



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of the Mayor  
Office of the Deputy Mayor for Planning and Economic Development

**TO: REAL ESTATE APPRAISAL PROFESSIONALS**

**REQUEST FOR QUALIFICATIONS**

**SOLICITATION NO.:** DCEB-2015-Q-1001  
**CAPTION:** Real Estate Appraisal and Related Services  
**ISSUANCE DATE:** May 15, 2015  
**DUE DATE:** June 5, 2015

**1.1 PURPOSE**

The Government of the District of Columbia, Office of the Deputy Mayor for Planning and Economic Development (DMPED), is soliciting statements of qualifications (“Qualifications”) from professional firms (“Respondents”) for selection of Real Estate Appraisal and Related Services, in accordance with the terms, provisions, specifications, and solicitation instructions set forth in the Request for Qualifications. This Request for Qualifications (“RFQ”) provides Respondents with the information necessary to prepare and submit Qualifications Statements for consideration by DMPED.

This Request for Qualifications (“RFQ”) is issued in accordance with 27 DCMR § 1615.1 which allows the DMPED Contracting Officer (CO) to determine which prospective Contractors are qualified to receive and submit responses to solicitations for real estate appraisal services, based on financial and professional criteria established by the CO for pre-qualification.

**1.2 SPECIAL TERMS AND CONDITIONS**

DMPED intends for this Request for Qualifications (“RFQ”) to result in the pre-qualification of one or more professional firms to provide Real Estate Appraisal and Related Services on an as needed basis for an initial term of one year with the option to renew for four (4) additional one-year terms. Selected firms will be properly licensed by the District of Columbia Board of Real Estate Appraisers in accordance with 17 DCMR § 23- Real Estate Appraisers. DMPED has an immediate need for appraisal services for specific properties.

**1.3 REQUEST FOR QUALIFICATIONS (“RFQ”)**

DMPED invites sealed Statements of Qualifications for Real Estate Appraisal professional services in accordance with the provisions, specifications, and solicitation instructions established in this RFQ.

Respondents must submit one (1) original and five (5) copies of their Statement of Qualifications in a sealed envelope conspicuously marked: **“Statement of Qualifications in response to Request for Qualifications No. DCEB-2015-Q-1001 – Real Estate Appraisal and Related Services.”**

BRIAN KENNER, INTERIM DEPUTY MAYOR

Each respondent assumes responsibility for delivery of the completed Statements of Qualifications on or before the deadline for submission. DMPED is not responsible for any loss or delay in respect to the delivery of Statements of Qualifications. **ANY STATEMENT OF QUALIFICATIONS RECEIVED AFTER THE DATE AND TIME FOR SUBMISSION SHALL NOT BE CONSIDERED.**

#### **1.4 HAND DELIVERY OR MAILING OF STATEMENTS OF QUALIFICATIONS**

Deliver or Mail to:

Office of the Deputy Mayor for Planning and Economic Development  
 Receptionist Desk  
 1100 4th Street, S.W., Suite E500  
 Washington, D.C. 20024

#### **1.5 STATEMENTS OF QUALIFICATIONS SUBMISSION DATE**

The closing date for receipt of statements of qualifications is **Friday, June 5, 2015, by 2:00pm local time.**

#### **1.6 GENERAL PROVISIONS**

- Consulting firm(s) should be independent and free of any conflict of interest in representing DMPED.
- DMPED will supply personnel to assist in the location and documentation of properties to aid in the reduction of fee services.
- Selected firm(s) will be unanimously chosen by selection committee members.

#### **1.7 SUBMISSION OF RESPONSES**

- a) Responses should be clear, concise, and complete. They should be submitted using an 8 ½” x 11” portrait format and typewritten. Illustrations, if required, on no larger than 11” x 17” sheets.
- b) Responses are limited to a maximum of 25 pages per response. A single side equals to a single page.

### **2. PROJECT BACKGROUND**

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) from time to time will require an appraisal for a particular real estate project. Occasionally, DMPED will require updates or possibly appraisal reviews for a particular site, if more than six months to a year has elapsed since the initial report. On average, DMPED anticipates the requirement of 5 – 10 appraisals per year. The sites range in size and location but are all located in the District of Columbia. Some of the properties involve historic structures, but are generally mixed-use projects with public amenities like a new park, community center, fire station or library, as well as affordable housing incorporated into the project. These appraisal reports are required under

our disposition authority D.C. Code §10-801 and are submitted to the D.C. Council as part of a disposition resolution package.

### **3. SCOPE OF WORK**

DMPED is contracting for real estate appraisal and related services. The following is a list of the general tasks that are anticipated to be performed by the firm(s) as part of this project. Note that these specifications are not comprehensive, but serve to provide basic requirements. DMPED's expectation is that the expertise and experience of the firm(s) selected for this project will also help define the tasks and deliverables that are required for a successful project.

