



REQUEST FOR QUALIFICATIONS (RFQ)
FOR
APPRAISAL SERVICES
ARPA Funded Acquisition of Facility for Homeless Services

RFQ # 21-35

1. Contact Person: Brandy Bubp
Purchasing Specialist
(937) 324-7333
bbubp@springfieldohio.gov

2. Proposal Due: Wednesday, August 25, 2021
5:00 PM, local time

3. Submit Proposal to: Brandy Bubp
Purchasing Specialist
76 E. High St., Springfield OH 45502
(937) 324-7333
bbubp@springfieldohio.gov

4. Number of Copies: Email submission preferred.

1. Purpose

To solicit information for the purpose of qualifying individuals or firms to assist the City of Springfield, Ohio in obtaining appraisals of real property located in Springfield, Ohio. Individuals or firms that are found to be qualified will be put into a pool of appraisers which will then be assigned appraisals as the need arises.

2. Background

The City of Springfield, Ohio has been allocated federal funds by the American Rescue Plan Act of 2021 (ARPA).

One of the eligible purposes of ARPA funding is to respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits or aid to impacted industries such as tourism, travel and hospitality.

The City intends to assist in the acquisition of a facility for conversion into a center for homeless services. The City finds it necessary to increase homeless services in the community due to the significant impact that COVID-19.

The facilities that the City is intending to assist in the acquisition of consist of facilities generally functioning in their current state as drive in motels

3. Request

As part of the requirements for utilizing the federally allocated funds, the City is required to follow the Department of Housing and Urban Development (HUD) guidance, specifically ensuring that any acquisition or assistance effort complies with the Uniform Relocation Act (URA). The URA specifically requires that the City obtain appraisal services from entities that are capable of providing an appraisal that meets the requirements of the URA (see 49 CFR 24.103(a)(2):

- a. An adequate description of the physical characteristics of the property being appraised..., including items identified as personal property, a statement of the known and observed encumbrances, if any, title information, location, zoning, present use, an analysis of highest and best use, and at least a 5-year sales history of the property (see appendix A, CFR 24.103(a)(1).);
- b. All relevant and reliable approaches to value consistent with established Federal and federally-assisted program appraisal practices. If appraiser uses more than one approach, there shall be an analysis and reconciliation of approaches to value used that is sufficient to support the appraiser’s opinion of value. (See CFR appendix A 24.103(a).);
- c. A description of comparable sales, including a description of all relevant physical, legal, and economic factors such as parties to the transactions, source and method of financing, and verification by a party involved in the transaction;
- d. A statement of value of the real property to be acquired;
- e. The effective date of valuation, date of appraisal, signature, and certification of the appraiser.

4. Additional Requirements

- a. The appraiser shall 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, other than that due to physical deterioration within the reasonable control of the owner.

- b. Acquisitions financed through ARPA are subject to the URA, and its implementation regulations at 49 CFR Part 24, and requirements set forth in the ARPA interim final rule. The preceding Requirements and Additional Requirements are those required in the above mentioned CFR guidelines and must be strictly adhered to.

5. Selection Criteria

Individuals or firms will be selected based on materials submitted in response to this RFQ, as well as possible follow up interviews. The following criteria will be utilized to determine each applicant's qualification and should be submitted in a format so that the following three categories are clearly delineated: *NOTE: Appraisers may be selected for both Initial Appraisal Qualifications ("IAQ") and Review Appraiser Qualifications ("RAP"), or selected for just IAQ or RAP.

Experience

- **Basic:** Please provide information and documentation regarding experience (minimum of 5 years), education, training certification, licensing, designations, past work on URA guided projects, and other qualifications for producing appraisals acceptable to HUD. Each appraiser must at minimum have five years' experience, be state licensing or 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.).
- **IAQ:** Please provide examples of past real estate appraisals on projects utilizing the URA.
- **RAP:** Please provide examples of past real estate review appraisals on projects utilizing the URA.

Capacity

- Please provide information and documentation as to the ability to provide appraisals, acceptable to HUD, in a timely manner.

6. Submissions

Submissions will be accepted beginning August 11, 2021 and continue through August 25, 2021 until 5:00 PM, local time. Submission may be hand delivered, mailed or emailed to:

Brandy Bulp, Purchasing Specialist
Purchasing Division, 4th Floor
76 E. High St.
Springfield, OH 45502
Phone: 937-324-7333
Email: bbulp@springfieldohio.gov