



REQUEST FOR QUALIFICATIONS PROPERTY APPRAISAL SERVICES

Prepared by
Hayward Area Recreation and Park District
General Manager's Office

**RESPONSES DUE:
2:30 P.M., Tuesday, March 20, 2018**

REQUEST FOR STATEMENTS OF QUALIFICATIONS

The Hayward Area Recreation and Park District (District) passed a \$250 million general obligation bond in November 2016 for renovation and expansion of the park system. The District is soliciting statements of qualifications from qualified real estate appraisal service firms to provide Real Estate Appraisal Services for a variety of properties. Appraisals are required for determining fair market values associated with land purchases, for the sale of District owned real property, and for temporary or permanent easement acquisition for the construction of improvements. To qualify for selection, respondents must be a licensed California Real Estate Appraiser licensed by the California Department of Consumer Affairs, Bureau of Real Estate Appraisers.

Qualifications for these services will be accepted until 2:30 p.m. on Tuesday, March 20, 2018, at the Hayward Area Recreation and Park District Administration Building located at 1099 E Street, Hayward, California, 94541. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the proposer's name and address and the following written information:

*REQUEST FOR QUALIFICATIONS
Real Estate Appraisal Services
Hayward Area Recreation and Park District General Manager's Office*

The District reserves the right to reject any or all Statements of Qualifications and to waive informalities, and to negotiate with all firms submitting qualifications. The RFQ is available on the District's website or may be obtained from the Hayward Area Recreation and Park District General Manager's Office.

1) GENERAL INFORMATION

a) Introduction

The Hayward Area Recreation and Park District (District) is seeking responses from qualified real estate appraisal service firms with demonstrated professional competence and experience to provide Real Estate Appraisal Services for a variety of properties, for a period of one year with the option to renew for two additional one (1) year periods at the sole discretion of the District.

Appraisals are required for determining fair market values associated with land purchases, for the sale of District owned real property, and for temporary or permanent easement acquisition for the construction of park and facility improvements. The District is seeking qualified firms or individuals interested in providing appraisal services on an "as-needed" basis. Qualified individuals interested in providing such services are invited to submit responses to this Request for Qualifications (RFQ).

b) Definitions

The following definitions are used in this RFQ:

- “Consultant” means the firm selected from this RFQ.
- “Contractor” and “Consultant” may be used interchangeably.
- “Proposer” means a firm submitting a proposal in response to this RFQ.
- “District” or “Department” means the Hayward Area Recreation and Park District.

c) Scope of Services

- i) The District, through the course of routine construction activities frequently needs to acquire easements, both temporary and permanent, on private property. In some cases, the District must acquire ownership of all or a portion of certain parcels of land necessary for the installation of park and facility improvements. The properties requiring appraisal services are both residential and commercial. Individuals who are requested to provide services under this RFQ would be required to develop the fair market value associated with land and/or easement acquisition.
- ii) As the District continues to grow, there will also be the need to construct new facilities and occasionally sell real property no longer deemed suitable for the benefit of the municipality. The District will require an appraisal of the fair market value of its property in order to facilitate the appropriate means of disposal.
- iii) There is no representation as to the number of appraisals to be performed during any given time period. These tasks will be assigned on an “as-needed” basis.
- iv) The firm selected as a result of the RFQ will be asked to provide a price for specific appraisal services at specific location(s) as services are required by the District. The request for service will specify the work to be done and the scheduled completion date of the work. The response to a request for service shall include:
 - Detailed description of work to be performed
 - Estimate of work hours and associated cost to accomplish the specified work
 - Not to exceed total cost to accomplish the specified work
 - Duration of work from start to completion

The firm will be issued a Purchase Order by the District. Services shall only be provided upon receipt of a Purchase Order from the District.

- v) Contractor shall designate a single point of contact within the Contractor’s organization to which the District can look for timely resolutions of any issues which may arise related to Contractor’s work in performance of assigned projects.

- vi) Consultants shall generally be on an aggressive schedule to produce documents after project assignment. Time is of the essence for performance, as projects may be funded through various sources with specific timeframes for submission of documents.
 - vii) Contractor shall accept no assigned projects in which, either principals and/or employees of the Contractor, as well as family of principals and/or employees, directly or indirectly, have a financial or personal interest in or to any tract, piece or parcel of land included within the limits of a particular parcel or project requiring appraisal services.
 - viii) Contractor shall accept assigned project from the District, regardless of size or value of property concerned and provide expeditious service to meet District requirements and timelines.
 - ix) Contractor shall be able to provide both electronic and hardcopy documents, files and reports of all appraisal activity and forms.
 - x) Contractor shall provide bilingual services as may be required by the District on any assigned project.
 - xi) Appraisal services must comply with all provisions of the Uniform Standards of Professional Appraisal Practice (USPAP), the USPAP Competency Rule, as well as all provisions of local, state and federal applicable laws, ordinances and regulations. Respondents must be a licensed California Real Estate Appraiser licensed by the California Department of Consumer Affairs, Bureau of Real Estate Appraisers.
- d) Restrictions on Lobbying Activity
- Respondents are prohibited from directly or indirectly communicating with District Board Members regarding the firm's qualifications or any other matter related to the eventual award of a contract for the services requested under this Request for Qualifications. Respondents are prohibited from contacting District staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a District staff member. Any violation will result in immediate disqualification of the Respondent from the selection process.

