



3024 Turner Street, Lansing MI 48906
517.267.5221
www.inghamlandbank.org



Ingham County Land Bank Fast Track Authority

Request for Proposal

Appraisal Services for Residential Properties and/or Vacant Residential Properties

RFP # Appraisals 08-2020

Introduction:

The Ingham County Land Bank Fast Track Authority (Land Bank) is requesting proposals for **Appraisal Services for Residential Properties and/or Vacant Residential Properties** in Ingham County.

Vendor selection will be based upon proposals submitted to the Land Bank by Land Bank staff. The Land Bank intends to award a three (3) year contract to the lowest, most qualified, and responsible bidder.

Release Date: Wednesday, August 19, 2020

Bid Due by: Wednesday, September 2, 2020

Bid Opening: Wednesday, September 2, 2020, 10:30am

At: Ingham County Land Bank Office, 3024 Turner St, Lansing, MI 48906

If you have any questions about this Request for Proposal, please feel free to contact:

- Roxanne Case, Executive Director, rcase@ingham.org
- David Burns, Real Estate Specialist, dburns@ingham.org

Instructions to Bidders

1. BID PROPOSAL CONTENT

Bid proposal documents should include, but not limited to, the following:

- Bid Specifications / Proposal / Unit Pricing for:
 - Residential appraisal with a structure and/or single family dwelling
 - Residential appraisal for a vacant lot
- Firm Background / Years in Business / History
- Evidence of financial stability – 2017-2018 audited financial statements, if available; if not, then copies of the last 2 years tax returns filed.
- Description of qualifications and previous experience with appraisal services for rehabilitation/renovation & new construction projects and miscellaneous vacant lots, in compliance with 49 CFR 24.2 (a) (3) and all USPAP standards.
- Current resume (1-2 pages) for key personnel actively involved and/or present on job sites. At a minimum, this shall include a listing of the relevant certifications (with document numbers and effective dates), licenses, training, and experience.
- Three references documenting past experience by providing: name, agency and contact telephone number.
- Sample copy of an appraisal recently completed.
- Copies of current and applicable (state and local) licenses, certifications, trainings completed, etc.
- Certifications and Authorized Signatures form
- Local Vendor Certification, if applicable
- Certificate of Compliance with Public Act 517 of 2012
- Contractor Application, found on the Land Bank website www.inghamlandbank.org (unless already on file with the Land Bank Office)
- Evidence of required insurance
- Minority Business Enterprise (MBE), Women Owned Business (WOB) certificates, if applicable
- Written COVID-19 health and safety plan

2. BASIS OF PROPOSAL

Proposals are solicited for the completion of all work as described in the specifications and/or shown on the plans or Scope of Work/Services.

Proposals may be withdrawn by bidders prior to, but no later than, the time fixed for the opening of bids. Submit sealed bids, labeled as "Appraisals 08-2020" prior to the opening date, when bids will be opened and read aloud at the Land Bank office. If the Land Bank does not accept the proposal within 45 days, after the opening date, Contractor may withdraw his/her proposal.

3. EXAMINATION OF PREMISES

Contractor shall familiarize himself/herself with local conditions affecting the job. He/she shall take his/her own measurements and be responsible for the correctness of same. Any variance of Contract documents from legal requirements and/or field conditions shall be promptly reported to the Land Bank. Contractor shall be responsible for any examination and no allowances will be made in his/her behalf by reason of error and omission. If any part of the Contractor's work depends for proper results upon existing work or the work of another, Contractor shall notify the Land Bank before commencing work of any defects that will affect the results. Failure to so notify will constitute his/her acceptance of the conditions.

4. CONTRACT

Please review the draft Contract included with this Request for Proposal (RFP). By submitting a bid, Respondents indicate agreement with its contents. It will be signed in accordance with all documentation required with this RFP. It is a three (3) year contract, subject to annual performance review and renewal within that term.

5. SIGNATURES

Respondents shall place on file with the Land Bank, a notarized statement indicating those individuals authorized to sign proposals on behalf of the Corporation, Partnership and/or Individual. (See attached form.) Said notarized statement may be placed on file prior to the submission of any Proposals and updated as the status of the authorized individuals change, or may be submitted with each proposal.

