

# Gateway Community Action Partnership

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REQUEST FOR PROPOSALS  
APPRAISAL SERVICE PROVIDER(S)

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Date:

December 2, 2013

To:

Potential Appraisal Service Providers

From:

Gateway Community Action Partnership

Subject:

Request for Proposal for Appraisal  
Services

Action Requested:

You are invited to review and respond to  
the attached Request for Proposal

Project Title: Appraisal Services RFP

RFP Number: GCAP-2013-1

Deadline:

See attached RFP Schedule

For further information, please write to:

[Mr. Daniel T. Muller](#)

[Gateway Community Action](#)

[Partnership,](#)

[110 Cohnsey Street, Bridgeton, NJ](#)

APPRAISAL SERVICE PROVIDERS RFP SCHEDULE	DATES
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	Events	
1	Issue RFP	12/2/13
2	Deadline for submission of written Questions by potential Appraisal Service Provider.	12/06/13
3	Answers to Questions are submitted no later than	12/10/13
4	Proposal Due Date and time:	12/13/13 2 P.M.
5	Notice of Award is announced	12/20/13

**1. GENERAL INFORMATION**

Gateway Community Action Partnership (GCAP) is the permanent grantee responsible for site acquisition, planning, design, construction, and real estate and asset management for the Atlantic and Cape May Counties Head Start Programs facilities located in New Jersey.

These sites are identified as rentals. This assignment will involve the appraisal of these existing facilities to determine their fair market rate in each county, supported by today's economy. Appraisals may also be used for obtaining properties, title insurance, and to meet other business needs.

**2. PURPOSE OF THIS RFP**

GCAP seeks to identify certified/qualified Appraisal Service Providers to determine the fair market value of current existing rented facilities and prospective facilities sites in Atlantic and Cape May Counties. This RFP is the means for prospective Appraisal Service Providers to submit their qualifications, provide a detailed description of various types of appraisal reports that could be written to address our various needs, which may include full reports for prospective land acquisitions; abbreviated replacement cost reports for valuation of existing facilities; etc.; and provide their pricing. The facilities to be evaluated include classrooms, administrative and support offices, parking lots and/or structures, and undeveloped land.

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

The Appraisal Service Provider(s) is/are expected to perform appraisals on existing facilities and prospective future facility sites throughout Atlantic and Cape May Counties. The subject properties are located in urban, suburban and rural areas. In order to submit a Proposal to GCAP, the Appraisal Service Provider must be willing to provide said services in all the sites listed in Exhibit A. Do not participate if you cannot meet this requirement. The selected Appraisal Service Provider will be allowed to use subcontractors as it wishes, however, the Appraisal Service Provider will remain the sole point of contact with GCAP, shall be completely responsible for the supervision and the acts of said subcontractors, and shall warrant the work of such subcontractors as if it were the Appraisal Service Provider's own work.

List of sites for which appraisals are being requested:

**See Exhibit A**

### **4. RIGHTS**

GCAP reserves the right to reject any and all Proposals in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract.

### **5. RFP PROCESS**

This RFP process and the RFP Schedule are subject to change at any time. Changes will be provided. Throughout this solicitation process, if there is any need for communication with GCAP with regards to any aspect of this RFP, such communication will be in writing.

With regard to the nature of the work being requested as well as this RFP itself, prospective Appraisal Service Provider(s) and their sub-consultants must not contact any GCAP personnel. Violation of this restriction will disqualify a firm from consideration.

Questions regarding the content of this RFP must be submitted no later than the date and time for submission of Questions specified in the RFP Schedule.

Proposals are submitted according to RFP Schedule.

Following submission of the Proposals, no further questions regarding the RFP will be answered, with the exception of questions regarding the RFP process itself. Any question regarding the RFP process shall be directed in writing.

Proposals are due on or before the date and time specified in the RFP Schedule. It is the sole responsibility of the submitting Appraisal Service Provider to ensure that the Proposal reaches GCAP on or before the date and time specified. Submittals received after the deadline will be rejected without review. With the exception of Proposals

delivered by hand, GCAP provides no receipts nor makes any notification of its receipt or failure to receive any Proposal.

All materials to be submitted may be sent by US mail, express mail, courier service of the prospective vendor's choice, or by hand delivery to GCAP. E-mail submissions are not acceptable. If a Proposal is to be submitted by hand, it must be submitted only to Ms. Amy Loder. Please obtain a receipt from GCAP when submitting.

Submissions must be sent to:

Gateway Community Action Partnership  
110 Cohansey Street  
Attn: Ms. Amy Loder  
Bridgeton, New Jersey

Following selection, GCAP will contact the firm and proceed with the execution of the contract.

## **6. PROPOSAL SUBMISSION:**

Prospective Service Providers are hereby advised that in providing a Proposal to GCAP they are, by virtue of the act of providing said Proposal, agreeing to be subject to GCAP's Rules governing Requests for Proposals.

Submit your Proposal to the address specified above on or before the date and time required. Submittals may be sent by registered mail, certified mail, express delivery service, or by hand delivery. Submittals received after the deadline will be rejected without review.

When submitting, submit all of the following materials:

Submit 2 written copies of your Proposal, in accordance with the all of the requirements requested in this proposal.

## **7. PROPOSAL EVALUATION PROCESS, INTERVIEWS, AND SELECTION OF CONSULTANTS FOR A PROJECT**

In order to evaluate the Proposals, an evaluation team consisting of GCAP staff, as appropriate, will be evaluating responses.

The evaluation team will initially determine if the Proposal submitted conforms to the requirements of this RFP. Prospective Consultants that submitted Proposals failing to meet RFP requirements will, as soon as practicable, be notified in writing.

The evaluation team will evaluate and grade the remaining Proposals with the qualifications being judged weighted as indicated below. In the process of grading the

Proposals submitted, GCAP Staff may contact names provided in the Proposals in order to verify the experience and performance of the prospective Consultant, their key personnel, and their key sub-consultants, as appropriate.

Qualifications to be evaluated:

<b>WEIGHT</b>	<b>QUALIFICATIONS TO BE EVALUATED</b>
20%	Prior experience
30%	Reasonableness of Fee offered.
20%	Duration required in completing assignments
20%	Quality of completed assignments
10%	Geographic Area in which appraisals were actually provided.

**8. INDEMNIFICATION AGREEMENT**

The contractor will protect, defend and indemnify GCAP, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor’s own employees, and for loss or damage to any property, including property owned or in the care, custody or control of GCAP in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions.

**9. INSURANCE REQUIREMENTS**

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

Workers' Compensation Insurance with New Jersey statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.

Comprehensive/Commercial General Liability Insurance with a combined Single limit of \$1,000,000 each occurrence for bodily injury and property damage. GCAP shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.

Contractor shall be responsible to GCAP or insurance companies insuring GCAP for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage.

Contractor shall furnish GCAP with satisfactory certificates of insurance or a certified copy of the policy. No payments will be made to the Contractor until the current certificates of insurance have been received and approved by GCAP. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish GCAP with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to GCAP, 110 Cohansey Street, Bridgeton, New Jersey, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

#### **10. COMPLIANCE WITH LAWS AND REGULATIONS**

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/PEOSHA requirements and the Americans with Disabilities Act.

GCAP may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

#### **11. EQUAL EMPLOYMENT OPPORTUNITY**

The Contractor will not discriminate against any employee or applicant for Employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin,

physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

**12. CRIMINAL BACKGROUND CHECK**

The Contractor will be responsible for payment of security screening as determined by GCAP. Any employee of the vendor will be subject to an approved criminal background check before entering GCAP buildings.

**13. GENERAL SPECIFICATIONS/EMPLOYEE SAFETY**

The Contractor is responsible for instructing and training their employees in appropriate safety measures. Janitorial employees will be responsible for maintaining a safe work environment while completing their tasks.

The Contractor shall comply with New Jersey's Right to Know Law which requires that all employers within the State comply with federal Hazard Communications Standards. These Standards specify that employers develop a written hazard communication program, which is to be made available for workers and their designated representatives.

**14. BID SHEET**

Please submit clear and concise bids for sites/centers listed in Exhibit A.

The sites/centers listed in Exhibit A are subject to change. Award of the contract does not guarantee appraisal services for every site/center.

**SIGNATURE PAGE**

\_\_\_\_\_  
Signature Company Name

\_\_\_\_\_  
Print Name Company Address

\_\_\_\_\_  
Title City St. Zip

\_\_\_\_\_  
Telephone # Fax #

\_\_\_\_\_  
Federal Tax ID # URL/Email Address

The above individual is authorized to sign on behalf of company submitting proposal.  
Proposals must be signed by an official authorized to bind the provider to its provisions