REQUEST FOR PROPOSALS

FOR

REAL ESTATE APPRAISAL SERVICES

As Requested by

THE SOUTHERN SANDOVAL COUNTY ARROYO FLOOD CONTROL AUTHORITY

RFP No. 2018-02

PROPOSAL DUE DATE: March 8, 2018
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Appendix A-Campaign Contribution Disclosure Form
Appendix B-Sample SSCAFCA Agreement
Submission Instructions to Offerors:

1. Proposal due date: March 8, 2018 at 3:00 p.m. local time. Proposals for the project will be received by the Fiscal Services Department, Southern Sandoval County Arroyo Flood Control Authority, 1041 Commercial Dr. SE, Rio Rancho, New Mexico 87124.

2. Submit 1 Original and 3 copies of your Proposal in a sealed envelope or container. Submit 1 Original copy of your cost proposal in a separate sealed envelope or container labeled “Cost Proposal”.

3. Proposals must be submitted in a sealed package or envelope listing the following information on the outside:

   Real Estate Appraisal Services  
   RFP No. 2018-02

4. **Point of Contact:** This Request for Proposals (RFP) is issued by SSCAFCA, Fiscal Services Department, which is the sole point of contact during the procurement process (the “Point of Contact”). Communications initiated by a respondent to this RFP (the “Offeror”) with members of the Governing Body or SSSAFCA personnel, other than as coordinated by the Point of Contact noted below, shall be grounds for Offeror disqualification. Any inquiries or requests during this procurement shall be submitted to the following Point of Contact:

   Southern Sandoval County Arroyo Flood Control Authority  
   Fiscal Services Department  
   Attention: Deborah Casaus, Fiscal Services Director  
   1041 Commercial Dr. SE  
   Rio Rancho, NM  87124  
   (505) 892-5266  
   dcasaus@sscafca.com
1. **INTRODUCTION**

1.1. **Overview.** Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA), a political subdivision of the State of New Mexico, requests qualification based competitive sealed proposals for **Real Estate Appraisal Services**.

1.2. **Scope of Work/Specifications.** Offerors should demonstrate their ability to directly provide the following services:

It is the intent of SSCAFCA to select a pool of real estate appraisers who can be called upon to perform appraisals on a task or project basis. SSCAFCA reserves the right to select appraisers for each task or project from the qualified pool based upon such factors as the expertise, availability, experience, performance record, and cost of the appraisal.

Specific services shall be on an on-call basis and shall include all duties typically expected of a real estate appraiser, listed below in Section 1.4. All services shall be for projects in SSCAFCA’s jurisdiction. Expert witness testimony may also be required.

It is possible that there may be numerous Task Orders assigned to a firm and underway at any time during the duration of this contract, however, SSCAFCA makes no guarantee as to the amount of work to be requested.

1.3. **Term.** SSCAFCA intends to enter into a one (1) year contract, with an option to renew (3) additional years not to exceed four (4) years.

1.4. **Scope of Work/Specifications.** Offerors should demonstrate their ability to provide the following services:

1.4.1 Render real property valuation services including appraisals, counseling, consulting, evaluation studies, market studies and post-appraisal services, as well as up-dates and revisions, according to the instructions provided by SSCAFCA. The valuation services will require selective research into appropriate market area, assembly of pertinent data, the application of appropriate analytical techniques and timely reporting of conclusions and supporting data.
1.4.2 General appraisal services for a variety of property types including, but not limited to: improved commercial, industrial and residential properties and vacant residential or commercial land, located in urban, suburban and rural settings.

1.4.3 Review and evaluation of third party appraisal reports submitted to SSCAFCA.

1.4.4 Prepare appraisals and exhibits for use in the exercise of Eminent Domain ("Condemnation") proceedings.

1.4.5 Consult in trial preparation as an expert witness and appear as an expert witness in litigation matters involving work done for SSCAFCA. This includes preparation of trial exhibits such as aerial photography; charts, graphs, photographs and other required trial exhibits. State your prior expert witness experience, as well as, your hourly rate for such services.

