

Homeowner Disaster Recovery Program REQUEST FOR PROPOSAL Cover Sheet

Job No.:10/0401
Date Due: Friday, April 16, 2010
DUE NO LATER THAN
3:00 P.M. LOCAL TIME IN
HOUSTON, TEXAS

*Responses received later than the date
and time above will not be considered.*

REQUEST FOR PROPOSALS FOR: Appraisal Services Related to the Harris County HDRP Buy-Out & Down Payment Assistance Programs (Beginning on or about May 1, 2010 and continuing for approximately twelve months thereafter)

OFFERORS NOTE!!

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your RFP with all appropriate supplements and/or samples.

Please return request for proposals in an appropriately sized envelope or box. PACKAGE MUST SHOW THE JOB NUMBER, DESCRIPTION AND BE MARKED "REQUEST FOR PROPOSAL FOR APPRAISAL SERVICES".

RETURN TO:
HDRP -Housing Assistance Center
16602 Diana Lane
Clear Lake, Texas 77062
ATTN: Richelle Henderson

For additional information, contact Richelle Henderson at vendinginquiries@harrisrecovery.org or 1.877.332.8014.

You must sign below in INK; failure to sign WILL disqualify the offer. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Taxpayer Identification Number (T.I.N.): _____

Telephone No. _____ FAX No. _____ e-mail _____

Print Name: _____

Signature: _____ Date: _____

REQUEST FOR PROPOSALS

For Appraisal Services

Section 1 – Purpose of Request

The Harris County Community Services Department through a Program Manager is soliciting proposals from individuals or firms for the purpose of conducting Appraisal Services - real property residential acquisition appraisals for properties to be acquired with Community Development Block Grant Disaster Recovery Funds under the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009, Public Law 110-329, administered by the U.S. Department of Housing and Urban Development.

Section 2 – Background

The Homeowner Disaster Recovery Program is an initiative governed by the Texas Department of Housing and Community Affairs and funded by the U.S. Department of Housing and Urban development (HUD) and administered locally. The program evolved under the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009, Public Law 110-329.

In conjunction with this program, Harris County Homeowner Disaster Recovery Buy-Out Program has been given funding to purchase approximately 20 single family properties that were damaged by Hurricane Ike. This is a voluntary program which allows homeowners who reside in repetitive flood areas to sell their home at a pre-storm fair market value. The objective of the program is to acquire damaged single unit structures, allow homeowners to move to an area outside the one hundred year flood zone, and to minimize slum and blight by preserving the land as green space in perpetuity.

Additionally, the Down Payment Assistance Program has been given funding to provide direct financial assistance to approximately 30 eligible homebuyers in the form of down payment and closing cost assistance. The objective is to encourage homeowners who live in repetitive flood areas to move out of harm's way and into safe, decent and sanitary housing.

Harris County has targeted seventy-six (76) initial zip codes for this program as follows:

77013	77016	77031	77037	77040	77045	77049	77060	77067	77073
77014	77017	77032	77038	77041	77047	77050	77064	77068	77075
77015	77029	77034	77039	77044	77048	77053	77066	77072	77078
77082	77090	77338	77388	77449	77503	77532	77581		
77083	77093	77346	77389	77477	77504	77535	77586		
77084	77095	77357	77396	77484	77506	77536	77587		
77086	77099	77373	77433	77489	77520	77547	77598		
77088	77327	77375	77445	77493	77521	77562			
77089	77336	77386	77447	77502	77530	77571			

Prior to acquisition, HDRP will perform an environmental review for compliance to 24 CFR 58.15. All properties will be appraised in conformity with the Uniform Relocation Act at 49 CFR 24.103 by a State licensed appraiser.

Section 3 – Time Schedule

Release of RFP	4-01-10
Deadline for Written Questions	4-07-10
Responses to Questions	4-12-10
Proposals Due	4-16-10
Proposal Evaluation Completed	4-23-10
Contract Award Date	5-01-10

Section 4 – Submission of Qualifications

For a complete copy of the Request for Proposal, download a copy from www.harrisrecovery.org on the RFQ-RFP page under the Main Menu.

