

**GEORGIA HOUSING AND FINANCE AUTHORITY**  
**60 Executive Park South, NE**  
**Atlanta, GA 30329**

**REQUEST FOR PROPOSALS ("RFP")**  
**Issued February 1, 2021**

**Multifamily Appraisal Services**

Proposals **must** be submitted no later than 4:00 p.m. Eastern Standard Time,  
February 19, 2021.

**I. Statement of Purpose**

The Georgia Housing and Finance Authority (the "Authority" or "GHFA") is issuing a 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. Overview of DCA Financing Programs**

GHFA's Multifamily Housing Program ("Program") administers several financing programs designed to increase available affordable multifamily housing statewide.

- The DCA HOME Partnership Program provides low interest construction/permanent loans to third parties for rehabilitation or new construction of affordable multifamily rental housing developments for families and seniors. These loans are often combined with an allocation of Georgia Federal and State Low Income Housing Tax Credits.
- The federal low income housing tax credit program which includes the allocation of 9% credits as well as the issuance of Letters of Determination for tax exempt properties seeking a 4% credit allocation.
- The Georgia National Housing Trust Program which provides low interest construction/permanent loans to third parties for rehabilitation or new construction of affordable multifamily rental housing developments for families and seniors. These loans may be combined with an allocation of Federal and State Low Income Housing Tax Credits.
- The DCA TCAP (Tax Credit Assistance Program) that provides low interest acquisition loans for Affordable Housing Properties. These loans may be combined with an allocation of Federal and State Low Income Housing Tax Credits.

### III. Schedule of Events

The schedule of events\* for this RFP is as follows:

Advertise RFQ	February 1, 2021
Responses Due (receipt by GHFA)	February 19, 2021 (by 4:00 PM EST)
Selected for Oral Presentations, Oral Presentations, and Confirmation of Scope of Services (if the Authority deems necessary)	March 8, 2021 – March 19, 2021
Announcement of Selected Consultants	No later than April 2, 2021

\* Dates are approximate and may change as needed.

### IV. Proposal Submittal Instructions

- A. The Proposal should be prepared in a straightforward and concise manner, detailing the Appraiser's capabilities to satisfy the requirements of this RFP.
- B. All Proposals shall be submitted electronically to: [OHFRFP@gadca.onmicrosoft.com](mailto:OHFRFP@gadca.onmicrosoft.com). Proposals submitted at or after 4:01 p.m. EST on February 19, 2021, will **not** be considered. Please provide documents in a Compressed Zip folder or provide access via an online secure link (e.g. OneDrive).
- C. All proposals must include a transmittal letter on the Appraiser's stationery, signed by an individual who is authorized to bind the Proposer to all statements in the Proposal and the services and requirements as stated in the RFP. If any addendum or amendments have been issued to this RFP, the Appraiser shall acknowledge same in this section. On the transmittal letter, please indicate who will be the contact person with whom the Authority will communicate all information regarding this RFP. Please include the phone and facsimile numbers and e-mail addresses for this individual. The transmittal letter should clearly state that the Proposal is in response to the Multifamily Appraisal Services RFP.
- D. Proposals may not exceed ten pages (10) pages, excluding the cover letter, certification statement and attachments/exhibits. Additional pages or extra material will not be reviewed.
- E. If there are any questions related to this RFP, please send them via email to [OHFRFP@gadca.onmicrosoft.com](mailto:OHFRFP@gadca.onmicrosoft.com). All questions are due by February 15, 2021 by 4:00 p.m. EST. Phone calls will not be accepted.

- F. All questions and answers will be posted on the Georgia Department of Community Affairs web page at:

<https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/housing-tax-credit-program-lihtc/other-requests>

Only written responses or statements posted on the website shall be binding. No other means of communication, whether oral or written, shall be construed as an official response or statement of GHFA.

- G. Proposals will be evaluated based upon the responses to the specific items outlined in the “Proposal Content Requirements.” Although the Authority reserves the right to contact respondents and ask them for required information omitted from the Proposal, any Proposal that omits requested information or exceeds requested parameters may be rejected as non-responsive.

## **V. Minimum Qualifications**

The following qualifications must be met to be considered for contract award:

- A. The Appraiser shall have at least five (5) years of experience, including recent experience within the last five (5) years, providing appraisal services for multi-family rental housing properties; and
- B. Any key personnel assigned to the Contract shall have a minimum of three (3) years of recent experience providing appraisal services for multifamily rental housing properties.

## **VI. Scope of Appraisal Services Under this RFP**

If selected, the scope of services expected from the Proposer in connection with appraisal services shall include, but not be limited to, the following:

- A. Performance 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 annual DCA Appraisal Manual located at the following link:

[Application Manuals and Forms | Georgia Department of Community Affairs \(ga.gov\)](#)

- B. Performance 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.