1.4.6 Offerors are advised that, in addition to compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), appraisal services shall be prepared in compliance with all Federal Regulations (Uniform Appraisal Standards for Federal Land Acquisitions, latest Edition, the “Yellow Book”) where applicable, as well as all applicable New Mexico State Statutes.

2. CONDITIONS GOVERNING PROCUREMENT

2.1. Overview. This section of the Request for Proposals (RFP) contains the schedule for the procurement, describes the major events and milestones and specifies general conditions governing the procurement.

2.2. Schedule of Events. SSCAFCA will make every effort to adhere to the following schedule:

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFP</td>
<td>SSCAFCA</td>
<td>February 18, 2018</td>
<td>NA</td>
</tr>
<tr>
<td>Deadline to Submit Written Questions</td>
<td>Potential Offerors</td>
<td>March 1, 2018</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>Response to Written Questions</td>
<td>SSCAFCA</td>
<td>March 5, 2018</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>RFP Addenda</td>
<td>SSCAFCA</td>
<td>If applicable, no later than March 5, 2018</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>Submission of Proposals</td>
<td>Offerors</td>
<td>March 8, 2018</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Proposal Evaluation and Ranking (Including time for Interviews, Oral Presentations, and Best and Final Offers)*</td>
<td>Evaluation Committee</td>
<td>March 9-14, 2018</td>
<td></td>
</tr>
<tr>
<td>Notify Offerors of Selection</td>
<td>SSCAFCA</td>
<td>March 16, 2018</td>
<td></td>
</tr>
<tr>
<td>Finalize Contract (upon SSCAFCA Board approval)</td>
<td>SSCAFCA/Offeror</td>
<td>March 30, 2018</td>
<td></td>
</tr>
</tbody>
</table>
*Offerors will be notified by the Fiscal Services Department if and when to expect interview and Best and Final Offer dates.

2.2.1 **Written Questions and RFP Amendments.** Potential Offerors may submit written questions as to the intent or clarity of this RFP until the date and time specified in the schedule of events. All written questions must be sent by email and addressed to the Point of Contact. Written responses to written questions and any RFP amendments will be will be posted to SSCAFCA’s website at the following address:

[http://www.sscafca.org](http://www.sscafca.org)

All addenda and communications will also be posted to SSCAFCA’s website.

It is the responsibility of all potential Offerors to check the website for questions and responses and to ensure that all addenda have been received before submitting their proposal.

2.2.2 **Submission of Proposal.** All Offeror proposals must be received by SSCAFCA no later than the date and time specified in the Schedule of Events. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal. Proposals must be hand delivered or mailed to:

**Southern Sandoval County Arroyo Flood Control Authority**  
**Attention: Deborah Casaus, Fiscal Services Director**  
**1041 Commercial Dr. SE**  
**Rio Rancho, New Mexico 87124**

Proposals must be submitted in a sealed package or envelope listing the following information on the outside:

**Real Estate Appraisal Services**  
**RFP No. 2018-02**

SSCAFCA shall not be responsible for proposals that are mailed and not received by the time specified in this section. Receipts for hand delivered proposals may be issued by SSCAFCA (upon request).

2.2.3 **Proposal Evaluation.** The evaluation and ranking of proposals will be performed by the Evaluation Committee during the time period noted in the Schedule of Events.

2.2.4 **Selection of Finalist.** The Evaluation Committee will select and the Point of Contact will notify the Finalist Offeror.

2.2.5 **Oral Presentations and Interviews.** The Evaluation Committee may request oral presentations or interviews by the Offerors. If this is required, the requested action
will take place at the SSCAFCA office in Rio Rancho within the proposal evaluation timeframe specified the Schedule of Events.

2.2.6 **Finalize Contract.** The Contract will be finalized with the most qualified Offeror. In the event that mutually agreeable terms cannot be reached, SSCAFCA reserves the right to terminate negotiations with that Offeror. The Contract will be presented to the SSCAFCA Board of Directors for its approval on the date specified in the Schedule of Events.