To receive consideration, proposals must be submitted in accordance with the following instructions:

1. All proposals shall be sealed and delivered to the HDRP
Housing Assistance Center
16602 Diana Lane
Clear Lake, Texas 77062
ATTN: Richelle Henderson
2. Submit one original, clearly marked “ORIGINAL” and two (2) copies, clearly marked “COPY”. Proposals should be bound with identification of the vendor, the job number and RFP title on the cover. Proposals are due before 3:00 p.m. local time in Houston, Texas on April 16, 2010. Proposals will not be accepted after this deadline.
3. The complete response package should be sealed in an envelope, labeled in the lower left hand corner with the vendors name and job number and marked: “**REQUEST FOR PROPOSAL FOR APPRAISAL SERVICES**”. No faxed or emailed proposals will be accepted.
4. Each section of the vendor’s response should start on a new page. A “tab page” marked with the section number and title should separate each section. Each page should be marked with the section title in the top heading.
5. Prepare a table of contents detailing the contents of each section and place the Table of Contents right before section I. Sections should be organized as follows:

Section I: RFP Cover Sheet (completed), **Residence Certification** (completed, see Attachment a), **Insurance Certificate** (see Attachment b), and **Requirements Checklist** (see Attachment e)

Section II: Narrative – Include a narrative Statement of Qualifications describing the intent and ability of vendor’s organization to provide the services contained in the RFP.

Section III: Qualifications

Vendors must address each Vendor Qualification item and Required Services item under the SPECIFICATIONS section of this RFP. When addressing these items, provide a narrative that illustrates:

- How the vendor will assure the appraisals are completed and delivered to HDRP within seven (7) working days of HDRP’s order of appraisal.
- How the vendor will assure appraisals requested for multiple properties during the same period are completed and delivered to CDM.
- Indicate if vendor can meet the specification or not, or if the specification can be met only under certain conditions or circumstances. If vendor is not able to meet the specification, briefly explain why, noting any concerns or issues CDM should be aware of.

In addition, the following should be included under this section:

- A. Questionnaire (completed; see Attachment d)
- B. Vendor’s information such as experience, education, licenses, and insurance certificates

Section IV: Fee Schedule

Section V: References (see Attachment c) – Completed. A minimum of three (3) references are required for services provided within the past three (3) years and must be verifiable. Include any local government services.

Past Performance– Identify previous contracts within the past five (5) years for which vendor has performed at a continuously high level of service.

Section VI: Miscellaneous – any additional information vendor may feel is appropriate. Vendors are expected to examine all documents, forms, specifications and all instructions. Failure to do so will be at the vendor’s risk.

6. CDM reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to CDM’s interest and the right to waive minor irregularities in procedures.

Section 5 – Instructions to Proposers

1. All proposals shall be sealed and delivered to:
HDRP - Housing Assistance Center
16602 Diana Lane
Clear Lake, Texas 77062
ATTN: Richelle Henderson

2. Submit one original and two copies of the proposal before 3:00 p.m. local time in Houston, Texas on April 16, 2010.
3. The complete response package should be sealed in an envelope, labeled in the lower left hand corner with the vendors name and job number and marked: **“REQUEST FOR PROPOSAL FOR APPRAISAL SERVICES”**. No faxed, telephone or email proposals will be accepted.
4. Proposals should be prepared simply and economically, providing straightforward, concise descriptions of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.
5. A CDM representative will notify the firm selected.
6. All proposals must include the following information:
 - Cover Sheet signed by a person legally authorized to bind the applicant to the Proposal.
 - List project experience doing appraisals involving use of Community Development Block Grant (CDBG) funding or other similar federal dollars.
 - The name, address, phone number, fax number and email address of the firm and /or individual submitting a proposal.
 - The name of the individual who will be performing work on the project, their areas of responsibility, experience and qualifications.
 - Copy of relevant license(s) and / or certification(s) of individual(s) that will be performing work on the project.
 - A minimum of three references indicating recent satisfactory experience in performing appraisals for real property acquisitions; references to include agency or person’s name, address and current phone number.
 - A complete copy of a recent real property appraisal meeting the definition of an appraisal described in Section 6, Scope of Work (below).
 - Estimated response time for a service request.
 - A detailed breakdown of costs associated with real property appraisal. Provide a description of services and expenses that would be delivered by firm or individual; what expenses are covered under the schedule; and identify any fees and expenses that would not be covered under this schedule but may be required.