- C. Completion and submission of one electronic copy of all appraisals to DCA via method prescribed by DCA within thirty (30) days of project assignment. Depending on the size of the file, DCA may request the Appraisal via email, an online document link (e.g. OneDrive), or be submitted on a flash drive to DCA offices.
- D. Communication with DCA staff on progress and issues related to the successful completion of appraisal for an assigned property.

## **VII. Proposal Content Requirements**

All Proposals must contain the following information and relevant documentation in the order outlined below:

### **A. Minimum Qualifications**

The Appraiser shall demonstrate that it meets the qualifications outlined in Section V.

### **B. Executive Summary – Scope of Work**

The Appraiser shall condense and highlight the contents of the Proposal in a separate section titled “Executive Summary.” The summary shall provide a broad overview of the Appraiser’s understanding of the contents of the RFP and of how the Appraiser’s proposal meets the scope of services outlined.

### **C. Summary of Experience and General Capability**

1. Experience. The Appraiser shall provide an overview of its experience rendering services similar to those outlined Section VI of this RFP and how that experience is relative to this RFP. This narrative shall also include a summary of the experience of key personnel proposed to be assigned to this Contract. Resumes, brochures and other relevant documentation may be included in this section.

Section should include 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.

Include a statement as to the percentage of the volume of appraisals that is oriented to multi-family appraisals as compared to non-multifamily appraisals.

2. References. The Appraiser must provide the names, addresses, telephone numbers and contact persons of three (3) current clients or clients from the past three years for whom similar services required by this RFP were performed. Of special interest to DCA are any customer references from state or local housing agencies and/or financial institutions. GHFA reserves the right to contact any known current or former client.
3. A sample electronic copy 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.

#### **D. Financial Capability**

An Appraiser must include in its Proposal a commonly-accepted method to prove its fiscal integrity. If available, the Appraiser shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two (2) years (independently audited preferred).

In addition, the Appraiser may supplement its response to this Section by including one or more of the following with its response:

1. Dunn and Bradstreet Rating;
2. Standard and Poor's Rating;
3. Lines of credit;
4. Evidence of a successful financial track record; and
5. Evidence of adequate working capital

#### **E. Work Plan**

The Appraiser shall provide a work plan presenting how the services described in this RFP shall be provided by the Appraiser should the Appraiser be awarded a Contract. At a minimum, the Work Plan shall include the following:

1. The Appraiser's understanding of the services to be provided, including a statement which states the Appraiser(s) engaged will inspect the subject property assigned and will prepare the appraisals in accordance with the annual DCA Appraisal Manual.
2. The Appraiser's approach to managing the performance of work including, overall organization, and support resources, including 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..

3. The tasks and methods to be utilized in completing the required services described in Section VI of this RFP.

#### **F. Key Personnel**

Identify the specific key individuals being designated in this Proposal for the project team and specify the division of responsibility that is envisioned among these individuals to perform the scope of services listed in Section VI of this RFP. If the personnel are not employees of the Appraiser, indicate the relationship with the Appraiser and confirm their availability to work on assignments within the deadlines established in the scope of services. For each individual named, include a resume that highlights:

1. Educational background;
2. Relevant general experience;
3. Relevant specialized experience as it relates to the minimum qualifications outlined in Section V.

Should the Proposal be accepted by GHFA, these designated individuals will be the only ones authorized pursuant to contract to provide the appraisal services set forth in this RFP.

#### **G. Conflict of Interest**

Appraisers shall consider any conflicts of interest which presently exist or which may arise if the Appraiser is selected for contract award. A conflict of interest is defined as a relationship of such a character that would raise doubts in the mind of an independent observer about the Contractor's ability to conduct an impartial review of the assigned project.

If during the term of the Contract the Appraiser becomes aware of any such conflict of interest, or the potential appearance of a conflict, the Appraiser shall disclose same, in writing, within five (5) business days from the time the Appraiser becomes aware of the relationship. It shall be the Appraiser's Administrator's responsibility to determine whether or not the contractual relationship so disclosed would constitute a conflict sufficient to present the appearance of impropriety.

Describe any facts that may create a conflict of interest with your services under this RFP.

## H. **Price Proposal**

A description of pricing for the appraisal services per appraisal should be provided. DCA does not pay travel expenses, late fees or interest charges. The price proposal should be as detailed as possible to enable GHFA to appropriately budget for services under this RFP.

## VIII. **Non-Binding Request for Proposal**

The expectations, plans, and requests expressed in this RFP are not to be considered a commitment or contract in any way. In addition, this RFP does not in any way obligate GHFA to pay any costs incurred in the preparation or mailing of a Proposal.