6. CERTIFICATE OF INSURANCE

All bidders shall have on file with the Land Bank certificates of all such insurance required under the Land Bank Vendor Insurance Policy located online at www.inghamlandbank.org within seven (7) calendar days after receipt of the notice of award, unless said certificates are already on file. Further insurance and certificates must include an endorsement providing for ten (10) days prior written notice to the Land Bank, of termination, expiration, or material change of terms.

7. LOCAL VENDOR PREFERENCE

Preference will be given to a vendor who operates a business within the legally defined boundaries of Ingham County. To be considered a local vendor, the Respondent must complete the "Local Vendor Certification Form" included in this bid packet.

8. CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

All bidders must complete the attached Certificate of Compliance with Public Act 517 of 2012, by which the bidder certifies that neither it nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, the bidder will not become an "Iran Linked Business" during the course of performing the work under the Contract.

9. ACCEPTANCE AND REJECTION

A Contract shall be formed between the parties hereto by the Land Bank's acceptance of the Respondent's proposal, and it will be effective on the date stated on the Bid Specification/Proposal form. Upon acceptance by the Land Bank, a copy of the Contract (see draft) will be returned to the Contractor as his/her official notification of award. The Contract, however, shall not be in force until the Contractor has complied with all the requirements of insurance from the Land Bank set forth herein. By the execution of the Contract, the Contractor and the Land Bank hereby covenant in respect to any part of this Proposal and Contract. The Land Bank reserves the right to waive irregularities and to reject bids.

Ingham County Land Bank Fast Track Authority

Appraisal Services for Residential Properties and/or Vacant Residential Properties

SCOPE OF SERVICES

Summary

The Ingham County Land Bank is seeking an experienced and responsible appraiser who is either licensed or certified as defined by the Appraiser Qualifications Board of the Appraiser Foundation, effective January 1, 2015, or, State of Michigan licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing appraisals for properties located in Ingham County. These properties may fall within the NSP-1, NSP-2, HOME, CDBG, HHF, MSHDA grants, Blight Elimination funds, Covid-19 CARES, Treasurer-owned or Land Bank funding programs.

The successful Respondent will meet all qualifications, including competitive pricing, as delineated in the attached proposal. The successful Respondent(s) will be awarded a service contract for a period of three (3) years.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and its implementing regulations (49 CFR Part 24) set forth minimum requirements for real property acquisition appraisals for Federal and federally-assisted programs. The appraiser must at a minimum:

1. Provide an appraisal meeting the definition of an appraisal found at 49 CFR 24.2 (a) (3) (See Appendix A) and conforms to all USPAP standards.
2. Afford the property owner or the owner's designated representative the opportunity to accompany the appraiser on the inspection of the property.
3. Perform an inspection of the subject property. The inspection should be appropriate for the appraisal problem, and the scope of work should address:
 - o Extent of the inspection and description of the neighborhood and proposed project area;
 - o Extent of the subject property inspection; and,
 - o Level of detail of the description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, the remaining property).
4. In the appraisal report, include an adequate description of the physical characteristics of the property being appraised (i.e., sketch of the property and provide the location and dimensions of any improvements), and a description of comparable sales. The appraisal report should also include adequate photographs of the subject property and comparable sales, and provide location maps of the property and comparable sales.
5. In the appraisal report, include items required by the requesting agency, including but not limited to the following:
 - o Property right(s) to be acquired, e.g., fee simple, easement, etc.,
 - o Value being appraised (usually fair market value), and its definition;
 - o Appraised as if free and clear of contamination (or as specified),
 - o Date of the appraisal report and the date of valuation,
 - o A realty/personality report as required by 49 CFR 24.103(a)(2)(i),
 - o Known and observed encumbrances, if any,
 - o Title information,
 - o Location,
 - o Zoning,

- Present use, and
 - At least a 5-year sales history of the property.
6. In the appraisal report, identify the highest and best use. If highest and best use is in question or different from the existing use, provide an appropriate analysis identifying the market-based highest and best use.
 7. Present and analyze relevant market information.
 8. In developing and reporting the appraisal, disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired or by the likelihood that the property would be acquired for the project. (If necessary, the appraiser may cite the Jurisdictional Exception or Supplemental Standards Rules under USPAP to ensure compliance with USPAP while following this and other Uniform Act requirements.)
 9. Report his or her analysis, opinions, and conclusions in the appraisal report.