Section 6 – Scope of Work

CDM is seeking a vendor with the experience, capabilities, and qualified available staff to provide Appraisal Services related to the Buy-Out and Down Payment Assistance Program for the Harris County Homeowner Disaster Recovery Program (“HDRP”), beginning on or about April 1, 2010 and continuing for approximately twelve months thereafter or until all services ordered prior to the expiration date have been satisfactorily delivered and/or accepted by CDM.

It is the responsibility of each provider organization to examine the entire Request for Proposals (RFP), seek clarification in writing, and review their submittal for accuracy before submitting. Once the submission deadline has passed, all submissions will be final. All questions relating to the RFP must be submitted in writing and directed to Richelle Henderson via email to vendinginquiries@harrisrecovery.org (preferred method) or by fax to 713.357.4901. The deadline for

submission of questions relating to this RFP is 12:00 p.m. April 7, 2010. CDM will not be bound by any information conveyed verbally.

REQUIRED SERVICES

Qualified individuals or firms (“Vendors”) are invited to submit a statement of qualifications describing their ability to carry out the activities outlined below. The appraiser must, at a minimum be licensed/certified to perform appraisals in the State of Texas.

1. The appraisal must meet the Uniform Relocation Act (URA) definition of an appraisal (see 49 CFR 24.2(a)(3) and the five following requirements (see 49 CFR 24.103(a)(2)):
 - a. An adequate description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, an adequate description of the remaining property), 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.
 - b. All relevant and reliable approaches to value. If the 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.
 - c. A description of comparable sales, including a description of all relevant physical, legal and economic factors such as parties to the transaction, source and method of financing and verification by a party involved in the transaction.
 - d. A statement of the value of the real property to be acquired and, for a partial acquisition, a statement of the value of the damages and benefits, if any, to the remaining real property, where appropriate.
 - e. The effective date of valuation, date of appraisal, signature and certification of the appraiser.
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:
 - The extent of the inspection and description of the neighborhood and proposed project area,
 - The extent of the subject property inspection, including interior and exterior areas,
 - The 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 a sketch of the property and provide the location and dimensions of any improvements. 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 acquiring agency, including but not limited to the following:
 - Property right(s) to be acquired, e.g., fee simple, easement, etc.
 - Value being appraised (usually fair market value), and its definition,
 - Appraised as if free and clear of contamination (or as specified),

- Date of the appraisal report and the date of valuation,
 - A realty/personality report as required by 49 CFR 24.103(a)(2)(i),
 - Known and observed encumbrances, if any,
 - Title information,
 - Location,
 - 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 for a Scope of Work

INTENDED USE: This appraisal is to estimate the fair market value of the property,

- > For Buy-Out Program - value as of September 2008 (pre-Hurricane Ike);
- > For Down Payment Assistance Program - value as of the specified date of valuation; for the proposed acquisition of the property rights specified (i.e., fee simple, etc.) for a Federally assisted project.

INTENDED USER: The intended user of this appraisal report is primarily the acquiring agency, but its funding partners may review the appraisal as part of their program oversight activities.

DEFINITION OF FAIR MARKET VALUE: This is determined by State law, but includes the following:

- Buyer and seller are typically motivated;
- Both parties are well informed or well advised, each acting in what he or she considers his or her own best interest;
- A reasonable time is allowed for exposure in the open market;
- Payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and
- 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 attachment f)

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

- The 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 the 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.

Section 7 - Specific Requirements

1. The awarded Contractor/Firm shall be responsible for maintaining, at its sole cost and expense, comprehensive general liability insurance, including automobile and property damage, insuring Harris County, CDM and the Contractor/Firm against loss or liability for damages for personal injury, death, or property damage arising out of or in connection with the performance by the Contractor of its obligation hereunder. (see attachment b) The awarded Contractor/Firm shall furnish evidence, satisfactory to the CDM, of all such policies.
2. The awarded Contractor/Firm shall maintain a current business license.

