

<b>SOLICITATION, OFFER, AND AWARD</b>		1. Caption Real Estate Appraisal Services			Page of Pages 1   12	
2. Contract Number	3. Solicitation Number DCCB-2007-R-0031	4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Emergency		5. Date Issued 2/12/2007	6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open Market with Set-Aside SBE Designated Category:	
7. Issued By: Office of Contracting and Procurement 441 4th Street, NW, Suite 700 South Washington, DC 20001			8. Address Offer to: Office of Contracting and Procurement 441 4th Street, NW, Suite 700 South Washington, DC 20001			

NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"

**SOLICITATION**

9. Sealed offers in original and 5 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at 441 4th Street, NW, Suite 703 South, Bid Counter, Washington, DC until 2:00 p.m. local time 26-Feb-07  
(Hour) (Date)

CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.

10. For Information Contact	A. Name Angela Turner		B. Telephone			C. E-mail Address Angela.turner@dc.gov
	(Area Code) 202	(Number) 724	(Ext) 5446			

**11. Table of Contents**

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X	B	Supplies or Services and Price/Cost	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	Specifications/Work Statement	5		J	List of Attachments	N/A
x	D	Packaging and Marking	6	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	Inspection and Acceptance	N/A		K	Representations, certifications and other statements of offerors	N/A
	F	Deliveries or Performance	N/A				
	G	Contract Administration Data	N/A	X	L	Instructions, conditions & notices to offerors	10
	H	Special Contract Requirements	N/A	x	M	Evaluation factors for award	12

**OFFER**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 14 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.

13. Discount for Prompt Payment  10 Calendar days %    20 Calendar days %    30 Calendar days %    \_\_\_ Calendar days %

14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):	Amendment Number	Date	Amendment Number	Date

15A. Name and Address of Offeror	15B. Telephone			15C. Check if remittance address is different from above - Refer to Section G	16. Name and Title of Person Authorized to Sign Offer/Contract	17. Signature	18. Offer Date
	(Area Code)	(Number)	(Ext)				

**AWARD (TO BE COMPLETED BY GOVERNMENT)**

19. Accepted as to Items Numbered	20. Amount	21. Accounting and Appropriation
22. Name of Contracting Officer (Type or Print)	23. Signature of Contracting Officer (District of Columbia)	24. Award Date



## **SECTION B: SERVICES AND QUALIFICATIONS**

**B.1** The District of Columbia (District), through its Office of Contracting and Procurement (OCP), on behalf of the Office of the Attorney General (OAG), seeks the services of a licensed real property appraiser to provide appraisal services.

### **B.2 Qualifications**

This selection process is being conducted in accordance with the District's Procurement Practices Act (PPA) and the District of Columbia Municipal Regulations (DCMR), specifically 27 DCMR 1915-1922, regarding real property appraisal services, in evaluating qualifications and negotiating with respondents. This is a two-step process to select real property appraiser(s) that provide the best value to the District. The first step is to evaluate the qualifications, capabilities, and resources of responding firms or individuals. Based on responses, a Real Property Appraisal Evaluation Board (Board) shall evaluate the responses in accordance with the minimum requirements and evaluation criteria listed below and recommend, in order of preference, at least three (3) firms or individuals considered most highly qualified. The second-step is negotiations, conducted by the Contracting Officer, beginning with the most highly qualified firm or individual.

#### **B.2.1 Minimum Requirements**

At a minimum, respondents must meet the following requirements to be considered for evaluation:

- a. Licensed to provide appraisal services in the District of Columbia;
- b. Member of the Appraisal Institute;
- c. Knowledge of the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) and the Uniform Standards of Professional Appraisal Practice (USPAP); and
- d. Experience in complex eminent domain issues and experience in providing trial and deposition testimony as an expert in real property values.

#### **B.2.2 Evaluation Criteria**

Respondents shall be evaluated based on the following criteria:

- a. Professional qualifications necessary for satisfactory performance of the required services, including but not limited to the education, professional registration or licenses, publication, organizational memberships, certification, training, and awards of key personnel or subcontractors who will participate in the contract;

- b. Specialized experience and technical competence in the type of work required, including year and type of relevant experience of key personnel or subcontractors and respondent's understanding of the services to be provided;
- c. Capacity to accomplish the work in the required time, including evaluation of the structure and size of respondents organization; and
- d. Past performance on contracts with the District, other governmental entities, and private industry in terms of cost, quality of work, complexity to the required services described in Section C, and compliance with performance schedules.

**B.2.3 Real Property Appraisal Evaluation Board**

A Real Property Appraisal Evaluation Board (Board), appointed by the Attorney General, shall evaluate each respondent's qualifications and provide the Contracting Officer with a list of at least three of the most highly qualified respondents, in order of rank, for each Project. The Contracting Officer shall review the recommendations of the Board and make a final selection by listing the most highly qualified respondents for each Project. The Contracting Officer shall then request a price proposal from the most highly qualified respondent and begin negotiations of a contract. If a mutually satisfactory contract cannot be negotiated, the Contracting Officer shall terminate negotiations and request a price proposal from the next-highest ranked qualified respondent.