## IX. **Reservation of Rights**

In connection with this RFP, and the services to be provided by the Appraiser(s) selected pursuant to this RFP, the Authority reserves the right to:

- A. cancel this solicitation at any time;
- B. reject any or all proposals;
- C. waive minor deficiencies and informalities;
- D. request additional information from individuals or firms prior to final selection;
- E. change the schedule of events or cancel any funding program without any financial obligation for services provided or out-of-pocket expenses incurred, or any other obligation to the appraisers; and
- F. amend or modify this RFP to include additional services.

## X. **Georgia Open Records Act and Program Accessibility**

- A. **Georgia Open Records Act.** The Georgia Open Records Act (O.C.G.A. §§ 50-18-70 *et. seq.*) requires that public records be open and available for inspection by any member of the public.

As such, any Proposal submitted in response to this RFP is subject to the Georgia Open Records Act. By submitting a response to this RFP, Proposers acknowledge that this RFP is subject to the Georgia Open Records Act.

- B. **Accessibility.** GHFA is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. Please contact the Issuing Officer if any reasonable accommodations are required. For example, Appraisers that respond to this RFP should contact the Issuing Officer at least one day in advance if they require special arrangements when attending the Oral Presentations.

## **XI. Evaluation Process**

DCA will designate a review committee comprised of DCA staff (“Evaluation Committee”). The Evaluation Committee will evaluate the Responses in accordance with this RFP. The Evaluation Committee will conduct their evaluation of the Technical Proposals received on the basis of the following criteria in descending order of importance:

- A. Minimum Qualifications
- B. Experience and General Capability
- C. Work Plan
- D. Key Personnel
- E. Executive Summary
- F. Pricing
- G. Financial Capacity
- H. Conflict of Interest
- I. Certification Statement (Threshold):
  - MSRB Rule G-37 (Threshold)
  - Drug-Free Workplace (Threshold)
  - Immigration Reform and Control Act (Threshold)

Please note that the items marked as “Threshold” must be met or the Proposal will be disqualified and not scored.

## **XII. Selection and Award**

The primary intent of this RFP is to identify multiple Appraisers to provide the needed services; however, the Authority reserves the right to award contracts as needed.

Unless this RFP states otherwise, the resulting award of the contract does not guarantee volume or a commitment of funds.

## **XIII. Contract Term**

The Contract resulting from this RFP shall commence after all appropriate State approvals have been obtained and shall extend for a period of one (1) year. The initial term may be extended by agreement of the parties for three additional one (1) year terms.

The hiring of subcontractors to work on DCA's appraisals is prohibited unless approved by DCA prior to preparation of appraisal reports.

## **XIV. Miscellaneous**

**Delinquent Taxes.** Proposer must certify for DCA that it does not owe any unpaid taxes to the Georgia Department of Revenue ("GDR"). DCA reserves the right to obtain an authorization from the Proposer to check its tax status in Georgia. DCA will not enter into a Contract for professional services with Proposer if 1) delinquent taxes are owed to GDR, and 2) no written arrangement exists as of the date of this RFP to pay them.

**Identity of Interest.** Firm must disclose any identity of interest with:

1. any member, officer or employee of DCA; and
2. the owner, developer, or manager of any DCA funded affordable housing project.

**Debarment or Suspension.** Proposer must disclose whether Proposer has ever been debarred or suspended from any local, state, or federal housing program.

**Minority and Women's Business Enterprises.** Proposer should disclose status as MBE/WBE and submit the applicable certification documentation.

## **XV. Certification Statements**

**Drug Free Workplace.** Firm must certify that a drug-free workplace will be provided for the contractor's employees during the performance of any contract resulting from the RFP.

**Immigration Reform and Control Act.** Firm must warrant that it complies with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87) and any other applicable state or federal immigration law. DCA will maintain on file the driver's license and the Immigration and Security Affidavit of the person who is authorized to enter into and sign this contract for Services.

The following shall be signed by an individual authorized to bind the firm.

1. "I agree and certify that our firm, as well as any person or entity associated with our firm, is in compliance with the applicable requirements of Municipal Securities Rulemaking Board Rule G-37."

Yes       No

2. "I agree and certify that our firm, and any contractors employed by our firm, will operate within a drug-free workplace during the time of any performance of any contract resulting from the RFP."

Yes       No

3. "I agree and certify that our firm is in compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87) and any other applicable state or federal immigration law."

Yes       No

4. "I agree to abide by all conditions of this RFP and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response for the firm and that the firm is in compliance with all requirements of the RFP."

Yes       No

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Company Name

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Authorized Signature

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Printed Name

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Title

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Date