

Request for Proposal
Property Appraisal Services
Brandon NH 019-3(496)

August 10, 2012

TO: Qualified Property Appraisal Firms
(must be included on the VTrans Pre-Qualified Appraiser List)

RE: Request for Proposals (RFP) Brandon NH 019-3(496) Appraisal Services

The Town of Brandon (Town), acting through its Local Project Manager (LPM), is requesting proposals from qualified property appraisal firms (Consultants) to conduct property appraisals associated with new transportation-related improvements along Route 7 between approximately 380 feet south of the High Street and Route 7 intersection to approximately 1100 feet south of the Steinberg Road and Route 7 intersection. Through a cooperative agreement between the Town and the Vermont Agency of Transportation (VTrans), the Town manages the project while the VTrans Local Transportation Facilities (LTF) Section administers funding.

Since the project's funding is administered through VTrans, all work shall also be accomplished in accordance with the Local Transportation Facilities Guidebook (Revised April 2009). Adherence to the LTF Guidebook is required.

Scope of Work:

1. There are approximately 147 abutting property owners along this project. This RFP assumes that 25 full parcel appraisals are needed by the appraisal firm being selected through this RFP. Remaining properties with ROW impacts are assumed to be eligible for and will follow the waiver valuation process. A Total Area Sketch of each parcel requiring full parcel appraisals will be provided to the selected appraisal firm at the beginning of the project.

The following is a list of anticipated properties needing a full appraisal. This listing is not final and may change as design of this project is finalized.



Parcel No.	Owner	Property Type
6003	Brandon Fire District No. 1	commercial
6004	Munger, Charles F. & Jennifer	commercial
6006	Middlebury National Corporation	commercial
6015	Sherwood, Stanley R. & Wallace-Senft, Tamara J.	residential
6018	Bell, Robert T & Lucinda A	residential
6027	Stanley, Gary C	commercial
6045	Brandon Free Public Library	commercial
6047	Lake Sunapee Bank	commercial
6048	Stewards of the Methodist Episcopal Church of Brandon	commercial
6058	Pattis, Alois J & Sarah V	commercial
6059	Lawton, Benjamin F Jr & Hayden, Susan Janet, d/b/a H&L Associates, Lessee, Coleman, Thomas A, Lessor	commercial
6086	Read, Robert P	commercial
6087	Read, Robert P	residential
6093	Mt Associates, LLC	commercial
6105	Conant Square Associates	commercial
6108	Double Bogey Realty, Inc	commercial
6114	McDonough, John F & Heather F	commercial
6118	Baptist Church Society	commercial
6141	JLB Brandon Enterprises, Inc	commercial
6142	Nopes, Dairy LLC	residential
6143	Rutland Regional Health Services, Inc	commercial
6144	Rutland Regional Health Services, Inc	commercial
6145	Estate	residential
6149	Weigand-Yuncker, Thomas & Katherine	residential
6150	Mt Associates, LLC	commercial

2. If more than 25 appraisals are needed for this project, the Appraisal Firm will be asked to complete these additional appraisals for an additional cost and will be compensated on a per appraisal price. Appraisal costs will be paid for as either residential or commercial. All additional appraisals greater than the estimated 25 properties will be paid for under one of these two cost rates.
3. The appraisal for each parcel shall be conducted in accordance with requirements identified in the Vermont Agency of Transportation; Local Transportation Facilities Guidebook (Revised April 2009).
4. The Appraiser must prepare an appraisal report for each parcel being appraised. The reports must conform to the VTrans Right of Way Manual-Chapter IV, Appraisal.
5. The appraisals will be submitted to the VTrans Right of Way Section, who will conduct an independent review of appraisal. The appraisal firm shall include in their cost proposal, time for coordination with VTrans, responding to questions and revising appraisals as needed.
6. The Town requires the appraisals to be completed for review by VTrans. Completion schedules will be established for each appraisal at the time draft easements are defined and notice to proceed is issued to the appraisers.



In order to be considered responsive to this RFP, each proposal will conform to the following requirements:

1. Submit three (3) copies each of the Technical and Cost Proposals, in separate sealed envelopes. Number all pages in the Technical Proposal consecutively. The technical proposal shall include a written project approach, a listing of individuals that will work on the project with accompanying resumes, a summary of work on similar projects with State or community references, and any other materials that will help the review committee understand the firm's suitability for this project.
2. The appraisal firm must be included on the VTrans Pre-Qualified Appraiser List. This list can be found at the following location on-line:

<http://www.aot.state.vt.us/progdev/Sections/Right%20of%20Way%20Info/ROWAppraisal62011.htm>
3. The appraisal firm cannot have any interest, direct or indirect, in any of the properties being appraised.
4. The Cost Proposal shall provide a cost estimate for appraisals needed as shown in the above chart (page 2). The Cost Proposal should clearly define the proposed lump sum fixed price per appraisal broken out into two rate categories: residential and commercial. The table of properties listed above is not final and may change during design of the project. The overall number of properties needing appraisals, the parcel numbers listed, and the type of appraisal needed (residential vs. commercial) may change. Meals and mileage expenses are to be included in the proposed fixed price per appraisal type. If the consultant intends to utilize the services of subconsultant(s), the consultant's cost estimate will include the subconsultant(s)' cost estimates and will indicate the basis in which the subconsultant(s) will be paid (firm fixed price, cost plus fixed fee, labor/hour rates, etc.).
5. Provide a proposed project schedule in the Technical Proposal. The Town tentatively requires the appraisals to be ready for review by VTrans by the end of January 2013.
6. All proposals must include a completed current VTrans Form AF38. Please see Section two on page 2 of Form AF38 for reporting requirements. PLEASE NOTE THAT IF THE DOCUMENTS ARE CURRENT AND ON FILE WITH THE AGENCY OF TRANSPORTATION, DO NOT RESUBMIT THEM. A LETTER INDICATING THE DOCUMENTS ARE ON FILE WITH THE AGENCY WILL BE SUFFICIENT.
7. The consultant's attention is directed to the VTrans DBE Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of Disadvantaged Business Enterprises (DBE) for the work covered in the RFP & SOW.



8. Clearly indicate the following information on the outside of each of the two sealed envelopes or packages containing the Technical Proposals and Cost Proposals:

Name and address of the prime consultant
 Due date and time
 Envelope contents: (e.g., Technical Proposal or Cost Proposal)
 Project name and number: Brandon NH 019-3(496)

NOTE: IF ANY OF THE ABOVE REQUIREMENTS ARE NOT MET, THE PROPOSAL WILL NOT BE CONSIDERED.

Basis of Selection and Award:

Proposals will be reviewed and the contract will be awarded based on multiple criteria, not just lowest price. The selection committee will include up to five (5) members, and the committee’s decision will be final. The committee will review and evaluate each technical proposal, based on the criteria below. Firms will then be ranked accordingly.

The proposal will be evaluated considering the following weighted criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding of the Project	2	5	10
Knowledge of the Project Area	2	5	10
Qualifications / Experience of Proposed Staff	4	5	20
Ability to Meet Schedules & Budgets	4	5	20
Past Performance on Similar Projects	4	5	20
Reasonableness of proposed schedule	4	5	20
TOTAL			100

Once the technical proposal is discussed and ranked, the cost proposal will be reviewed for consistency with, and in light of, the evaluation of the technical proposal. The Town reserves the right to seek clarification on any proposal submitted and to select the proposal considered to best meet the public interest.

The consultant awarded this contract shall, upon notification of award, apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already registered. The registration form may be obtained from the Vermont Secretary of State, 26 Terrace Street, Drawer 09, Redstone Building, Montpelier, VT 05609-1101. The telephone number is (802) 828-2363. The registration form may also be obtained from the Vermont Secretary of State’s web site which can be accessed at www.sec.state.vt.us. The contract will not be executed until the consultant is registered with the Secretary of State's Office. The successful consultant will be expected to execute sub-agreements for each subconsultant named in the proposal upon award of this contract.



Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Local Transportation Facilities Guidebook (CONSULTANT CONTRACT ATTACHMENT: CONTRACT PROVISIONS). The certificate of insurance coverage shall be documented on forms acceptable to the Town of Brandon. The Consultant is responsible to verify that:

- (a) all subconsultants, agents or workers meet the minimum coverages and limits plus maintain current certificates of coverage for all subconsultants, agents and workers.
- (b) all coverages shall include adequate protection for activities involving hazardous materials.
- (c) all work activities related to the agreement shall meet minimum coverages and limits.

No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Consultant for the Consultant's operations. These are solely minimums that have been developed and must be met to protect the interests of the Town.

All proposals become the property of the Town upon submission. The cost of preparing, submitting and presenting a proposal is at the sole expense of the proposer. The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this RFP in part or in its entirety if it is in the best interests of the Town. This solicitation of proposals in no way obligates the Town to award a contract.

If any proposer is aggrieved by the proposed award of the contract, he or she may appeal in writing to the Town of Brandon, 49 Center Street, Brandon, VT 05733 - Attention Keith Arlund, Town Manager. The appeal must be post-marked within fourteen (14) calendar days following the date of written notice to award the contract. Any decision of the Town is final.

All questions related to this Request for Proposal shall be addressed to Greg Bakos, Local Project Manager, at gbakos@vhb.com, no later than five (5) working days prior to the proposal due date. Other than for very routine questions, all questions will be answered in writing and distributed to all prospective proposers.

Proposals shall be delivered to the Town of Brandon, Attn: Keith Arlund, 49 Center Street, Brandon, VT 05733, no later than August 31, 2012 at 4:00 pm. Proposals submitted later than this date and time will not be opened, and will be rejected. The Town anticipates making an award during September of 2012.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Bakos'.

Greg Bakos, P.E.
Local Project Manager
Town of Brandon