**B.3 Requirements Contract**

The District contemplates the award of a fixed price contract with a labor-hour component for consultation and deposition or trial testimony, as needed.

**B.4 Price Schedule**

**B.4.1** After the District evaluates the qualifications of the respondents, the District will request price proposals from the most highly qualified respondent(s) of the following:

Contract Line Item Number (CLIN)	Item Description	Estimated Quantity	Unit	Unit Price	Extended Price
0001	Appraisal Reports	1	Job		
0002	Update Appraisals	1	Job		
0003	Consultation or Testimony	TBD	Hour		n/a

## **SECTION C: SPECIFICATIONS/WORK STATEMENT**

### **C.1 SCOPE:**

The District, through its Office of Contracting and Procurement (OCP), on behalf of the Office of the Attorney General (OAG), seeks the services of an appraiser to provide appraisal services required for the valuation of a putative ground leasehold interest of a District-owned property in Northwest Washington, D.C., known as Lot 0808 in Square 0285. The putative ground lease has a term of 29 years, with two options to extend for a total extension term of 21 years.

### **C.2 REQUIREMENTS**

The Contractor shall conduct the appraisal in two (2) phases, a draft appraisal report and a final appraisal report. The contractor shall submit the draft report to the COTR within 45 to 90 days after receipt of the request from the COTR. The COTR will specify the exact due date with each request. The Contractor shall submit the final report to the COTR within 30 days after receipt of written comments regarding the draft report from the COTR. The appraisal shall be prepared in conformance with the USPAP and UASFLA. The appraiser may engage the services of an experienced commercial real estate broker as an advisor.

#### **C.2.1 Draft Appraisal Reports**

The Contractor shall prepare a Draft Appraisal Report, which shall be in a format consistent with USPAP and UASFLA and include the following:

- a. Introduction
  1. Title Page
  2. Letter of Transmittal
  3. Table of Contents
  4. Summary of Findings
  5. Statement of Assumptions and Limiting Conditions
  6. Scope of Appraisal
  7. Purpose of Appraisal
  8. Summary of Appraisal Problems
  9. Zoning and Other Land Use Regulations
  10. Analysis of Highest and Best Use, considering any limitations present in the ground lease.
  
- b. Individual Leasehold Report
  1. Title Page
  2. Table of Contents

3. Appraiser's Certification
4. Summary of Salient Facts and Conclusions
5. Statement of Assumptions and Limiting Conditions
6. Scope of the Appraisal
7. Summary of Appraisal Problem
8. Legal description
9. Property and Leasehold Data
10. Analysis of Highest and Best Use, considering any limitations present in the ground lease
11. Value Estimate by All Applicable Approaches
12. Correlation and Final Value Estimate

- c. General Exhibits and Addenda
  1. Detail of Comparative Data (without photographs)

### **C.2.2 Final Appraisal Reports**

The final appraisal report shall include the addition of the following information to the draft appraisal report described in C.2.1 above:

- a. Introduction
  1. Area, City and Neighborhood Data
  2. Discussion of Approaches to Value
  3. Special Studies
- b. Individual Parcel Report
  1. Photographs of Subject Property
  2. Area, City, and Neighborhood Data
  3. Acquisition Analysis
  4. Exhibits and Addenda
- c. General Exhibits and Addenda
  1. Location Map
  2. Comparable Data Maps
  3. Comparable Photographs
  4. Other Pertinent Exhibits
  5. Qualifications of Appraiser

**C.2.3** After the District's acceptance of a final appraisal report, the Contractor shall provide any additional consultation and any deposition or trial testimony, as requested by the COTR.

**SECTION D: PERIOD OF PERFORMANCE**

- D.1** The period of performance shall be for one year from the date of award of the contract, plus four one-year options thereafter.

**SECTIONS E THROUGH J INTENTIONALLY LEFT BLANK**

## SECTION L: INSTRUCTIONS

### L.1 RESPONSE FORM AND CONTENT

One original and *five (5)* copies of the written response shall be submitted by the respondents. Submissions shall be typewritten in 12 point font size on 8.5" by 11" paper. Telephonic and facsimile submission in response to the request for qualifications will not be accepted. Each submission shall be submitted in a sealed envelope conspicuously marked: "Submission in Response to RFQ No. **DCCB-2007-R-0031**".

Respondents are directed to the specific request for qualifications evaluation criteria found in Section M of this solicitation. Respondents shall respond to each factor in a way that will allow the District to evaluate each respondent's response. The respondent shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services delivery thereof. The information requested below shall facilitate evaluation and best value source selection for all submissions.