Section 8 – Selection Criteria

CDM will review and evaluate the proposals and will select the most highly qualified provider of the services requested on the basis of demonstrated competence and qualifications. If CDM is unable to agree to contract terms, CDM reserves the right to terminate contract negotiations with that vendor and initiate negotiations with another vendor.

Evaluation will consider cost productive, efficient and effective plans. Emphasis will be placed on capability to perform as well as meeting the needs of the using program. While CDM appreciates a brief straightforward and concise reply, the vendor must fully understand that evaluations are based on the information provided. Accuracy and completeness are essential. Omissions, ambiguous or equivocal statements may be construed against the vendor. Vendor's response may be incorporated into any contract which results from this RFP, and vendors are cautioned not to make claims or statements which they are not prepared to commit to contractually. Failure of the vendor to meet such claims will result in a requirement that the vendor provide the resources necessary to meet submitted claims.

The following criteria will be utilized in evaluating the qualifications:

1. Price
2. Experience /Qualified available staff / Past performance
3. Quality of References
4. Quality of sample appraisal(s)
5. Response time for service request
6. Compliance with RFP requirements

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

Section 9 – Terms and Conditions

1. CDM reserves the right to reject any and all proposals, and to determine and waive minor irregularities in any proposal.
2. CDM reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. CDM reserves the right to determine the most qualified contractor based on CDM's evaluation of the above selection criteria and any factors relevant thereto.
4. CDM reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
5. CDM reserves the right to award contracts for all or some of the tasks in the Scope of Work to one or more contractor(s)/firm(s).
6. Any Proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal. Any RFP not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to sell to CDM the services described in the specification, or until one or more of the proposals have been approved by CDM, whichever occurs first.
7. The contract resulting from acceptance of an RFP by CDM shall be in a form supplied or approved by CDM, and shall reflect the specifications in the RFP. CDM reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by CDM's legal representative.
8. The cost for developing the proposal is the sole responsibility of the bidder. All proposals submitted become the property of CDM.

Section 10 – Compensation

1. Responding contractor/firm shall present detailed information in regards to the contractor/firm's proposed fee schedule for the real property acquisition appraisals provided for in Section 5, inclusive of Texas state sales tax and any other applicable government charges.
2. Payment by CDM for the services provided will only be made after the services have been performed; an itemized billing statement is submitted in the form specified by CDM and approved by the appropriate CDM representative, which shall specifically set forth the services performed. Payment will be made in accordance with CDM's accounts payable cycles.

Section 11 – General Information

Compliance with Rules: Proposers responding to this RFP must follow its procedures and requirements. Failure to comply with or complete any part of this RFP may result in rejection of your Proposal.

Determining Best Use:

Appraisals shall be the most appropriate combination, or single method, to determine the highest, best use of the site. Contractor/Individual must indicate which method or combination of methods is used (e.g., cost; income; and/or sales approach). The Contractor/Individual 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. Also, HDRP funded acquisitions may not be used as comparables in the appraisal.

The appraisal must have been completed and delivered to HDRP within seven (7) working days of Harris County HDRP's order of appraisal.

Appeals: Bidders who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the Harris County Housing Assistance Center within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, is not subject to appeal.

HDRP - Housing Assistance Center
16602 Diana Lane
Clear Lake, Texas 77062
ATTN: Richelle Henderson

Indemnity: The Appraiser shall hold harmless, indemnify, and save the County, its officers, employees, and agents, from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the Hearing Examiner or any of its agents, employees or representatives. The indemnity applies to both active and passive acts and other conduct.

FEDERAL CLAUSES

1. Source of Funds
“Work under this contract will be funded with federal grant funds from the Community Development Block Grant Disaster Recovery Program.”
2. Conflict of Interest of Members, Officers, or Employees of the Grant Recipient, Members of Local Governing Body, or Other Public Officials

No member, officer, or employee of the city or county recipient of the Community Development Block Grant, or its designees or agents, no member of the governing body of the locality in which the grant project is situated, and no public official of such locality or localities who exercises any functions or responsibilities with respect to the project during his or her tenure or

for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under the grant contract.

3. Prohibition on the Use of Federal Funds for Lobbying

The following certification must be signed by all contractors and subcontractors:

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions

C. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name

Date

Signature

Harris County Homeowner Disaster Recovery Program

ATTACHMENTS

RESIDENCE CERTIFICATION/TAX FORM

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Harris County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

- (3) "Nonresident bidder" refers to a person who is not a resident.
- (4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that _____ is a Resident Bidder of Texas as defined in
[Company Name]
Government Code §2252.001.

I certify that _____ is a Nonresident Bidder as defined in
[Company Name]
Government Code §2252.001 and our principal place of business is _____.
[City and State]

Taxpayer Identification Number (T. I. N.): _____

Company Name submitting Bid/Proposal: _____

Mailing Address: _____

If you are an individual, list the names and addresses of any partnership of which you are a general partner:

PROPERTY: List all taxable property owned by you or above partnerships in Harris County.

<u>Harris County Tax Acct. No.*</u>	<u>Property address or location**</u>
_____	_____
_____	_____
_____	_____
_____	_____

* This is the property account identification number assigned by the Harris County Appraisal District.

** For real property, specify the property address or legal description. For business personal property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored at a warehouse or other location.

Minimum Insurance Requirements

- The contractor shall, at all times during the term of this contract, maintain insurance coverage with not less than the type and requirements shown below. Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor's liability.
- All policies of insurance shall waive all rights of subrogation against the County, its officers, employees and agents.
- Upon request, certified copies of original insurance policies shall be furnished to CDM.
- CDM reserves the right to require additional insurance should it be deemed necessary.

A. Workers' Compensation (with Waiver of subrogation to CDM) Employer's Liability, including all states, U.S. Longshoremen, Harbor Workers and other endorsements, if applicable to the Project.

Statutory, and Bodily Injury by Accident: \$100,000 each employee. Bodily Injury by Disease: \$500,000 policy limit \$100,000 each employee.

B. Commercial General Liability Occurrence Form including, but not limited to, Premises and Operations, Products Liability Broad Form Property Damage, Contractual Liability, Personal and Advertising Injury Liability and where the exposure exists, coverage for watercraft, blasting collapse, and explosions, blowout, cratering and underground damage.

\$300,000 each occurrence Limit Bodily Injury and Property Damage Combined \$300,000 Products-Completed Operations Aggregate Limit \$500,000 Per Job Aggregate \$300,000 Personal and Advertising Injury Limit. CDM shall be named as "additional insured" on commercial general liability policy.

C. Automobile Liability Coverage:

\$300,000 Combined Liability Limits. Bodily Injury and Property Damage Combined. CDM shall be named as "additional insured" on automobile policy.

REFERENCES

Reference #1

Organization Name: _____
Contact Name/Telephone No.: _____
Address: _____

Dates of Service: _____

Reference #2

Organization Name: _____
Contact Name/Telephone No.: _____
Address: _____

Dates of Service: _____

Reference #3

Organization Name: _____
Contact Name/Telephone No.: _____
Address: _____

Dates of Service: _____

Reference #4

Organization Name: _____
Contact Name/Telephone No.: _____
Address: _____

Dates of Service: _____

Reference #5

Organization Name: _____
Contact Name/Telephone No.: _____
Address: _____

Dates of Service: _____

QUESTIONNAIRE

The following questionnaire requests certain information about the vendor and will be used in the evaluation process. Please answer the questions in the order given and submit in Section III of vendor's proposal. Answers should be as thorough and as definitive as possible and include all pertinent data. Please also attach any literature, brochures or other information which vendor decides may enhance its proposal. If the attachment relates to any of the below questions, indicate in the response to the related question that an attachment is included and identify the applicable attachment in the response.

1. Describe vendor's organization (form of business, size, years of existence, number of employees).
 - a. What is the main office address?
 - b. Is there a local address in the Greater Houston area?
2. Describe the services vendor provides.
3. How long vendor has been performing the services required by this RFP and include the number of years in business.
4. Describe the experience and educational background of vendor's professional staff, including job descriptions and credentials.
5. Describe the clientele vendor has served in the last five years, including company names and addresses.
6. Describe vendor's experience working with government agencies.
7. What expertise or special qualifications does vendor have to meet the needs of Harris County Homeowner Disaster Recovery Program?
8. What does vendor consider to be its overall company (or individual) strength?
9. Provide a statement of whether the vendor intends to use subcontractors, and if so, the names and mailing addresses of the committed subcontractors and a description of the scope and portions of the work the subcontractors will perform.