The desired services and delivered project shall include the following:

- 1) Review of appraisal documentation provided by DMPED and others and any other related services as may be found necessary by DMPED. Appraisal services shall be performed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP), Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA), and current District of Columbia statutes, codes, rules and regulations.
- 2) Perform a field inventory of selected properties to determine the estimated market value of the property in an "As Is"/"By Right" condition, under current real estate market conditions and existing zoning.
- 3) Determine the estimated market value of the property based on one or more proposed development plans
- 4) Determine the estimated market value of the property assuming below market rents for those proposed developments that will contain units for low income, very low income, and extremely low income households as defined by DMPED.
- 5) All appraisal services are to be performed by an appraiser licensed and certified in accordance to the D.C. Board of Real Estate Appraisers.
- 6) Prepare and submit a Draft Preliminary Appraisal Report for DMPED review and written comments. Incorporate DMPED's comments and submit Draft Final Appraisal Report to DMPED for additional comments.
- 7) Submit Final Appraisal Report after incorporation of comments from Draft Final Appraisal Report
- 8) After DMPED acceptance of Final Appraisal Report, provide appraisal updates, additional consultation, and any deposition, as requested by DMPED.

## 4. EVALUATION PROCESS

### 4.1 Qualifications Evaluations Process

The Request for Qualifications (RFQ) format is intended to present interested firms the opportunity to demonstrate their ability to perform the required services. Statements of Qualifications will be evaluated by a Review Committee consisting of 3 or 5 members. Each member will first independently evaluate and rate all aspects of the qualifications statements. After the individual members have separately evaluated the qualifications statements, including preparation of narrative explanations, the committee will meet and formulate its collective conclusions.

Evaluations will be based upon the capability of the firm and upon the abilities and accomplishments of the individual or individuals assigned to perform the services. In addition, any experience in working with the District or other public entities on real estate appraisals should be cited by the responder. Of particular emphasis will be the qualifications of the key personnel that the responder identifies to work with DMPED.

### 4.2 Technical Rating

The Technical Rating Scale is as follows:

<b><u>Numeric Rating</u></b>	<b><u>Adjective</u></b>	<b><u>Performance or Capability</u></b>
0	Factor not presented	Could not see the attribute
1	Poor	Will not suit the requirements
2	Fair	Will minimally fulfill the requirements
3	Good	Will fulfill the requirements
4	Very Good	Will exceed requirements
5	Excellent	Will readily exceed requirements

The technical rating is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the respondent's score for each factor. The respondent's total technical score will be determined by adding the respondent's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to ten (10) points, using the Technical Rating Scale above, if the District evaluates the respondent's qualifications as "Good," then the score for that evaluation factor is 3/5 of 10 or 6.

### 4.3 Evaluation Criteria

Statements of Qualifications will be evaluated by a review committee composed of representatives from the DMPED, Real Estate Development team, and will be evaluated based on the following evaluation factors in the manner described below:

<b>Evaluation Factors</b>	<b>Rating (0 – 5)</b>	<b>Weight (0 – 20)</b>	<b>Weighted Rating</b>
A. General & Professional Reputation	_____	20	_____
B. Project Team & Qualifications	_____	20	_____
C. Experience with D.C. Real Estate Appraisals	_____	15	_____
D. Work Plan	_____	10	_____
E. Turnaround Times	_____	20	_____
F. Financial Responsibility	_____	15	_____
<b>Rating Index Total</b>			_____

- **General and Professional Reputation** – Indicate number of years in business, office location(s), current limits of professional liability insurance, and resources of the firm(s) to perform the work.
- **Project Team and Qualifications** – Identify team structure and responsibilities. Provide qualifications of the key personnel.
- **Experience with D.C. Real Estate Appraisals** – Describe your experience in performing appraisals of District government owned or other District of Columbia properties and surrounding jurisdictions.
- **Work Plan** – Describe the overall approach to complete the project and all deliverables successfully, within desired timeframes. Indicate unique qualifications of your firm and how the unique qualifications pertain to this project.
- **Turnaround Times** – Indicate your firm’s turnaround time to provide a completed real estate appraisal report.
- **Financial Responsibility** – Provide audited financial statement for the past year. If unable to provide audited financial statement, state the reasons in your qualifications response and provide financial documentation in sufficient detail to enable DMPED to assess the financial condition of your firm.

## 5. STATEMENT OF QUALIFICATIONS FORMAT

The Statement of Qualifications that the Respondent submits shall contain, as a minimum, the following information in the following order:

1. Transmittal Letter (Including Company Background)
2. Project Team and Qualifications
3. Experience with District government owned or other District of Columbia properties and surrounding jurisdictions.
4. Work Plan (Statement of Project Understanding, Brief Summary of Appraiser's Technical Approach, Methodology, and Deliverables)
5. Turnaround time for completion of real estate appraisal report.
6. Provide audited financial statements for the past year.

Questions concerning this Request for Qualifications may be directed to Mr. Lindel Reid, Senior Contract Specialist, electronically at [lindel.reid@dc.gov](mailto:lindel.reid@dc.gov). No inquiries/questions regarding this RFQ will be answered if received after **4:00pm, Friday, May 29, 2015**, to allow ample time for distribution of answers and/or comments to this RFQ.

Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST  
Director of Contracts, Procurement and Grants