Upon issuance of the Request for Qualifications, all communications and requests for clarification or objections shall be directed in writing to the General Manager for response, determination and dissemination to all firms. Any communication by firms or their representatives toward other District officers or employees regarding this Request for Qualifications or the award of a contract are prohibited and will constitute grounds for disqualification of a Proposer. A lobbyist or a Proposer or any of their agents may not

perform any act or refrain from any act for the express purpose and intent of placing any District official under personal obligation to the lobbyist or Proposer.

e) Clarification of the Specifications and Requirements

If additional information is necessary to assist the Proposer in interpreting these specifications, written questions will be accepted by Paul McCreary, General Manager, 1099 E Street, Hayward, CA 94541, email mccp@haywardrec.org no later than Thursday, March 15, 2018. No telephone inquiries will be accepted or answered in relation to this RFQ.

2) PROPOSAL SUBMISSION AND ORGANIZATION

a) Submitting the Proposal

The Proposer must submit one (1) original plus two (2) copies of the proposal. Sealed proposals should be addressed to the District General Manager's Office, Hayward Area Recreation and Park District, 1099 E Street, Hayward, CA 94541, and will be received until 2:30 p.m., Tuesday, March 20, 2018. Proposals will be evaluated at a later date. Proposals must be properly signed with a manual signature of an authorized representative of the firm. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the proposer's name and address and the following written information:

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Proposers mailing their proposals must allow sufficient time for delivery of their proposal by the time and date specified. Postmarks and late proposals will not be accepted.

b) Proposal Organization and Format

Proposal should be submitted on 8.5 by 11-inch paper bound securely. Proposals must contain, and be organized, as shown below.

- Cover: Clearly displaying the title of the RFQ
- Section 1: Introductory Letter, to include name of firm and contact information for the primary contact for the firm
- Section 2: Company biography and other information: provide a brief company history including date founded, number of employees, company headquarters location and operating locations, and past projects and accomplishments. Provide

evidence of proper licensing and registration, professional and regulatory, including copies of up-to-date licenses issued by the State of Texas. Proposer may also provide any other general information that the proposer believes is appropriate to assist the District in its evaluation.

- Section 3: Experience, Past Performance, and Capacity. Proposers must submit under this tab a concise description of its experience, past performance, and capacity to deliver the proposed services:
 - Firm's experience in conducting real estate appraisals for an agency of this or greater size. Methods and resources utilized to conduct each type of appraisal. Proposer's demonstrated knowledge of local real estate markets (breadth of work history in commercial, residential, industrial, and mixed-use properties).
 - Appraisal experience of staff. Include resumes of all staff members who are proposed for this contract, to include professional and technical experience. Evidence of commitment to excellence in workmanship and professionalism as evidenced by awards and certifications.
 - Familiarity with engineering and architectural plans and drawings
 - Familiarity with appraisal form requirements set by CalTrans.
 - Ability to deal with controversial projects and unfriendly property owners
 - Court/expert testimony experience for condemnation or other litigation
 - Reference Data Sheets (attached). The proposer shall submit three or more former governmental and/or commercial clients for whom the proposer has performed similar or like services to those being offered herein.
 - Proposer Data Sheet (attached)
- Section 4: Litigation/Ethics
 - Provide the style and cite of any current/pending litigation and any litigation settled or disposed within the past five (5) years against the proposer, including its parent, sister or subsidiary companies, and proposed sub-contractors.

- Provide detail of any ethics violations or board actions within the past five (5) years against the proposer, including its parent, sister or subsidiary companies, and proposed subcontractors
- Section 5: Potential conflict of interest with other clients, if any

3) PUBLIC INFORMATION NOTIFICATION

The District considers all materials, information, communications and correspondence in any form from the respondents to this RFQ to be nonproprietary and non-confidential and, therefore, subject to public disclosure under the California laws related to public records after the contract is awarded. Respondents are informed that the District will abide by all statutes, court rulings and opinions of the California Attorney General concerning disclosure of RFQ information. Should any part or section be considered by the Respondents to be “proprietary” or “confidential” in nature, each page or section should be designated as “proprietary” or “confidential”. Respondents should be prepared to fully justify these exclusions to the State Attorney General’s Office should it be required.