#### L.1.1 Materials to be Evaluated

The respondent's response to the Request for Qualifications shall include at a minimum the following:

- a. A brief narrative demonstrating the respondent's understanding of the requirements and its technical competence, specifically identifying any technical expertise related to the project;
- b. Resumes, professional certifications, and credentials for the key staff, proposed to provide services under the contract; and
- c. An exemplary list of contracts awarded to the respondent, active and expired, during the past five (5) years that are similar in size and scope to the services described in Section C. In each case indicate the name, address, and telephone number of clients that requested such services. The District may, at its election randomly select three (3) entities from the contract information provided to obtain a past performance evaluation. The respondent shall verify and notify companies and organizations contained in list above to facilitate the successful completion of the past performance evaluation forms.

**L.1.2** A late submission, late modification or late request for withdrawal of a submission that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful responses. Each submission should be signed by a representative of the individual or organization who is authorized to bind the individual or organization. The name, address, and telephone number of this individual, who may be contacted during

the RFQ response evaluation period, must be included. All RFQ responses should be submitted according to the instructions in L.1.1 above.

- L.1.3** Responses must be submitted no later than February 26, 2007 @ 2:00 p.m...  
Responses must be submitted by mail or hand delivery to:

**Office of Contracting and Procurement**  
**Attn: Bid Room**  
**441 4<sup>th</sup> Street, NW, Suite 703**  
**Washington, DC 20001**

## **L.2 EXPLANATION TO PROSPECTIVE RESPONDENT**

If a prospective respondent has any questions relative to this request for qualifications, the prospective respondent shall submit the question in writing to the contact person, identified on page one. The prospective respondent shall submit questions no later than *five* days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than *five* days before the date set for submission of qualifications. The District will furnish responses promptly to all other prospective respondents. An amendment to the request for qualifications will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective respondents. Oral explanations or instructions given before the award of the contract will not be binding.

## **L.3 USE AND DISCLOSURE OF DATA SUBMITTED IN RESPONSE TO THE RFQ**

- L.3.1** If your submission contains information that you wish to be used only for evaluation and not disclosed for other purposes, you must specifically identify such data by including the following legend on the title page of your submission:

### **USE AND DISCLOSURE OF DATA**

*This data shall not be disclosed outside the District and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the submission: Provided, that if a contract(s) is awarded to this interested party pursuant to a solicitation as a result of or in connection with the submission of this data in response to this RFQ, the District shall have the right to duplicate, use or disclose the data to the extent provided in the contract(s). This restriction does not limit the District's right to use information contained in the data if it is obtainable from another source without restriction.*

In addition, you must specifically identify such data by marking each sheet containing restricted data with the legend in the parenthesis below:

*(Use or disclosure of submission data is subject to the restriction on the title page of this submission)*

**SECTION M: EVALUATION FACTORS**

**M.1 EVALUATION FOR AWARD**

**M.1.1** The Contracting Officer will negotiate a contract with the respondent who is determined by the Board and selected by the Contracting Officer to be most highly qualified, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

**M.1.2** Only those respondents who meet the following minimum requirements will be evaluated:

- a. Licensed to provide appraisal services in the District of Columbia;
- b. Member of the Appraisal Institute;
- c. Knowledge of the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) and the Uniform Standards of Professional Appraisal Practice (USPAP); and
- d. Experience in complex eminent domain issues and experience in providing trial and deposition testimony as an expert in real property values.

**M.2 TECHNICAL RATING**

**M.2.1** The Technical Rating Scale is as follows:

<b>Numeric Rating</b>	<b>Adjective</b>	<b>Description</b>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; respondent did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

**M.2.2** For example, if a factor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to that factor, the score that sub factor is 4.8 (4/5 of 6).

### **M. 3 EVALUATION CRITERIA**

Submissions will be evaluated based on the following technical evaluation factors listed in ascending order of importance.

#### **M.3.1 Past Performance (10 Points)**

This factor considers the respondent's past performance and previous experience in performing services similar in scope and complexity to the required services described in Section C. This factor includes an examination of the quality of services provided, timeliness in service delivery, business practices, overall satisfaction of the respondent's past performance, and previous experience.

#### **M.3.2 Capacity to Accomplish Work in the Required Time (10 Points)**

This factor considers the structure and size of respondent's organization.

#### **M.3.3 Specialized Experience and Technical Competence (35 Points)**

This factor considers the years and type of relevant experience of key personnel or subcontractors and the respondent's understanding of services to be provided.

#### **M.3.4 Professional Qualifications (45 Points)**

This factor considers the education, professional registrations or licenses, publications, organizational memberships, certifications, training, and awards of key personnel or subcontractors who will participate in the contract.

**Total Possible Points (100 Points)**