

PANHANDLE REGIONAL PLANNING COMMISSION (PRPC)
REQUEST FOR PROPOSALS ON APPRAISAL SERVICES

Authorization: This request for proposals is being made by the Panhandle Regional Planning Commission (PRPC) in accordance with applicable provisions of Chapter 2254 of the Government Code.

Background: PRPC is seeking proposals from qualified appraisers, licensed in accordance with Vernon's Texas Civil Statutes, Article 6573a.2, to assist in establishing a *fair market value* for property the PRPC intends to purchase as part of a regional public safety communications improvement project.

The subject of the appraisal will be a tract of land located in Lipscomb County consisting of approximately 6 acres; mostly agricultural land (farm and ranch). The PRPC intends to install a new 350' public safety radio tower on this tract.

Proposal Content: All proposals submitted for evaluation must at a minimum include the following:

1. A brief summary of the appraiser's experience and qualifications to perform the requested work.
2. Three (3) references with contact names and phone numbers from other jurisdictions in Texas for whom the appraiser has provided similar services.
3. A statement concerning the appraiser's current commitments to other clients and a projection of when the appraiser would be available to perform the services required by the PRPC.
4. Evidence the appraiser is in good standing with the Texas Appraiser Licensing and Certification Board.
5. Written assurance that the submission demonstrates the appraiser's familiarity with and experience in determining clarity of title and rights and associated values.
6. Written assurance that the submission demonstrates the appraiser's experience in determining value when various factors combine to complicate calculations.
7. Written assurance that the submission demonstrates the appraiser's familiarity with and experience in value and title issues unique to the rural Panhandle-area real estate market.
8. Written assurance that the appraiser has the ability to attend meetings if needed and as requested to support and explain appraisal results.
9. An appraisal sample from previous work performed for another Texas local government. Details can be masked to assure confidentiality.
10. Complete Part II, Pricing/Fees of Exhibit "A". Ensure that the pricing proposal is included as a separate sealed submission.

Minimum Contents: At a minimum, each proposal must meet the following basic requirements:

1. The proposal must be from an established corporation, partnership or firm that normally furnishes such services as the principle business for which the corporation, partnership or firm was formed.
2. The proposal must be received by the PRPC before the deadline for receipt of proposals, and must be complete.
3. The proposal must be signed by an agent of the company who has the authority to bind the company to an agreement with the PRPC.

Evaluation: The appraisal proposals will be evaluated by PRPC staff in accordance with Chapter 2254.003 of the Government Code, which states that the professional service provider will be selected:

- (1) on the basis of demonstrated competence and qualifications to perform the services; and
- (2) for a fair and reasonable price.

Accordingly, the PRPC reserves the right to accept the responsive and responsible proposal that best meets the PRPC's needs, considering both proposal quality and proposal price. The proposals will be evaluated in accordance with the following criterion using the scale described below each selection factor.

1. Appraiser's demonstrated familiarity with rural Panhandle-area real estate values.

Unacceptable: The proposal is inadequate in its approach to determining rural Panhandle-area real estate values.

Not Advantageous: The proposal is inadequate in its approach to determining rural Panhandle-area real estate values.

Advantageous: The proposal is more than adequate in its approach to determining rural Panhandle-area real estate values.

Highly Advantageous: The proposal excels in its overall approach to determining rural Panhandle-area real estate values.

2. Appraiser's experience with rural Panhandle-area title and value characteristics (e.g. divided interests, easements, soils, agricultural production value, liens, use restrictions, etc.).

Unacceptable: Appraiser does not have adequate experience in determining values for properties with title and value complications as demonstrated by references or the submittal of a sample appraisal report that reflects little or no expertise in this area.

Not Advantageous: Appraiser has minimal experience in determining values for properties with title and value complications as supported by references or the submittal of a sample appraisal report that reflects little expertise in this area.

Advantageous: Appraiser has substantial experience in determining values for properties with title and value complications as supported by references or the submittal of a sample appraisal report that reflects an expertise in this area.