Additional Requirements

Intended Use

This appraisal is to estimate the fair market value of the property, as of the specified date of valuation, for the proposed sale of the property rights specified (i.e., fee simple, etc.).

Intended User

The intended user of this appraisal report is primarily the Ingham County Land bank; however, its funding partners may review the appraisal as part of their program oversight activities. Funding partners include, but are not limited to the City of Lansing, Michigan State Housing Development Authority (MSHDA), the U.S. Department of Housing and Urban Development (HUD), U.S. Treasury Department, and Ingham County Treasurer.

Definition of Fair Market Value

This is determined by State law. Fair market value, however, is generally defined as the price that a seller is willing to accept and a buyer is willing to pay on the open market in an arm's length transaction, and usually includes the following:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, each acting in what he or she considers his or her own best interest;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Certification

The appraisal shall include a certification of the appraiser (See Appendix B)

Assumptions and Limiting Conditions:

The appraiser shall state all relevant assumptions and limiting conditions. In addition, the requesting agency may provide other assumptions and conditions that may be required for the particular appraisal assignment, such as:

- Data search requirements and parameters that may be required for the project.
- Identification of the technology requirements, including approaches to value, to be used to analyze the data.

- Need for machinery and equipment appraisals, soil studies, potential zoning changes, etc.
- Instructions to appraiser to appraise the property "As Is" or subject to repairs or corrective action.
- As applicable include any information on property contamination to be provided and considered by the appraiser in making the appraisal.

Licensing and Certification Requirements

The Issuers seek appraisers that are state-licensed or state-certified (in accordance with the provisions of Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989) to appraise properties under consideration by ICLB for acquisition. The appraiser must note his or her license or certification number on the individual appraisal report forms. In addition, Respondents must not be listed on GSA's System ([SAM](#)), HUD's Limited Denial of Participation ([LDP](#)) list, or HUD's Credit Alert System ([CAIVRS](#)).

Certifications and Authorized Signatures

Return with your Proposal package

Upon notice of acceptance of this packet, Respondent will execute a Contract Agreement and deliver properly executed insurance certificates to the Land Bank within seven (7) days.

ADDRESS, LEGAL STATUS, AND SIGNATURE OF RESPONDENT

The undersigned does hereby designate the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

P.O. Box (if applicable): _____

Street: _____

City: _____ State _____ ZIP _____

Phone: _____ Fax: _____

Email: _____

The undersigned does hereby declare that it has legal status checked below:

- Individual Limited Liability Corporation (LLC)
 Partnership Corporation, State of Incorporation: _____

The names and address of all persons indicated in this Bid Proposal are as follows:

NAME	ADDRESS
_____	_____
_____	_____

This Proposal Packet is submitted in the name of

(Vendor)

Respondent hereby certifies that the information provided in their submittal to the Land Bank is accurate and complete, and they are duly authorized to sign. Respondent hereby certifies that they have reviewed the RFP in its entirety and accepts its terms and conditions.

Signed: _____ Date _____

Print name: _____

Title: _____

Local Vendor Certification

If applicable, return with your Proposal package.

To be considered for preference as operating a business within the legally defined boundaries of Ingham County, the vendor must register as a “registered local vendor”(RLV) by providing the Land Bank with a verifiable physical business address (not a P.O. Box) within Ingham County at which the business is conducted. This must be the site at which business operation take place. The Land Bank staff reserves the right to make a site visit to verify location and business activities.

Any person, firm, corporation or entity intentionally submitting false information to the Land Bank in an attempt to qualify for the local purchasing preference shall be barred from bidding on Land Bank contracts or a period of not less than three years.

If you believe you qualify as a local vendor, please provide the following information for verification. Please note that there are some exceptions to the local vendor rule. More information can be found at www.inghamlandbank.org.

Complete Legal Firm Name: _____

Company Physical Address: _____

Company Phone: _____

Company Website: _____

Name and Title of Person authorized to sign on behalf of your company:

Signature: _____

Date: _____

Certificate of Compliance with Public Act 517 of 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this _____ day of _____, 2020.

_____, Notary Public
_____ County, State of Michigan
Acting in _____ County, Michigan
My Commission Expires: _____