

REQUEST FOR PROPOSALS FOR APPRAISAL SERVICES

The City of Winchester, Kentucky has been awarded a Community Development Block Grant for the Lincoln Street Redevelopment Project – Phase I. Plans include acquisition of approximately 17 parcels of land in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and the Relocation Act Amendments of 1987 (Uniform Act). An independent appraisal of each parcel will be required. A review of the appraisal by a second independent appraiser will also be needed for each parcel. The term “parcel” is defined as any tract or contiguous tracts of land in the same ownership, whether any such tract consists of one or more platted lots or a fractional part of a lot. Each parcel shall be considered to include all right, title, and interest of the owner in or to any adjacent or abutting streets, alleys or other public rights of way.

Appraisers must meet the following qualifications:

1. The appraiser must hold a Kentucky Certified General or Certified Residential appraisal license. A copy of the state license must be submitted with the proposal.
2. The appraiser must not have any conflict of interest, either direct or indirect, with the owner or property they are to appraise or review (49 CFR 24.102 (n) (1)).

Scope of Services to be provided include:

3. The appraiser will appraise each parcel in accordance with the Uniform Act and prepare a detailed appraisal report. Two copies of the report shall be provided.
4. The review appraiser will review the original appraisal and submit a written report which evaluates the adequacy of the original appraisal and states the review appraiser’s opinion as to the value of the property appraised.
5. Testify as an expert witness on behalf of the city in any judicial proceeding involving the appraisals.

The first seven primary appraisals shall be completed within 30 days of receipt of necessary information provided by the City. The remaining primary appraisals shall be completed within an additional 30 days. Review appraisals shall be completed within 30 days of receipt of the primary appraisal. The proposed fees will be reduced by ten percent if the reports are not completed in the time allowed. Proposals will be rated on the basis of professional qualifications (30%), capability to perform work in a timely manner (20%), similar experience (20%), familiarity and proximity to the area (10%) and reasonableness of cost (20%).

Two separate bid proposals based on a per parcel cost should be submitted for original appraisals and review appraisals. Four copies of each proposal shall be submitted. Also provide a per day cost for expert testimony and an hourly rate for additional services. A Statement of Qualifications should be submitted along with **a copy of your Real Property Appraiser License.**

The resume and qualifications of the person who will actually be doing the appraisal work must be submitted. Please list previous projects where appraisals were done under the Uniform Act. If submitting a proposal for review appraisal work, please state previous experience in preparing review appraisals for properties subject to the Uniform Act.

Requests for Proposals will be evaluated on the basis of written materials and should be mailed to Kriss Lowry & Associates, Inc., Attention: Kriss Lowry, Project Manager, 227 South Rays Fork Road, Corinth, KY 41010-3027. The phone number is (502) 857-2800 kriss@krisslowry.com (Kentucky Relay Service for the hearing and speech impaired: 1-800-648-6056). Proposals must be received no later than 4:00 P.M. local time November 29, 2018. The city reserves the right to reject any or all proposals.

Attention is particularly called to the Federal requirements of employment to be observed under the contract including Title VI, Section 109, Age Discrimination Act Section 504, Conflict of Interest, Section 3, Executive Orders 11063 and 11246, the Clean Air Act, the Federal Water Pollution Contract Act and EPA regulations 40 CFR Part 15. Small, local, minority and female owned firms are encouraged to participate. No person shall be excluded from participation in, denied benefits of, or be subjected to discrimination in the implementation of this program on the grounds of race, color, national origin, sex, sexual orientation, gender identity, familial status, age, religion or disability.