4) SELECTION AND AWARD PROCESS

The purpose of the Statement of Qualifications is to demonstrate the consultant’s qualifications, competence, capability and capacity to meet the District’s requirements. An evaluation team will review the proposals submitted and rank each based on the evaluation criteria specified below. The District may require additional information after the review of the initial information received. Discussions may be conducted individually with firms who submit responsive proposals and who are determined reasonably qualified for award of the contract. The Hayward Area Recreation and Park District reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the proposals, site visits, presentations, and any other costs are the responsibility of the submitting firms. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection.

a) Evaluation Criteria

Evaluation of the proposals received may consider but shall not be limited to the following review criteria:

- General Quality and Adequacy of Response
 - Completeness and thoroughness
 - Understanding of the project
- Organization, Personnel, and Experience
 - Qualifications and experience of individuals who will perform and supervise the work requested by the District

- Technical capabilities of the firm
 - Experience with similar projects
 - Knowledge and familiarity with the Hayward area
 - Experience in providing appraisal services for the purpose of selling municipal-owned real property
 - Qualification/accreditation as a review appraiser
 - Firm's history of ethics violations or board actions
- Outcomes
 - Demonstrated timeliness on similar projects
 - Availability
 - Capability to meet schedules and deadlines
 - Current workload and ability to commence requested projects
 - Ability to work closely with District Staff
 - Demonstrated commitment to maintaining staff continuity for the project

b) Right to Reject Proposals and Negotiate Contract Terms

The District reserves the right to reject any one or more submittals solely at its own discretion, as it may deem to be in the best interests of the District. In addition, the District reserves the right to request additional information from any and all firms, to waive any informalities, irregularities or omissions in any response and, prior to the response deadline to change any portions or requirements of this RFQ, provided notice of the same shall be given to all persons or entities receiving this RFQ. The Hayward Area Recreation and Park District reserves the right to negotiate the terms of the contract, including the reimbursement rates, with the selected Proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Proposer, Hayward Area Recreation and Park District may negotiate a contract with the next highest scoring Proposer and so on until an agreement is reached. The District reserves the right to negotiate contracts with multiple firms.

5) INSURANCE AND INDEMNIFICATION

- a) The Consultant will maintain professional liability insurance during the term of this agreement in an amount of not less than \$1,000,000 per occurrence or annual aggregate and, if the policy is on a claims-made basis, for a period of not less than five (5) years after the Project is complete, and provide proof of such continuing coverage.
- b) Consultant will further maintain general commercial and automobile liability coverage with minimum combined single limit of \$1,000,000 for property damage and damages resulting from bodily injury or death.

- c) If the Consultant has employees the Consultant will further maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident.
- d) With respect to the above required liability insurances, the District will:
 - i) Be named as additional insured for general liability insurance.
 - ii) Be provided with a waiver of subrogation, in favor of District.
 - iii) Be provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage.
 - iv) Prior to execution of the Agreement, be provided with either their original Certificate of Insurance or insurance policy evidencing the required limits and requirements, subject to approval by the District.
- e) Indemnification
To the maximum extent allowed by law, the Respondent will indemnify, keep and save harmless the District, and District Board of Directors, officers, agents and employees against any and all suits, claims or actions arising out of any injury to persons or property, including death, that may occur, or that may be alleged to have occurred, in the course of the performance of this Agreement by a negligent act or omission or wrongful misconduct of the Consultant or its employees, subcontractors or agents. Consultant further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses arising therefrom or incurred in connection therewith; and if any judgment be rendered against the District or any of the other individuals enumerated above in any such action, Consultant shall, at its expense, satisfy and discharge the same. Consultant's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.

6) OFFER AND CERTIFICATIONS

- a) Submission of the Statement of Qualification constitutes an offer which shall remain open and irrevocable for a period of 90 days from the due date for submitting the Statement of Qualifications, as stated in Section 2.a.
- b) Submission of a Qualification Proposal indicates the acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualification submitted and confirmed in the contract between District and the firm selected. The District reserves the right without prejudice to reject any or all submissions.

- c) By submitting a proposal, the Proposer certifies that Proposer is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three-year period or had a civil judgement against them for commission of fraud in obtaining or performing a public contract, has not within a three-year period been terminated on a public contract for cause or default.

- d) By submitting a proposal, each Proposer certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision.

REFERENCE DATA SHEET

REPRODUCE SHEET AS NECESSARY

Provide the name, organization and phone number of three or more former governmental and/or commercial clients for whom the proposer has performed similar or like services to those being offered herein.

Client: _____

County: _____ State: _____

Contact Person: _____ Title: _____

Phone Number: _____

Project Begin & End Date: _____

Services Provided:

PROPOSER DATA SHEET

Proposing Company Name: _____

County: _____ State: _____

Federal Employer Identification Number: _____

OR last four digits of Social Security Number (if sole proprietorship): _____

Corporation: YES NO

Proposal Contact Person:

Name: _____

Title: _____

Phone: _____ Fax Phone: _____

Email: _____

Mailing address where reimbursements are to be mailed and person the Administrative Services Department should contact concerning billing:

Name: _____

Title: _____

Phone: _____ Fax Phone: _____

Email: _____

Is the firm submitting this proposal as an individual?

YES NO