

SECTION A: SOLICITATION COVER- SHEET (see attachment)

SECTION B: SERVICES AND QUALIFICATIONS

B.1 The District of Columbia, Office of Contracting and Procurement (OCP), on behalf of Office of Property Management (OPM) seeks the services of an appraisal to provide a valuation of various school properties located throughout the District, as describe in the requirement below (see appendix 1, for list of the facilities by location).

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.2.4 BACKGROUND

- C.2.1. It is the mission of the Office of Property Management (OPM) is to support the District Government and residents through strategic real estate management, construction and facilities management. The Portfolio Division of the Office of Property Management directs matters relating to the acquisition and disposition of real-estate interests and the planning and management of real estate to achieve the most efficient and best use. The Portfolio Division engages in activities such as lease administration; the allocation of District-owned properties and the leasing of properties for District agency operations; property acquisition and disposition; utility forecasting and payments for District facilities; and rent collection from businesses leasing District-owned property.

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The Office of Property Management, seeks the services of an appraiser to provide a valuation of various school properties in Washington, D.C. as described in the requirement **C.1.2 and in C.3.** (Below) .The District seeks the appraiser to ascertain the Fair Market Rental Value of each Property based on use of the Property for school purposes. The District intends to lease the Properties as public charter schools.

APPENDIX 1 – List of Facilities (School Properties) by Location below:

The Properties are:

GROUP A	School	Square	Lot	Presumed Address	Square Feet
1	Clark	3138	0806	4501 Kansas Ave., NW	53,800
2	Cooke	0616	0866	30 P St., NW	43,500
3	Woodson	5078	0813	4095 Minnesota Ave., NE	156,000
4	Taft	N/A	PAR 01570073	1800 Perry St., NE	194,300
5	Labb	1363	0977	4470 Q St., NW	13,338

GROUP B	School	Square	Lot	Presumed Address	Square Feet
6	Slowe	3960	0806	1401 Jackson St., NE	54,500
7.	Rabaut	3381	0812	100 Peabody St., NW	140,694
8.	Crummel	N/A	PAR 0142002	1900 Gallaudet St., NE	20,000
9	Webb	N/A	PAR 01410047	1375 Mt. Olivet Rd, NE	103,700
10	Birney	5862	0958	2536 MLK Ave, SE	86,800

C.1.2 PROJECT TIMELINE

The Contractor shall be prepared to proceed immediately following notice by the District Representative and to complete the deliverables within the following timeframes:

GROUP A

Submit a Preliminary Format Report	15 business days after receipt of order from District Representative
Submit a Final Appraisal Report	10 days after receipt of written comments regarding the Group A Preliminary Format Report from the District Representative
Upon request, submit an Appraisal Update	15 days after receipt of order

GROUP B

Submit a Preliminary Format Report	30 business days after receipt of order from District Representative
Submit a Final Appraisal Report	10 days after receipt of written comments regarding the Group B Preliminary Format Report from the District Representative
Upon request, submit an Appraisal Update	15 days after receipt of order

C.2 REQUIREMENTS

The Contractor shall conduct the appraisals in two (2) phases, Preliminary Format Reports and Final Appraisal Reports, each of which shall assume a lease of the Property(s) in the then “As-Is” condition based on use of the property for school purposes

C.2.1 The appraisal shall be prepared in conformance with the Uniform Standards of Professional Appraisal Practice (“**USPAP**”) and Uniform Appraisal Standards for Federal Land Acquisitions (“**UASFLA**”).

C.2.2. The Contractor shall perform an inspection of the Properties. The inspection should be appropriate for the appraisal and the use proposed.

C.3. DESCRIPTION OF WORK

C.3.1. **Preliminary Format Reports**

The Contractor shall prepare a Preliminary Format 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, Known/Observed Encumbrances and Limiting Conditions
6. Scope of Appraisal
7. Purpose of Appraisal
8. Summary of Appraisal Problems
9. Statement of Appropriate Fair Market Rent
10. Date of Appraisal Report and Date of Valuation
11. Zoning and Other Land Use Regulations
12. Analysis of Highest and Best Use

b. Subject Property 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/Title Information
9. Property Data (including present use)
10. Analysis of Highest and Best Use
11. Value Estimate by All Applicable Approaches
12. Correlation and Final Value Estimate

c. Consideration of the "Larger Property" and Severance Damages, if any (note that this shall only be applicable in the instance(s) where the following three (3) criteria are met: (i) unity of title (i.e., there are multiple tracts under ownership or control by a single owner of record (or related owner(s)), (ii) contiguity (i.e., two parcels are so inseparably connected that taking one necessarily injures the other), and (iii) unity of use (i.e., the parcels of land can be devoted to the same or an integrated use – note that this does not mean that they presently are being so used))

1. Description of Analysis

d. General Exhibits and Addenda

1. Detail of Comparative Data (without photographs)

C.3.2 Final Appraisal Reports

The Final Appraisal Report shall include the addition of the following information to the Preliminary Format Report:

a. Introduction

1. Area, City and Neighborhood Data
2. Discussion of Approaches to Value
3. Special Studies

b. Subject Property Report

1. Photographs of Subject Property
2. Area, City, and Neighborhood Data
3. Acquisition Analysis
4. Exhibits and Addenda
5. Fair Market Rental Value Determination

c. Consideration of the “Larger Property” and Severance Damages, if any

- a. Calculation of Severance Damages, if any

d. General Exhibits and Addenda

1. Location Map
2. Comparable Data Maps
3. Comparable Photographs
4. Other Pertinent Exhibits
5. Qualifications of Appraiser

C.3.3 After the District’s acceptance of a Final Appraisal Report, the Contractor shall provide any Appraisal Updates, additional consultation and any deposition or trial testimony, as requested by the District Representative.

C3.4 Rather than a single report appraising all of the properties, the Contractor shall generate and create separate reports, usable for individual Properties.

SECTIONS D 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. **DCAM-2009-Q-0772**"

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 July 21, 2009 @ 2:00 p.m. Responses must be submitted by mail or hand delivery to:

**Office of Contracting and Procurement
Attn: Bid Room
441 4th 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:

Numeric Rating	Adjective	Description
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)