REQUIREMENTS CHECKLIST

RFP Requirement	Section and Page of Proposal Indicating How Vendor Meets This Requirement
How the vendor will assure the appraisals are completed and delivered to CDM within seven (7) working days of CDM's order of appraisal.	
How the vendor will assure appraisals requested for multiple properties during the same period are completed and delivered to CDM.	
Experience providing appraisals to governmental agencies.	
Experience providing appraisals throughout the Harris County area.	
Demonstrated qualifications to provide:	
1. An adequate description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, an adequate description of the remaining property), 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.	
2. All relevant and reliable approaches to value. If the 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.	
3. A description of comparable sales, including a description of all relevant physical, legal and economic factors such as parties to the transaction, source and method of financing and verification by a party involved in the transaction.	
4. A statement of the value of the real property to be acquired and, for a partial acquisition, a statement of the value of the damages and	

benefits, if any, to the remaining real property, where appropriate.	
Information and documentation regarding:	
1. Experience (minimum of 5 years)	
2. Education	
3. Training	
4. Certification/Licensing	
5. Designation(s)	
6. Meeting the appraisal qualifications of the Uniform Act (49 CFR 24)	
State licensed or certified appraisers (holding a certified General or Real Estate Appraisal License for the State of Texas) in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989	
Experience in appraising properties in the zip codes listed in the Background Information above by submitting copies of two (2) residential appraisals completed in the last twelve (12) months	
Capacity – Information and documentation as to the ability to provide appraisals, acceptable to HUD, in a timely manner. This should include a list of employees holding an appraisal license and a listing of expected turn-around times for completion of appraisals ordered at one time in increments of one (1) to five (5).	

CERTIFICATION OF APPRAISER – SAMPLE

I HEREBY CERTIFY:

That on _____date(s), I personally made a field inspection of the property herein appraised and have afforded the owner or a designated representative the opportunity to accompany me on this inspection. I have also personally made a field inspection of the comparable sales relied upon in making said appraisal. The property being appraised and the comparable sales relied upon in making this appraisal were as represented in the appraisal.

That to the best of my knowledge and belief the statements contained in the appraisal herein set forth are true, and the information upon which the opinions expressed therein are based is correct; subject to the limiting conditions therein set forth.

That I understand that such appraisal may be used in connection with the acquisition of property for a project utilizing U.S. Department of Housing and Urban Development funds.

That such appraisal has been made in conformity with appropriate laws, regulations, and policies and procedures applicable to appraisal of property for such purposes; and that to the best of my knowledge no portion of the value assigned to such property consists of items which are non-compensable under the established law of said state.

That any decrease or increase in the fair market value of real property prior to the date of the valuation caused by the project for which such property is acquired, or by the likelihood that the property would be acquired for such project, other than that due to physical deterioration within the reasonable control of the owner, was disregarded in determining the compensation for the property.

That neither my employment nor my compensation for making this appraisal and report are in any way contingent upon the values reported herein.

That I have no direct or indirect present or contemplated future personal interest in such property or in any benefit from the acquisition of such property appraised.

That I have not revealed the findings and results of such appraisal to anyone other than the proper officials of the acquiring agency or officials of the U.S. Department of Housing and Urban Development and I will not do so until so authorized by said officials, or until I am required to do so by due process of law, or until I am released from this obligation by having publicly testified as to such findings.

That I have not given consideration to, or included in my appraisal, any allowance for relocation assistance benefits.

→ **For Buy-Out Program:** That in my opinion of the pre-Hurricane Ike fair market value as of September 2008 is \$_____ based upon my independent appraisal and the exercise of my professional judgment.

→ **For Down Payment Assistance Program:** That in my opinion of the fair market value of the property to be acquired as of the _____ day of _____, 20 _____ is \$_____ based upon my independent appraisal and the exercise of my professional judgment.

Name

Signature

Date