inspected, the date the report was produced.
22. Describe any hypothetical conditions and any extraordinary assumptions.
23. Provide a signed and dated Appraiser's Certification.

CRITERIA FOR SELECTION

DBHA may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list.

1. Demonstrated experience in providing appraisal services, specifically for public housing units, in the targeted area of Volusia County, Daytona Beach, Florida
2. First-hand knowledge of local tax authority's database and related county public records, and codes.
3. Licensed and Certified Appraiser with 10 or more years of experience.
4. The ability to prepare and present best case/worse case scenarios in the appraisal report.
5. The ability to represent DBHA without conflicts of interest with other business transactions
6. Commitment to oversee the costs associated with appraisal reports.
7. Summary of experience as Appraiser, addressing "scope of services" in RFP and fee history.

EVALUATION CRITERIA

1. **Qualifications:** Recent experience in conducting similar appraiser services projects; complexity, and magnitude of projects for other public agencies; relevant professional memberships, appraisal and realtor organizations.

(40 Points)

2. **Capacity:** Including the number and caliber of primary and support staff assigned to commence work.

(20 Points)

3. **Adequacy:** Responses in terms of reasonableness of overall fee structure, completeness of response, proposed methodology in performing services, and a comprehensive approach to effectively safeguard and address public housing values.

(25 Points)

4. **Innovation:** Exceptional results from new innovative or extraordinary contributions of firm or individuals, verified by references, of successfully completing appraisals of public housing projects.

(15 Points)

DBHA may also contact and evaluate the bidder's references, contact any bidder to clarify any response, contact any current users of a bidder's services, solicit information from any available source concerning any aspect of the proposal, and seek and review any other information deemed pertinent to the evaluation process.

LETTER OF INTEREST

The Letter of Interest should discuss the proposer's approach to the Scope of Services, and must include the proposer's team members and identify the primary contact person. Please include telephone number, facsimile number, and email address.

The Letter of Interest must be signed by an authorized principal of the proposer's firm and include a statement that the proposal will remain valid for not less than 30 days or more than 180 days from the date of the proposed submission.

RFP REQUIRED CERTIFICATIONS AND FORMS

The following forms are required to be completed and submitted for all non-construction procurements: W-9/ SUN BIZ active status. Form HUD 5369-B Instructions to Offerors, Form 50070 Certification for Drug Free Workplace, Form 50071 Certification of Payments to Influence Federal Transactions, Form HUD 5369-C Certification and Representations of Officers-Non Construction Contract, Form HUD Disclosure of Lobbying Activities. These forms can be found and downloaded at; <https://www.hud.gov/hudclips>

PROCEDURE FOR SELECTION

The Daytona Beach Housing Authority will rank and select the most responsive and responsible respondent to this RFP. The DBHA reserves the right to require an interview from any and all proposers.

DBHA shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the Agency. After written proposals have been reviewed, discussions with prospective firms may or may not be required.

If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm who will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

PROPOSAL SUBMISSION

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

Proposals should not exceed 15 pages in length, including the cover letter and attachments. Applicant should submit 1 Original & 2 copies of the proposal to:

**Procurement Dept.
Daytona Beach Housing Authority
211 N Ridgewood Ave Suite 300
Daytona Beach, Florida 32114
REF: RFP 2019-01AS**

Proposals must be received by 3:00 p.m. EST on Friday, February 15, 2019. Late proposals will not be considered and will not be opened. Respondents are solely and entirely responsible for ensuring that submissions are received before the stated due date and time. The cost of developing the proposal is the sole responsibility of the bidder. The Authority will not be liable for any costs incurred in the preparation of the proposal. All proposals submitted become the property of DBHA.

DBHA requires that licensees and vendors have an approved Certificate of Insurance and include Daytona Beach Housing Authority as additional Insured with minimum coverage of \$1,000,000.00 for each of the following; General Liability, Auto and Workers Compensation. All proposals will be considered as they are construed by the DBHA. The Agency reserves the right to reject any or all proposals, and the right to request oral presentations of all or some of the proposers, negotiate with any qualified source, or to cancel this RFP in part or in its entirety. All proposals will become the property of DBHA. If any proprietary information is contained in the proposal, it should be clearly identified. After reviewing the proposals, additional information for clarification may be requested by DBHA.

Questions about the RFP should be directed to Procurement@dbhaf1.org by email. A compilation of questions and answers will be made available by email to all responders.

CONTRACTUAL TERMS

The entity selected will be required to execute a contract containing at least the following terms and conditions:

1. Providing that all bills will be submitted in sufficient detail to allow for proper audit.
2. Providing that the Appraiser serves at the pleasure of the Daytona Beach Housing Authority, and that Appraiser Services may be cancelled at any time.

NOTICE OF AWARD

This contract will be awarded to the applicant that is determined to be the most advantageous to the Daytona Beach Housing Authority, taking into consideration the price and other criteria set forth in this RFP. Notification of award will be in the form of a written Notice of Award.

The Award for Appraiser Services is expected to be made on or by Friday, February 22, 2019.