



## PLANNING AND DEVELOPMENT

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### CITY OF FARGO REQUEST FOR PROPOSALS APPRAISAL SERVICES

The City of Fargo Planning Department is requesting proposals from qualified Appraisers to provide appraisal services for the City of Fargo project.

The complete RFP package is available to download by clicking the link on the City's "Bidding Opportunities" website: <http://FargoND.gov/planningbidopportunities>

Sealed RFP Submittals will be received at:

Department of Planning and Development  
c/o City Hall  
200 3<sup>rd</sup> Street N  
Fargo, ND 58102

All RFP submittals must be submitted by 3:00 p.m. on September 22, 2017. Late submittals cannot be accepted and will be returned unopened to the Offeror.

All RFP submittals must be placed in an envelope securely sealed therein and labeled: "City of Fargo RFP – Appraisal Services".

The City reserves the right to reject any or all submittals or accept what is, in its judgment, the submittal(s) which is/are in the City's best interest. The City further reserves the right, in the best interest of the City, to waive any technical defects or irregularities in any/all submittals.

Discussion may be conducted with responsible Offerors whose submittals are determined to be reasonably susceptible of being selected for award for purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirement.

The criteria set forth in the Instructions to Offerors of Appraisal Services and any specific criteria listed herein may be considered in judging which submittal is in the best interests of the City. Appraisers will be selected by a selection committee and will be based on the qualifications of the Offerors as well as cost. An interview in a question and answer format may be required for those firms that are ranked highest by the selection committee.

I. **Overview**

The City of Fargo Planning Department seeks the services of qualified Appraisers for providing appraisals services. The appraiser must be certified in North Dakota (Certified-General), and must provide a demonstrated ability to provide appraisal services in **full compliance with the Uniform Relocation and Real Properties Acquisitions Policies Act (aka The Uniform Act) and applicable North Dakota statutes.**

All respondents shall address all the criteria listed within this RFP so that the selection committee can judge all submittals on comparable data.

**The City intends to enter into a contract with selected offeror(s) for providing said services at rates submitted with the response to the RFP.**

II. **Background**

On July 24, 2000, the City of Fargo entered a 20-year lease agreement with Bank of the West and Wells Fargo Bank. The City of Fargo agreed to use the subject property for the purpose of constructing, maintaining and managing a parking ramp facility. The 394-stall public parking ramp is owned, maintained, and managed by the City of Fargo. At the end of this lease, the City of Fargo agreed to purchase the leased premise on which the parking ramp is located. The purchase price shall be based on the fair market value of said land on the date of expiration of this lease. The 20-year lease is set to expire July 23<sup>rd</sup>, 2020. The lease agreement has been attached in Appendix B.

The City will be seeking two (2) appraisals for the properties shown in Appendix A. Submitted rates are to be based on the cost to complete each individual property separately. Payment for each appraisal will be based on actual hours and will not exceed the submitted price within the cost proposal form.

III. **General Scope of Work**

Within the proposal there shall be an identified project manager. The project manager will be responsible for coordinating all project activities **including keeping the project on schedule.**

This is an appraisal services agreement for the previously specified two (2) properties. The selected appraiser shall provide appraisal services in full compliance with the Uniform Act. These appraisals shall provide an estimate of market value and/or just compensation.

IV. **Evaluation Criteria**

The following criteria will be evaluated and weighted as follows:

1. 30 points – Specialized experience (including court testimony experience) or technical expertise of the organization and its personnel in connection with the Scope of Work to be provided.
2. 20 points – Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm.

3. 30 points – Past record of performance on contracts, including quality of work, timeliness, and cost control.
4. 20 points – Cost of services to be performed based on the submitted rate sheets.

The City reserves the right to reject any or all submittals or accept what is, in its judgment, the submittal which is in the City's best interest. The City further reserves the right, in the best interest of the City, to waive any technical defects or irregularities in any and all submittals.

Discussion may be conducted with responsible Offerors whose submittals are determined to be reasonably susceptible of being selected for award for purpose of classification to assure full understanding of, and responsiveness to the solicitation requirements.

#### **V. Submission Requirements**

Offerors are to submit four (4) copies in accordance with the requirements set forth in this Request for Proposals. Late submittals cannot be accepted and will be returned unopened to the Offeror. We are not requiring a Bid or Proposed Security as indicated in the Instructions to Offerors of Professional Services.

All submittals shall be limited to 10 pages (excluding sample appraisal and invoice) and must include the information as outlined below. Failure to do so may result in disqualification.

1. Company name, project manager, mailing address, telephone number, and email address
2. A one-page description and history of the company, including year established, type of ownership and parent company, if any.
3. A one-page narrative describing the firm's interest, particular abilities, and qualifications related to the work outlined in the Scope of Work.
4. Resumes of key personnel to be assisting in appraisal compellation.
5. Provide workload and manpower summary to define Offeror's ability to meet the project timeline.
6. At least three (3) references of client of clients the company has provided similar services to, preferably municipalities and DOT's. Please include contact information for each reference (name, address, phone number and email address).
7. Cost Proposals shall be based on a not to exceed lump sum amount and payment will be based on actual hourly rates up to the not to exceed cap. See Appendix A for cost proposal forms for each project.
8. Provide a Company standard hourly fee schedule.

#### **VI. Questions and Answers**

All questions related to this Request for Proposal must be submitted in writing and submitted by either fax (701-241-1526) or emailed to Jim Gilmour ([jgilmour@FargoND.gov](mailto:jgilmour@FargoND.gov)) or Derrick LaPoint ([dlapoint@FargoND.gov](mailto:dlapoint@FargoND.gov)). Email is

preferred. The question period shall expire at close-of-business on the date specified in the Project Timetable below.

**VII. Project Timetable**

The City reserves the right to modify the timeline if necessary.

RFP Available for Viewing	August 18, 2017
Questions Due	September 12, 2017
Answers Due	September 18, 2017
Submittals Due	September 22, 2017
Selection (interviews if required)	October 2-4, 2017
City Commission Approval of Appraiser(s)	October 9, 2017
Project Completion	January 22, 2018

Discussion may be conducted with responsible Offerors whose submittals are determined to be reasonably susceptible of being selected for award for purpose of classification to assure full understanding of, and responsiveness to the solicitation requirements.

**VIII. Summary**

The City of Fargo Planning Department seeks the services of qualified Offerors for providing appraisal services in full compliance with the Uniform Relocation and Real Properties Acquisitions Policies Act (aka The Uniform Act) and applicable North Dakota statutes. Any team with qualified appraisers is encouraged to respond to this RFP.

The City reserves the right to reject any or all submittals or accept what is, in its judgment, the submittal which is in the City's best interest. The City further reserves the right, in the best interests of the City, to waive any technical defects or irregularities in any and all submittals.

All submittals shall be in accordance with the condition set forth herein. Late or faxed submittals will not be accepted.