

**REQUEST FOR PROPOSAL FOR AN APPRAISER TO EVALUATE  
RESIDENTIAL PROPERTY TO BE ACQUIRED UNDER THE  
NEIGHBORHOOD STABILIZATION PROGRAM ADMINISTERED BY THE  
NORTHWEST GEORGIA REGIONAL COMMISSION**

**Purpose of Request for Proposal**

The Northwest Georgia Regional Commission (NWGRC) is administering the Neighborhood Stabilization Program (NSP1) for the ten county region of northwest Georgia. These counties include Bartow, Catoosa, Chattooga, Dade, Floyd, Gordon, Haralson, Paulding, Polk and Walker. The NWGRC Neighborhood Stabilization Program will be administered beyond March 2013 based on funding availability. **NWGRC has previously procured contractors and is now soliciting the services listed below in Catoosa, Dade and Walker Counties only.**

One of the activities in this program involves the acquisition, rehabilitation and resale of abandoned and foreclosed properties. These properties must be sold to low, moderate and middle income families whose annual household income is at or below 120 percent of the Area Median Income (AMI) for the county in which the property is located. NWGRC acquired 40-50 properties region-wide in the first round of acquisitions. Subsequent acquisitions will be made with proceeds from sales. Therefore, the number of additional homes to be acquired will depend on the success of the marketing program.

NWGRC is looking to engage qualified Real Estate Appraisers to provide a current valuation of these properties as required in the law. This solicitation is competitive, designed to enable NWGRC to select the best offer from the appraiser best suited to evaluate the property. Selection will be made by the NWGRC staff and or NSP Committee. NWGRC reserves the right to reject any or all proposals not deemed acceptable. Selection will be primarily based on the qualifications of the appraiser to perform the services outlined below. At the discretion of the NWGRC, contracts may be awarded for properties within selected geographic subdivisions (e.g. counties) of the region or for the region as a whole. Consequently, proposals may be made for the entire region or any portion thereof.

**QUALIFICATIONS OF APPRAISER**

The appraiser **must** hold one of the following licenses from the Georgia Real Estate Appraisers Board. Responders who do not possess one of these licenses will not be considered.

1. State Licensed Real Property Appraiser.
2. State Certified Residential Real Property Appraiser.
3. State Certified General Real Property Appraiser.

**ROLE OF APPRIASER**

The appraiser should have considerable experience in appraising residential property. Responsibilities are as follows. The following list should not be considered as all inclusive.

1. Provide a written appraisal stating the current market value of the property.
2. Provide the appraisal in a prompt and timely fashion after notification by NWGRC of the specific property to be appraised. Due to the aggressive timeline of the Neighborhood Stabilization Program, appraised values must be communicated to NWGRC no later than three (3) weeks after NWGRC commissions the appraisal firm to provide the appraisal.

### **RESPONSE DATE**

One original of the proposal must be delivered to Northwest Georgia Regional Development Center, Attn: NSP Manager, P.O. Box 1798, Rome, GA 30162-1798. The address for overnight delivery is 1 Jackson Hill Drive, Rome, GA 30161. In addition, an electronic copy of the proposal must be sent to [mmiller@nwgrc.org](mailto:mmiller@nwgrc.org) by the deadline.

**The deadline for receipt of proposals is May 1, 2013 at 4:30 PM. Proposals received after this time will not be considered.**

Any proposal may be withdrawn or modified prior to acceptance.

### **Administrative Guidance**

This RFP is designed to provide interested respondents with basic information to submit a proposal that will meet the minimum requirements. It is not intended to limit a proposal's content or exclude any relevant or essential data. Respondents are encouraged to expand upon the minimum requirements of the RFP. NWGRC may award a contract based on the proposals received without further discussion of such proposals. NWGRC will not be responsible for any costs associated with the preparation of responses to this RFP. If you should have any questions about this RFP, please contact Michael M. Miller, NSP Manager at 706-295-6485 or [mmiller@nwgrc.org](mailto:mmiller@nwgrc.org).

### **Required Submittals**

A complete proposal shall be submitted containing the following items:

1. Cover Letter – A cover letter summarizing the offer being proposed to NWGRC and the appraiser's commitment to the program and time schedule.
2. Name and contact information (including contact person and email address) of the organization submitting the proposal.
3. Specific Details of Proposed Services
  - a. Evidence of one of the certifications listed under Qualifications of Appraiser.
  - b. A detailed description of experience appraising vacant residential property.
  - c. A list of at least three references for the appraisal of comparable properties.
  - d. A statement spelling out the relations between the appraiser and any

- parent company or subsidiary that might also be involved in marketing the property.
- e. Names and background of any persons, firms, or organizations proposed by the appraiser to be involved in the marketing of the property.
  - f. Proposed rate per appraisal.
4. Disclosure of any business or familial relationship with members of NWGRC staff and or the NWGRC Board of Commissioners.
  5. Any additional information the respondent feels will strengthen the proposal
  6. The following statement -

"The undersigned hereby certifies/certify that the information contained in this proposal is true, complete and correct to the best of my/our knowledge."

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

#### **Evaluation Criteria**

Each respondent should follow the above required format. All proposals will be carefully considered and will be rated according to the following criteria:

Demonstrated ability to appraise property of this type. (10 points)

Demonstrated ability to perform on a timely basis. (10 points)

Compensation being requested. (10 points)

Total possible points = 30

This numerical representation will indicate, based on the Proposals submitted, the best qualified, most responsive and most responsible proposer. **HOWEVER, NWGRC ACKNOWLEDGES THAT THERE MAY BE SOME SUBJECTIVITY IN EVALUATION OF THE LISTED CRITERIA. EVERY EFFORT WILL BE MADE BY NWGRC OR ANY SELECTION PANEL TO BE IMPARTIAL AND FAIR IN THE EVALUATION PROCESS. NOTWITHSTANDING THE ABOVE, THE NWGRC RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.**