

**NOTICE OF REQUEST FOR QUOTES  
FOR  
RESIDENTIAL APPRAISAL SERVICES**

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**INFORMATION PACKAGE**

**DATE:** July 18, 2016

**PROJECT:** Middletown Homeownership Opportunity Program

**ISSUED BY:** City of Middletown Community Development Agency (MCDA)

The closing date for submission of proposals is Monday, August 1, 2016 at 4:00 P.M.

Request for proposal packages can be obtained from Maria Bruni at the following address:

City of Middletown Community Development Agency  
Attention: Maria Bruni  
16 James Street  
Middletown, NY 10940  
(845) 346-4170

**BRIEF PROJECT DESCRIPTION:**

The MCDA is in need of a NYS Certified Residential Appraiser for the purposes of rehabilitating residential single family and two-family homes for eligible home buyers.

The purpose of the program is to assist eligible homebuyers with the purchase of rehabilitated homes through the Middletown Homeownership Opportunity Program. The rehabilitation typically consists of roof replacement, heating system upgrades, electrical and plumbing upgrades, window and door replacements, insulation, siding and the elimination of code violations. All rehabilitations will be in accordance with New York State Building Code and the environmental regulations including, but not limited to lead paint, asbestos and mold.

**SCOPE OF SERVICES:**

The Firm shall provide appraisal of residential single family and two family properties for the Middletown Homeownership Opportunity Program. Access to the project site(s) must be arranged by the Firm in conjunction with the MCDA representative.

The Firm shall conduct an appraisal based upon an inspection/evaluation of the parcel(s)/property(s) and other material facts. The Firm shall prepare, pursuant to Uniform Standards of Professional Appraisal Practice (USPAP) standards, a written appraisal report which indicates the current “as-is” fair market value of the property as of the date of the appraisal AND an after rehabilitation fair market value of the property. Fair market as is value is defined “as the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus.”

The Firm will collect and analyze all pertinent data in accordance with the Uniform Standards of Professional Practice (USPAP), the USPAP Competency Rule and applicable State and Federal Regulations governing the determination of market value including the following:

1. Sales Comparison Approach Appraisal
2. Income Approach Appraisal
3. Cost Approach Appraisal
4. Reconciliation of Costs to Remedy Opinion

The Firm will also provide complete documentation for the appraisal along with proper analysis. The appraisals must be submitted on Standard Forms acceptable to the lender(s): U.S. Department of Housing and Urban Development (HUD) and the City of Middletown Community Development Agency. The completed appraisal report(s) shall be submitted to the MCDA no later than 30 calendar days of receiving a Notice to Proceed (NTP) for each specific project.

**PROPOSAL FORMAT**

The Proposal should consist of, at a minimum, the following information:

1. Cover Letter: A cover letter addressed to MCDA, Maria Bruni, Director, describing the firm's desire to provide housing rehabilitation inspections and rehabilitation monitoring services.
2. Firm Background: A brief background statement about the firm to include such items as its size, range of services, age and design, etc.
3. Experience of Firm: A list of projects recently completed, as well as current projects undertaken by the firm. Project listings should include types of services performed with an emphasis on residential lead paint inspection and risk assessment, names and locations of projects, owners' name and address, brief description of the project and the design solution, date of completion, cost (if possible) and project duration.
4. Professional Staff: A listing of the professional staff of the firm assigned to this project, including principals, detailing their qualifications such as title, education, certification, licenses, professional societies, experience and length of service with the firm. The willingness to discuss the scope of rehabilitation work with staff prior to issuance of final report, a full and complete understanding of housing rehabilitation and the knowledge and use of standard specifications for lead hazard reduction should be conveyed. Include turnaround time for all professional services, detailing a typical housing rehabilitation project by construction trade.

5. References: A listing of clients of projects currently in progress, as well as past projects, to include name, title, address and telephone number. Clients listed should be public sector clients and involve projects similar to those listed herein.
6. Fee Proposal: Firms wishing to participate in this Request for Proposal are required to indicate the fee for professional services for the project listed herein.
  - A. The scope of services includes the provision of a Certified Residential Appraisal for the identified property including an “as-is” value and an after rehabilitation value.
7. Basis of Award of Contract: The Home Inspection services are considered professional services and there is no obligation to select the lowest proposal. However, cost is a factor in the selection process and the following criteria will be used in selecting firms:
  - A. Cost of Services
  - B. Experience of firm with like projects
  - C. Ability to complete work on time
8. Equal Employment Opportunity: Firms are advised that the MCDA is committed to Equal Employment Opportunity.
9. Payment: Payment will be made at the completion of the following phases:
  - A. Submission of the Initial Inspection, scope of work and cost estimate with both written and technical data documentation certified to the sub-recipient.
  - B. Submission of post rehabilitation inspection report certified to the MCDA.
10. Insurance Requirements:

Contractual terms applicable to contractor and any and all sub-contractor(s) will include, but are not limited to the following:

  - General Liability insurance in the amount of \$1,000,000 each occurrence & \$1,000,000 aggregate
  - Bodily Injury, including death in the amount of \$1,000,000 each occurrence & \$1,000,000 aggregate
  - Property Damage in the amount of \$1,000,000 each occurrence & \$1,000,000 aggregate
  - Automobile Liability Insurance in the amount of \$1,000,000 each occurrence & \$1,000,000 aggregate
  - Worker's Compensation as required by law
  - Identification of personnel, contractors and subcontractors

**SUBMITTAL INSTRUCTIONS**

- A. Due date for submittal of Proposal is **Monday, August 1, 2016 at 4:00 P.M.**
- B. The proposal must be in the format used in this document. Pre-published proposals are acceptable, as long as any additional information required is attached.
- C. Two (2) copies of the proposal are required. Faxed or email proposals will not be accepted.
- D. Submit in person or mail to:

City of Middletown Community Development Agency  
Attention: Maria Bruni  
16 James Street  
Middletown, NY 10940  
(845) 346-4170

The City reserves the right to reject any or all proposals or parts of proposals, to negotiate modifications of proposals submitted, and to negotiate specific work elements with a proposer into a project of lesser or greater magnitude than described in the Request For Quotes/Qualifications or the proposers reply.