Highly Advantageous: Appraiser has extensive experience in determining values of properties with title and value complications as supported by references or the submittal of a sample appraisal report that reflect a substantial expertise in this area.

3. Experience and Past Performance.

Unacceptable: Appraiser does not have at least two years of experience in the valuation of real estate and has failed to perform adequately as supported by references or the content of the proposal.

Not Advantageous: Appraiser has at least two years of experience in the valuation of real estate and has performed fairly as supported by references or the content of the proposal.

Advantageous: Appraiser has at least five years of experience in the valuation of real estate and has performed well as supported by references or the content of the proposal.

Highly Advantageous: Appraiser has more than ten years of experience in the valuation of real estate and has performed exceptionally as supported by references or the content of the proposal.

4. Ability to produce reports in a timely manner consistent with the PRPC's needs.

Unacceptable: Appraiser is currently overburdened and has limited ability to assign qualified personnel to produce reliable reports in a manner consistent with the PRPC's need for timeliness.

Not Advantageous: Appraiser is not currently overburdened but has limited ability to assign qualified personnel to produce reliable reports in a manner consistent with the PRPC's need for timeliness.

Advantageous: Appraiser is not currently overburdened and has the ability to assign qualified personnel to produce reliable reports in a manner consistent with the PRPC's need for timeliness.

Highly Advantageous: Appraiser is not currently overburdened and has the immediate ability to assign qualified personnel to produce reliable reports in a manner consistent with the PRPC's need for timeliness. Appraiser consistently produces quality reports in advance of set time constraints as supported by client references.

5. Completeness of proposal.

Unacceptable: Proposal did not adequately explain all aspects of methodology.

Not Advantageous: Proposal is vague. The PRPC is unable to determine if it is consistent with expressed needs or project intent.

Advantageous: Proposal is adequate, appeared consistent with the project intent and responded to needs expressed by the PRPC in all areas.

Highly Advantageous: Proposal was very thorough, appeared consistent with project intent, and responded to needs expressed by the PRPC in all areas.

6. Cost. The PRPC will evaluate the appropriateness of the cost proposal, including hourly rates, as it relates to the appraiser's qualifications. (The cost proposal must be submitted in a separate sealed envelope and it will not be opened in public.)

Proposal Submission Instructions:

1. **DEADLINE FOR SUBMISSION – 2:00 p.m., Friday, August 16, 2019.** Proposals received after this date and time will not be considered. Faxed proposals will not be considered.
2. **SUBMITTAL LOCATION –** Please submit two (2) copies of the proposal to:

John Kiehl, Regional Services Director
Panhandle Regional Planning Commission
PO Box 9257
Amarillo, Texas 79105

Hand-delivered proposals can be delivered to the PRPC offices located at 415 West Eighth Avenue, Amarillo, TX 79101.

The proposals should be submitted in an envelope clearly marked on the outside, "Response to Appraiser RFP".

Additional Information: Additional information can be obtained by phoning John Kiehl at (806) 372-3381.

EXHIBIT "A"

The undersigned, having carefully read and considered the Request for Proposal to provide Appraisal Services for Real Estate for the PRPC, does hereby offer to perform such services on behalf of the PRPC, at the rates set forth below.

General:

1. Prices stated include all costs associated with the performance of the services specified, including materials, supervision, labor, transportation, delivery, and related costs. No other charges shall be allowed.
2. The PRPC is exempt from sales tax on these services. An exemption certificate will be provided upon request.

Pricing/Fees: Fees shall include all associated costs for appraising (*e.g.*, mileage) and required reports.

1. Fees for Completed Appraisal Report:\$ _____ / Hour

Include a brief explanation of fee charges:

Proposer:

Company Name: _____

Mark the appropriate box below:

Doing business as: **an individual** **a partnership** **a corporation**

Duly organized under the laws of the State of: _____

Principles Office Address:

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ FAX: _____

Email Address: _____

Signature of Appraiser' Authorized Agent

Authorized Agent's Printed Name and Title

NOTE: This proposal must be signed for the proposal to be complete.

Exhibit "A"