2.2.7 **Protest Deadline.** The ten (10) day protest period for Offerors shall begin on the day following the notification of the contract award and will end at 5:00 pm MT on the tenth calendar day following the notification of the contract award. Protests must be submitted in writing and must include the name and address of the protestant and the RFP number. It must also contain a statement of grounds for protest and be addressed and delivered to the Point of Contact.

2.3. **General Requirements.**

2.3.1 Offerors shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete proposals may be considered non-responsive and subject to rejection.

2.3.2 Proposals and any other information submitted by Offerors in response to this RFP shall become the property of SSCAFCA.

2.3.3 Proposals that are qualified with conditional clauses, alterations, or irregularities of any kind are subject to rejection by SSCAFCA, at its option.

2.3.4 It is incumbent upon each Offeror to carefully examine all specifications, terms, and conditions contained herein. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, (facsimile transmissions acceptable, email is preferred) through the Point of Contact named above. SSCAFCA will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given. If it becomes necessary to revise or amend any part of this RFP, notice may be obtained by accessing our web site. Respondents in their proposal must acknowledge receipts of amendments.

Each Offeror should ensure that they have received all addenda and amendments to this RFP before submitting their proposal.

2.3.5 A proposal may be amended or withdrawn in person at any time BEFORE the scheduled due date and time of proposals provided a receipt for the withdrawn proposal is signed by the Offeror’s authorized representative. An amendment must be a complete replacement for a previously submitted proposal and must be clearly identified in a transmittal letter signed by the Offeror’s authorized representative.
SSCAFCA reserves the right to request proof of authorization to withdraw or amend a proposal.

2.3.6 All information, documentation, and other materials submitted in response to this RFP are considered non-confidential and/or non-proprietary and are subject to public disclosure after the procurement is completed.

2.3.7 SCAFCA may evaluate the proposals based on the anticipated completion of all or any portion of the project. SCAFCA reserves the right to divide the project into multiple parts, to reject any and all proposals and re-solicit for new proposals, or to reject any and all proposals and temporarily or permanently abandon the project when deemed to be in SCAFCA’s best interest. SCAFCA makes no representations, written or oral, that it will enter into any form of agreement with any Offeror to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

2.3.8 SCAFCA may, in the evaluation of proposals, request clarification from Offerors regarding their proposals, obtain additional material or literature, and pursue other avenues of research as necessary to ensure that a thorough evaluation is conducted.

2.3.9 By submitting a proposal in response to this RFP, the Offeror accepts the evaluation process and acknowledges and accepts that determination will require subjective judgments by SCAFCA.

2.3.10 Offeror acknowledges and accepts that any expense incurred from the Offeror’s participation in this RFP process shall be at the sole risk and responsibility of the Offeror.

2.3.11 SCAFCA expects the highest level of ethical conduct from Offerors including adherence to all applicable laws regarding ethical behavior. The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199 (1984 as amended), imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

2.3.12 After identifying the highest scoring Offeror, SCAFCA will attempt to negotiate final terms of a Contract with such Offeror, on such terms as SCAFCA deems in its best interest. SCAFCA reserves the right to negotiate all elements of the Contract.

2.3.13 SCAFCA shall evaluate any potential conflict of interests identified and determine if it is a direct conflict of interest. A direct conflict of interest shall be cause for disqualifying an Offeror from consideration. SCAFCA’s determination shall be final.

3. PROPOSAL FORMAT AND ORGANIZATION REQUIREMENTS
3.1. **General Proposal Requirements.** Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of this RFP. Emphasis shall be placed on the quality, completeness, and clarity of content of the proposal.

3.2. **Number of Copies.** Offeror must submit 1 original and 3 copies of its proposal in a sealed envelope or container. Submit 1 Original Cost Proposal in a separate sealed envelope or container labeled “Cost Proposal”.

