



REQUEST FOR REAL ESTATE APPRAISAL SERVICES PROPOSALS: City of De Pere, Wisconsin

**Development Services
Department**

Issued: February 5, 2024

Proposals Due: March 1, 2024, by 4:00PM

A. INTRODUCTION AND SUMMARY

Through this Request for Proposals (“RFP”), the City of De Pere Development Services Department seeks proposals from qualified state-licensed, certified general, real estate appraisal firms to produce full narrative appraisals on an as needed basis. This RFP will be used to establish a list of qualified appraisers. Submissions must be received by the Development Services Department at City Hall, 335 S. Broadway, De Pere, WI 54115 no later than 4:00 p.m. on Friday, March 1, 2024.

B. COMMUNITY OVERVIEW

The approximately 25,000 people, who call the City of De Pere, Wisconsin home, know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents. The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.



C. SCOPE OF WORK

To aid in the purchase or sale of a parcel, the City must obtain an accurate market value for a subject property. In the scope of this assignment, the appraiser must complete all of the following:

1. Identify and explain the chosen method of the appraisal of property taking into consideration location, zoning, topography, access, public improvements and all other factors;
2. Inspect and photograph the property being appraised;
3. Secure and evaluate information relating to land characteristics, zoning, access, utilities which the City will make available;
4. Study area land uses, demographics, and market supply-demand characteristics;
5. Research recent and similar property sales and rents, and land sales within the appropriate market area;
6. Form an opinion of the highest and best use for the appraised property;
7. Interview persons considered informed regarding the subject and similar properties, including various real estate professionals, and representatives of the City of De Pere; and
8. Develop an opinion of market value using appropriate appraisal methodology with reporting of the appraisal results in an Appraisal Report, as specified in USPAP.

D. SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided below by 4:00 PM, Central Time, Wednesday, February 14, 2024. Answers will be provided via the City website as a part of addenda to the RFP as they become available. Multiple addenda may be released.

E. Submission Requirements

The City wishes to evaluate each proposal under the same uniform review standards. Proposals for this project should be organized in the following order and contain all of the following information: Respondent shall submit one (1) electronic copy in PDF format on the City's online portal. In order to be considered, proposals must be received no later than 4:00 PM, Central Time, Friday, March 1, 2024 and delivered to:

Quasan Shaw
Community and Economic Development Specialist
gshaw@deperewi.gov
or
[\[De Pere, WI\] RFP Application \(seamlessdocs.com\)](https://seamlessdocs.com)

Proposals should include all of the following:

1. *Title Page:* Display the proposal title, name of the firm, address, telephone number(s), name and email address of a contact person, date, and any other pertinent firm information.
2. *Proposal Effective Date:* A statement that the proposal is effective for 60 days from the proposal due date.
3. *Litigation:* A brief list of any pending, settled, tried, or other litigation the firm has been involved in for the past five (5) years relating to real estate appraisal services performed by the firm, with a description of the case(s) and their current status, if applicable.
4. *Cost proposal:* The following is a list of all pricing items to submit in your proposal (subject to annual rate change as part of Master Service Agreement):
 - i. Lump sum cost for production of a single parcel report for market analysis, restricted, summary and condemnation appraisals. Describe actual services provided in the various levels/formats of appraisals.
 - ii. Unit rate for production of a report including multiple parcels in one general location (i.e. hourly or other method of compensation determination) for market analysis, restricted, summary and condemnation appraisals. Describe actual services provided in the various levels/formats of appraisals and provide separate fees for each of the following grouping: 2-5 parcels; 6-10 parcels; 11 or more parcels.
 - iii. General fully loaded hourly rate for appraisal consultation, including project feasibility, evaluation studies, etc.

- iv. General fully loaded hourly rate for pre-trial depositions and discovery investigations and pre-trial preparation.
 - v. General fully loaded hourly rate for expert testimony at condemnation trial and other legal proceedings as required.
- 5. *Qualifications and Experience:* Describe the qualifications and experience of the personnel to be assigned to the work such that those qualifications demonstrate prior experience of similar nature.
- 6. *Appraisal Projects Completed:* Provide a summary of representative projects performed by the firm from the past two (2) years, identify if the client was a public or private entity and describe any unique challenges associated with the selected projects.
- 7. *References:* Please provide three (3) references for work completed within the past two (2) years.
- 8. *Conflict of Interest:* Applicant shall either state they have no conflict of interest or disclose any potential conflict of interest. A potential conflict of interest includes, but is not limited to:
 - i. Accepting an assignment where duty to City would conflict with the Applicant's personal interest, or interest of another client.
 - ii. Performing work for a client or having an interest which conflicts with this contract.

F. SELECTION PROCESS

The following describes the anticipated general review process.

1. Proposal review.
2. Staff recommendation to the Finance and Personnel Committee and committee recommendation to Common Council.
3. Common Council approval of the selected appraisal firm.
4. Finalize/execute service contract.

G. SELECTION CRITERIA

The selection process will involve the following primary steps. Applicants should carefully examine the entire RFP, any addenda, and all related materials and data referenced in the RFP. Applicants should become fully aware of the nature of the work and the conditions while performing the work.

Each of the following review criteria will be taken into consideration in the evaluation of the proposals. The proposals evaluation will be weighted as shown below:

1. **Completeness of Proposal:** The proposal must address each item outlined in the proposal requirements, demonstrating offeror understanding of project scope. (Maximum 25 points)
2. **Appropriateness of Proposed Services:** The extent to which the proposal achieves the City's goals, objectives, and overall vision of the desired services. (Maximum 50 points)

3. Relevant Experience: Demonstrated ability to meet appraisal services as pertains to the scope of work. (Maximum 25 points)

The selection team will recommend an appraisal proposal and firm to the Finance and Personnel Committee and ultimately to the Common Council based on the Selection Criteria.

The Common Council reserves the right to reject any and all proposals and select an appraisal firm of their choosing. When a selection decision is made, the City expects to enter into negotiations with the selected firm to complete a service contract. Upon approval and execution of a service contract, all other competing firms will be notified of the selection in writing. The City is committed to a cooperative working relationship with the selected appraisal firm.

H. TENTATIVE TIMELINE

The following is the conceptual timeline for the process (subject to change):

Release of Request for Real Estate Appraisal Proposal	February 5, 2024
Written questions submitted to gshaw@deperewi.gov	February 14, 2024
Responses to questions available	February 16, 2024
Submission deadline by 4:00 p.m.	March 1, 2024
Follow Up Information and Interviews (if needed)	TBD, 2024
Presentation of Proposals to Finance and Personnel Committee	March 12, 2024
Recommendation to Common Council	April 2, 2024

I. STATEMENT OF RIGHTS AND UNDERSTANDING

The City reserves, and may, in its sole discretion, exercise any and all of the following rights and options with respect to this RFP:

1. To accept, reject, or negotiate modifications to, any and all proposals;
2. Submission of a proposal does not bind the City to any action or any applicant;
3. To issue clarifications and propose addenda;
4. To modify any timeline;
5. To negotiate with one or more applicants;
6. To select any submission as the basis for negotiations and to negotiate with applicants for amendments or modifications to their submission;
7. To conduct investigations with respect to the qualifications of each applicant;
8. All materials submitted in response to this RFP become the property of the City;
9. The City is not responsible for costs associated with preparing proposals;
10. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP. This RFP has been prepared by the City and does not purport to be all-inclusive or to contain all of the information a prospective applicant may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP.