

**TRI-COG LAND BANK
REQUESTS FOR PROPOSALS
LAND BANK APPRAISAL SERVICES**

Submission Deadline: November 16, 2018

Mail to: Ms. An Lewis
1705 Maple Street, Suite 100
Homestead, PA 15120

Contractual Contact: Ms. An Lewis 412-462-7600

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I. General Information

Introduction

The Tri-COG Land Bank (TCLB) is a new public body corporate and politic established within Allegheny County. The purpose of the Land Bank is to address blight and transition abandoned properties to beneficial reuse using a unified, predictable, and transparent process in order to revitalize neighborhoods and strengthen the respective tax bases of its members. To date twenty-one municipalities, six school districts, and Allegheny County have passed legislation to join and create the TCLB and have signed the intergovernmental cooperation agreement creating its existence. Appendix A is a map of the participating communities. TCLB will gain another municipality in 2019, as Blawnox has joined the Land Bank.

The TCLB is an opt-in land bank and requires participation of all three taxing jurisdictions. Its governance structure includes advisory committees comprised of appointments from TCLB member municipalities and school districts. The formal governance of the land bank is made by a nine member Board of Directors. Appendix B represents the governance structure. The TCLB has an Executive Director and staff to support its operations. TCLB staff will be the primary point of contact for the consultant. The consultant not be expected to speak with, attend or present at TCLB Board, or Advisory Committee meetings.

Project Context

The TCLB website lists properties as they are acquired on an ongoing basis at <https://public-tclb.epropertyplus.com/landmgmtpub/app/base/landing>. Please view the properties in the field, or online prior to submitting a proposal.

Many of the properties will be single family homes. Some will be vacant land, multi-family, or properties zoned commercial. The approximate number of properties next year that the Land Bank anticipates the need for services for will be 25, but this is expected to increase over time.

Permission to enter the properties is often prohibited as the TCLB will not always own the properties at the time of request. As such, the professional shall not contact the owners for interview, or to request entry.

Objective

The TCLB is seeking proposals from professional organizations, or consultants to provide appraisal reports for land bank properties. The purpose would be to help determine the value of the property in

its current condition. This will inform the TCLB's decisions regarding potential renovations, and the cost to value ratio of those improvements. The appraisal report will also help form the basis for the sales agreement with a potential buyer.

TCLB recently acquired the properties in the above Project Context, but will also acquire more properties throughout the project agreement period, and will rely on the services listed below to be provided by the selected professional or consultant. Final responsibility for the selection rests with TCLB.

II. Services

Scope of Services

The selected party must be a Professional who is a Certified Real Estate Appraiser in the Commonwealth of Pennsylvania, and shall abide by all Federal, State, and County regulations in relation to property appraisals.

- An appraisal report that meets all professional standards based on sales comparison approach, as well as in-person visit to the subject property. Permission to enter the property is not granted, as the properties may not be owned by TCLB at the time. The reports shall provide a current photograph with a map, and clearly identify the comparable sales that form the basis of the determination of value.
- Court services may be requested. The individual must be comfortable with testifying at hearings.
- Attend meetings as needed
- All other items needed to perform an appraisal

The TCLB requires that all reports be completed within 30 days. However, a report may occasionally be requested as a high priority, and TCLB may request a shorter completion time.

III. Proposal

Letter of Submittal

The Letter of Submittal must be signed and dated by a person authorized to legally bind the respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the applicant:

1. Identify any employees currently employed or on the firm's governing board as of the date of the proposal who have worked for a member municipality or who have served in a leadership capacity in any of the TCLB members. Include their position and responsibilities

- within the Consultant's organization and current or past involvement with. If following a review of this information, it is determined by the AGENCY that a conflict of interest exists, the Consultant may be disqualified from further consideration for the award of a contract.
2. Legal name, address, and status of the professional or consultant, along with the names and addresses of the individual principals with authority to legally bind the professional or consultant.
 3. Name, title, qualifications and experience of the specific person who will be assigned to work on the project.
 4. Name, title, address, telephone, fax number, and e-mail address of the contact for the professional.

Capacity

Please provide a narrative answering the following questions related to your firm's capacity:

- 1) Respondent's understanding of the Tri-COG Land Bank appraiser needs.
- 2) Respondent's Qualifications and Experience:
 - a) The previous related experience of the appraiser
 - b) Documentation of any relevant certifications
 - c) A statement of similar contracts held previously identifying the name of the firm and contact information
 - d) Organizational structure (if applicable), including subsidiary companies, principals or parent companies, length of time in business, office locations, and number of personnel.
 - d) Familiarity with the Tri-COG Land Bank operational Jurisdiction (Appendix A)
- 3) Management and work plans:
 - a) The ability of the appraiser to perform all required professional services on a timely basis;
 - b) The technical resources of the appraiser that will be made available to complete the assignments;
 - c) A description of the steps that the appraiser would take when performing an appraisal
- 4) Two sample appraisal reports shall be provided, with one of the reports being for a single-family dwelling.

Proposed Fee Schedule

The respondent shall identify:

Appraisals	
Type	Cost (All inclusive flat rate)
Single family dwelling	
Multi-family dwelling	
Commercial structure	
Vacant lot	

Court Services	
Rate per hour	

Selection Criteria

Proposals shall be evaluated on the basis of all relevant factors, such as outside contractor's experience, reputation, technical qualifications, financial condition, past performance, size, quality and availability of staff, identity of supervisory personnel, possible conflicts of interest, proposed scope of work, and proposed fee for commission. Selection will be made based on the following criteria:

1. Qualifications and experience of the firm or individual
2. Fee schedule
3. Overall organization and management plan

Selection Process

The TCLB Procurement Policy Article III, 3.2 B. allows the Land Bank to issue an RFP, and that the Board may exercise its discretion and apply its judgement regarding any aspect of the RFP, the evaluation of proposals, and the negotiation and award of any contract resulting from the RFP.

The TCLB reserves the right to decide which respondent best meets the above criteria, and to reject any or all proposals received. If the TCLB selects a respondent, the TCLB may enter into an agreement, however, the TCLB shall not be obligated to enter into an agreement or contract with any of the respondents as a result of this RFP.

IV. General Information for Respondents

Contractual Contact

Name	An Lewis
E-Mail Address	an@tricoglandbank.org
Mailing Address	1705 Maple Street, Suite 100 Homestead, PA 15120
Physical Address for Delivery	1705 Maple Street, Suite 100 Homestead, PA 15120
Phone Number	412-462-7600
Fax Number	412-462-3986

Estimated Schedule of Procurement Activities

Issue Request for Proposals	November 2, 2018
Issue last addendum to RFP	November 7, 2018
Proposals due	November 16, 2018
Conduct oral interviews with finalists, if required	November 20, 2018
Announce "Apparent Successful Respondent" and send notification via fax or e-mail to unsuccessful proposers	November 26, 2018

The TCLB reserves the right to revise the above schedule.

The proposal shall be either mailed or hand delivered, and must arrive at the TCLB no later 10:00 AM on November 16, 2018.

The proposal should be sealed and labeled and sent to the Contractual Contact at the address noted in

Section IV. The envelope should be clearly marked to the attention of the Contract Contact. Applicants mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Contact. Applicants assume the risk for the method of delivery chosen. The TCLB assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using facsimile transmission, or any form of electronic transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the TCLB and will not be returned.

V. Legal Information

Revisions to RFP

The TCLB reserves the right to revise, rescind, or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative of the TCLB executes a contract with the selected respondent. In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals, who have made the Contractual Contact aware of their interest.

Responsiveness

All proposals will be reviewed by the Contractual Contact to determine compliance with administrative requirements and instructions specified in this RFP. The respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The TCLB also reserves the right at its sole discretion to waive minor administrative irregularities.

Most Favorable Terms

The TCLB reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the respondent can propose. There will be no best and final offer procedure. The TCLB does reserve the right to contact a respondent for clarification of its proposal.

The TCLB reserves the right to accept a proposal or offer other than the lowest price.

The selected respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the TCLB.

Contract

The selected professional or consultant will be expected to enter into a contract with the TCLB, and subsequently may submit its own standard contract in response to this solicitation. The TCLB will review the contract and accept or reject the same at its sole discretion.

Cost to Propose

The TCLB will not be liable for any costs incurred by the respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP

Insurance

The selected contractor shall purchase and maintain the following insurance coverage and minimum limits during the contract period. With the exception of Workers Compensation Insurance, the TCLB must be named as “additional insured”, and “certificate holder” on the contractor’s policy. A certificate of insurance specifying these coverages must be provided at the time of award.

<i>Insurance</i>	<i>Amount</i>
Worker’s Compensation Insurance	As required by law
Comprehensive General Liability	\$1,000,000 aggregate \$500,000 per occurrence
Comprehensive Automobile Liability Insurance	\$500,000 for bodily injury \$500,000 property damage

No Obligation to contract

This RFP does not obligate the TCLB to contract for services specified herein.

Nondiscrimination

The TCLB complies with all applicable laws prohibiting discrimination. The land bank is committed to assure that the public body, its Board members, its staff and those under its discretion and control shall provide services in a manner that does not discriminate based on religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, disability, or genetic information.

Rejection of proposals

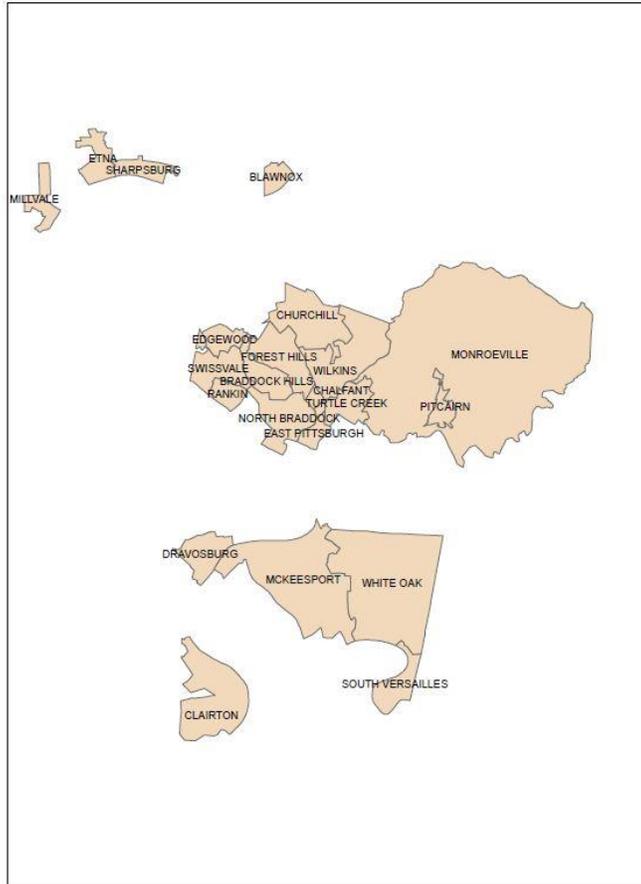
The TCLB reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

General Conditions and Hold Harmless

The respondent agrees to waive all rights to protest or seek legal action with any part of the RFP process, the review, the selection, or any possible contract in relation to this RFP process.

The respondent agrees by submitting a proposal that the TCLB does not undertake and shall have no liability in relations to any appraisal services. By submitting this proposal, the respondent releases the TCLB from any and all liability in relation to activities for the appraisal at the properties, the RFP, and all related matters, covenants not to sue TCLB and agrees to hold TCLB harmless from any claims made by the respondent, or anyone claiming by, through, or under the respondent in connection therewith.

Appendix A



Appendix B