3.3. **Proposal Format.**

3.3.1 Proposals shall be limited to a maximum length of 15 numbered pages, not including the Cover Letter, Table of Contents, dividers, the front and back cover and any documentation listed in Section 4.2.2. Please identify the requirement number in the proposals when responding to each.

3.3.2 Proposals shall be clearly divided into unique sections, which shall include:

a. Cover Letter

b. Table of Contents

c. Other Required Documents

d. Response to Desirable Requirements

3.3.3 Proposals shall be printed on letter-size (8-1/2” x 11”) paper and bound or assembled with spiral bindings, stapled or in 3-ring binders. Graphics incorporated into the proposal may exceed the paper-size requirement. Any 11” x 17” pages shall be numbered as two pages. Drawings on 24” x 36” sheets shall be numbered as four pages.

4. **SUBMISSION REQUIREMENTS**

4.1. **Overview.** This section contains the mandatory and desirable proposal submission requirements as well as related information. Offerors must respond to the mandatory requirements and should respond to the desirable requirements of this RFP providing the required responses, documentation and assurances. Failure to respond to a desirable requirement will result in zero (0) points being awarded for that requirement, except for Section 4.3.3.

4.2. **Mandatory Proposal Submission Requirements.** Failure to comply with a mandatory requirement will result in disqualification of the proposal.
4.2.1 Cover Letter. Offerors must submit a cover letter summarizing why the Offeror is interested in this project. A party authorized to bind the entity submitting the proposal must sign the cover letter. The cover letter should include the following items:

a. Identity of Offeror including business address, telephone number, fax number, and email address.

b. A statement that the proposal is effective for 60 days from proposal due date.

c. A statement that the Offeror will comply with all terms and conditions as stated in this RFP; or identification of any exceptions taken to any of the RFP terms.

d. A brief list of any pending, settled, tried, or other litigation the firm has been involved in for the past five (5) years relating to real estate appraisal services performed by the firm, with a description of the case(s) and their current status, if applicable.

4.2.2 Other Required Documents. The following list of documents must be submitted with the proposal, but will not be counted towards the 15 page limit:

a. Disclosure of any Potential Conflicts of Interest. Offeror shall either state they have no conflict of interest or disclose any potential conflict of interest. A potential conflict of interest includes, but is not limited to:

i. Accepting an assignment where duty to SCAFCA would conflict with the Offeror’s personal interest, or interest of another client.

ii. Performing work for a client or having an interest which conflicts with this contract.

b. Certification of professional liability insurance of at least one million dollars ($1,000,000).

c. Campaign Contribution Disclosure Form. In accordance with the Procurement Code, Section 13-1-28, all prospective contractors who are seeking to enter into a contract with a state agency or local public body (SCAFCA) are required to file the attached “Campaign Contribution Disclosure Form” with that state agency or local public body, in this case SCAFCA. This form must be filled out in its entirety and submitted with the offer.

4.2.3 Cost Proposal Format. Cost will not be a criterion for recommending contract award. Submit 1 Original Cost Proposal in a separate sealed envelope or container labeled “Cost Proposal”. This will not count towards the 15 page limit. Below is a list of pricing items to be submitted with your proposal in a separate sealed envelope:
a. Lump sum cost for production of single parcel report for market analysis, restricted, summary and condemnation appraisals. Describe actual services provided in the various levels/formats of appraisals.

b. Unit rate for production of a report including multiple parcels in one general location (i.e. hourly or other method of compensation determination) for market analysis, restricted, summary and condemnation appraisals. Describe actual services provided in the various levels/formats of appraisals and provide separate fees for each of the following groupings: (2-5 parcels; 6-10 parcels; 11 or more parcels)

c. General fully loaded hourly rate for appraisal consultation, including project feasibility, evaluation studies, etc.

d. General fully loaded hourly rate for pre-trial depositions and discovery investigations and pre-trial preparation.

e. General fully loaded hourly rate for expert testimony at condemnation trial and other legal proceedings as required.

