

**REQUEST FOR PROPOSALS
GEORGIA HOUSING AND FINANCE AUTHORITY
GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
HOUSING FINANCE AND DEVELOPMENT DIVISION
MULTIFAMILY APPRAISAL SERVICES**

I. Introduction

The Georgia Housing and Finance Authority (“GHFA”), the state housing agency and an instrumentality of the State of Georgia and a public corporation, issuing a Request for Proposals (“RFP”) for appraisal services from qualified firms or persons (“Proposers” or “Appraisers”) interested in providing professional appraisal services for multifamily projects located in the State of Georgia. The programs of GHFA are administered by the Georgia Department of Community Affairs (“DCA”), a legislatively created executive branch of State government.

II. DCA's Housing Finance and Development Programs

DCA administers affordable multifamily rental housing for moderate and low income Georgians. These programs are funded by a number of sources, including Bond proceeds, Low Income Housing Tax Credits, Housing Trust Fund for the Homeless and Federal HOME funds. DCA estimates that these projects will range from 12 to 200 units in size with a certain number of units in each project reserved for accessibility by the disabled. The mix of projects will include both new construction and those requiring substantial rehabilitation, and will be located in both rural and urban areas. DCA will need appraisals for all sources of financing, except for the Bond programs.

III. Proposal Submission Requirements

All proposals must be delivered in one complete original paper copy and one complete electronic copy to DCA at 60 Executive Park South, N.E., Atlanta, Georgia 30329-2231, no later than 4:00 p.m. on Wednesday, July 10, 2013. DCA will not consider proposals received after 4:00 p.m. on Wednesday, July 10, 2013. Proposal Packages must be addressed to Marie Palena, Affordable Housing Project Manager, Housing Finance & Development Division, Georgia Department of Community Affairs, 60 Executive Park South, N.E., Atlanta, Georgia 30329.

IV. Review Process

Proposals will be evaluated, at a minimum, based on the following factors:

- (1) Experience;
- (2) Capacity;

- (3) Fee for services;
- (4) Ability to provide services in a timely and efficient manner;
- (5) Previous experience with preparation of multifamily appraisals;
- (6) References; and
- (7) Quality of the sample report submitted.

DCA reserves the right to reject substantially incomplete Proposal Packages without a detailed review. In its sole discretion, DCA reserves the right to contact Proposers and request required information omitted from the Proposal Package. DCA may also contact Proposers by telephone, fax, or e-mail during its review of a Proposal Package in order to clarify information provided. DCA reserves the right to reject any and/or all proposals or any part thereof; and waive any minor irregularity in the Proposal Package; and accept the Proposal Package that is in the best interest of the State. DCA may require one or more Proposers to make an in-person presentation of all or part of the information contained in the Proposal Package and/or to meet in person with DCA for the purpose of answering questions about the appraisals.

V. Scope of Services

If selected to provide appraisal services, all appraisals must meet the following requirements:

- (1) Performed in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP) requirements in Standard 2: Real Property Appraisal, Reporting which was promulgated by the Appraisal Foundation in 1989 in connection with Title XI of the Financial Institutions Recovery and Enforcement Act (FIRREA) and the requirements as set forth in the 2013 DCA Appraisal Manual located at <http://www.dca.ga.gov/housing/HousingDevelopment/programs/QAP2013docs.asp> and
- (2) Performed by a State Certified General Real Property Appraiser with a minimum of five (5) years experience appraising multifamily rental housing. A copy of the Appraiser's state certification must be included in the Proposal Package.
- (3) One hard copy plus one electronic copy of all appraisals must be completed and submitted to DCA within thirty (30) days of project assignment. (Appraisals cannot be emailed directly to DCA due to the document size.) Failure to do so may result in non-selection for future assignments.



VI. Minimum Proposal Requirements/Required Documentation

All Proposal Packages must contain, at a minimum and in the following order, the following information along with all supporting documentation:

- a. A cover letter, which includes each Appraiser's signature, state certification #, the telephone number and e-mail of the individual to whom DCA may communicate regarding the Proposal Package.
- b. Qualifications for all persons who will be working directly on the appraisal reports, if the Proposal is accepted. The qualifications should include the number of years of experience and the property types appraised by the Appraisers.
- c. A statement which states the Appraiser(s) engaged will inspect the subject property assigned.
- d. A statement which acknowledges the Appraiser has read the 2013 Appraisal Manual ("Manual") and will prepare the appraisals in accordance with the Manual.
- e. A statement as to the number of multi-family appraisals performed in the last three (3) years for all proposed persons or firm. Also include the type of ownership (for profit, nonprofit, REO, etc.), source of financing (conventional, HUD insured, LIHTC, other government funding, etc.), the number and mix of unit sizes (SRO, 1BR, 2BR, 3BR, etc.) and the general localities of the projects (urban, rural, etc.). Developments with Low Income Housing Tax Credits and/or HOME funds are of particular interest.
- f. A statement as to the percentage of the volume of appraisals that is oriented to multi-family appraisals as compared to non-multifamily appraisals.
- g. A statement which evidences the number of appraisals each Appraiser has the capacity to conduct over a 12-month period, assuming a maximum turnaround time will not exceed thirty (30) days.
- h. A schedule of the fee charged for the appraisal services per appraisal. DCA does not pay travel expenses, late fees or interest charges. Appraisal service quotes should be all-inclusive.
- i. Three (3) customer references for each Appraiser. Projects referenced should be of similar type (i.e. affordable multifamily). Of special interest to DCA are any customer references from state or local housing agencies and/or financial institutions. Please provide the contact person's name and number.
- j. A statement regarding the ability of the Appraiser to qualify as a minority-owned business/women-owned business enterprise (MBE/WBE)
- k. A certification to a Drug Free Workplace:



1. If Appraiser is an individual, he or she hereby certifies that he or she will not engage in the unlawful manufacture, sale distribution, dispensation, possession or use of controlled substance or marijuana during the performance of any contract resulting from this Request for Proposal.

2. If an Appraiser is an entity other than an individual, it certifies that a drug-free workplace will be provided for the contractor's employees during the performance of any contract resulting from this Request for Proposal; and

- l. Evidence of Professional Errors and Omissions insurance coverage with limits of \$1,000,000 per claim and \$1,000,000 in the aggregate on the appropriate Accord insurance certificate. Financial statements for the last three (3) years in lieu of insurance are acceptable.
- m. Selected Appraisers must comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act, and the Illegal Reform and Enforcement Act of 2011 (O.C.G.A. §13-10-90 et. seq.) and all subsequent state and federal immigration reform laws that may be later enacted.

All Proposal Packages must be accompanied with a complete and notarized Contractor's Affidavit

(<http://www.dca.ga.gov/housing/HousingDevelopment/programs/documents/ContractorAffidavit.pdf>)

attesting that the persons/firms providing appraisal services are registered for and using E-Verify (a federal work authorization program) and a Public Benefits Affidavit

(<http://www.dca.ga.gov/housing/HousingDevelopment/programs/documents/ImmigrationAffidavit.pdf>)

verifying that Appraiser has a lawful presence in the United States. If selected, persons/firms must include a similar provision in all written agreements with any contractors or subcontractors, as approved by DCA, who are engaged to perform services under the written agreement with the Agency.

- n. A sample electronic copy (flash drive or CD; emails will not be accepted) of a complete multifamily development appraisal must be submitted. The appraisal must be in a self-contained format prepared by the Proposer within the last two (2) years. A development with Low Income Housing Tax Credits and/or HOME funds is preferable. If the sample copy of a complete appraisal meeting these requirements has previously been submitted to DCA, Proposer should state so in written form and provide the DCA project name and number.

VII. Expected Schedule

Action	Date
Issuance of Request for Proposal (RFP)	Monday, July 1, 2013
Proposals due to DCA office in Atlanta (4:00 pm)	Wednesday, July 10, 2013



Selection	Friday, July 24, 2013
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VIII. Contract Term

- (1) If selected, the contract period is from July 24, 2013 to June 30, 2014 with an option to renew for two (2) additional one-year contract periods. The Appraiser agrees to furnish and deliver any and all services at the fee included in the Proposal Package, unless said fee is otherwise modified in writing by both parties.
- (2) The hiring of subcontractors to work on DCA's appraisals is prohibited unless approved by DCA prior to preparation of appraisal reports.

IX. Questions about Request for Proposal

All questions concerning the RFPI must be submitted to Marie Palena, Affordable Housing Project Manager, at marie.palena@dca.ga.gov. All answers to general questions will be posted on the DCA Procurement and Contracting website as an addendum (<http://www.dca.ga.gov/housing/HousingDevelopment/programs/ProcureandContracting.asp>).

X. Equal Housing Opportunity

The State of Georgia, the Georgia Housing and Finance Authority, and the Georgia Department of Community Affairs does not discriminate against any person because of race, sex, color, familial status (children under 18), national origin, disability or handicap, or religion.