4.3. Desirable Requirements. As SSCAFCA shall evaluate all of the proposals on the same basis, it is required that your proposal conforms in all respects to the specifications outlined in this RFP.

4.3.1 Qualifications and Experience. Describe the qualifications and experience of the personnel to be assigned to the work such that those qualifications demonstrate prior experience of similar nature.

4.3.2 Experience within SSCAFCA’s Jurisdiction. A description of the Offeror’s experience, knowledge of and/or familiarity with Sandoval County, Rio Rancho, Corrales and Bernalillo.

4.3.3 Appraisal Projects Completed. Provide a summary of representative projects performed by firm in the last two (2) years, identify if the client was a public or private entity and describe any unique challenges associated with the selected projects.

4.3.4 References and/or Recommendations. Please provide (3) references for work completed with the past two (2) years. SSCAFCA personnel cannot be used as references.
4.3.5 **Quality and Content of Proposal.** The proposal will be scored on the overall quality of the assembly and presentation of information.

4.3.6 **Resident Contractor or Resident Veterans Contractor Preference.** If applying for a resident contractor or resident veteran contractor preference for this RFP, Offeror must submit certificate issued by the New Mexico Tax and Revenue Department preference to obtain points. Only one preference may be applied to RFP scoring. Please see NMSA 1978, Sections 13-1-21 and 13-1-22.

5. **EVALUATION OF PROPOSALS**

5.1 **Evaluation Points Summary.** The following is a summary of evaluation factors and the maximum point factors assigned to each. These will be used in the evaluation of each Offeror proposal submitted.

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<thead>
<tr>
<th>RFP Section</th>
<th>Factor</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td><strong>4.2.1</strong></td>
<td><strong>Mandatory Requirements-Pass/Fail</strong></td>
<td></td>
</tr>
<tr>
<td>4.2.1 a.</td>
<td>Identity of Offeror</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>4.2.1 b.</td>
<td>Statement that the proposal is effective for 60 days</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>4.2.1 c.</td>
<td>Statement of compliance with all terms and conditions</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>4.2.1 d.</td>
<td>List of pending, settled, tried litigation</td>
<td>Pass/Fail</td>
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<tr>
<td><strong>4.2.2</strong></td>
<td><strong>Other Required Documents</strong></td>
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<tr>
<td>4.2.2 a.</td>
<td>Disclosure of Conflicts of Interests</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>4.2.2 b.</td>
<td>Certification of Liability Insurance</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>4.2.2 c.</td>
<td>Campaign Contribution Disclosure Form</td>
<td>Pass/Fail</td>
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<tr>
<td><strong>4.3</strong></td>
<td><strong>Desirable Requirements</strong></td>
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</tr>
<tr>
<td>4.3.1</td>
<td>Qualifications and Experience</td>
<td>25</td>
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<tr>
<td>4.3.2</td>
<td>Experience within SSCAFCA’s jurisdiction</td>
<td>25</td>
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<tr>
<td>4.3.3</td>
<td>Projects Completed</td>
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<tr>
<td>4.3.4</td>
<td>References and/or Recommendations</td>
<td>20</td>
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<tr>
<td>4.3.5</td>
<td>Quality and Content of Proposal</td>
<td>5</td>
</tr>
<tr>
<td>4.3.6</td>
<td>Resident Contractor Preference (See NMSA 1978, Section 13-1-22); OR</td>
<td>5</td>
</tr>
<tr>
<td>4.3.6</td>
<td>Resident Veterans Contractor Preference (Up to 10 points, See NMSA 1978, Section 13-1-22)</td>
<td>10</td>
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<tr>
<td><strong>TOTAL POINTS POSSIBLE</strong></td>
<td></td>
<td><strong>105</strong></td>
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</table>

5.2 **Desirable Requirements.** Failure to respond to a Desirable Requirement will result in zero points being awarded for that requirement.

5.3 **Oral Presentation/Interview.** SSCAFCA reserves the right to award a contract on the basis of proposals only or may require selected Offerors to be interviewed or make an oral presentation.