

Request for Proposals

Property Appraisals for County and District Owned Property

RFP #20-02 – County Administration

The County of Siskiyou, California is requesting proposals from qualified appraisers to perform property appraisals and provide professional services regarding Siskiyou County and Siskiyou County Flood Control and Water Conservation District owned property. Any questions regarding this request for proposal should be directed to:

Elizabeth Nielsen
Project Coordinator
County Administration
1312 Fairlane Road
Phone: (530) 842-8012
Email: enielsen@co.siskiyou.ca.us

RFP Issued: November 5, 2020

Proposals Due: 5:00 PM on December 4, 2020



Preface

The County of Siskiyou and the Siskiyou County Flood Control and Water Conservation District (hereafter referred to as the “County”) invites qualified appraisers to submit proposals for performing appraisals and other related work, as outlined in this Request for Proposals (RFP). Proposals must be submitted in accordance with all requirements of this RFP. Any deviations from, clarifications to, or exceptions from the requirements of the RFP must be clearly identified and, if appropriate, listed separately as alternatives for consideration.

Project Description

The County possesses property for which they have already declared, or may declare, as surplus to its needs, and the County therefore desires to dispose of the property. These properties will need either a new or updated appraisal to determine the value of the property at its highest and best use. An outline of the property, and the work needed is included in Attachment A to this RFP. Additional property may be added in the future for which appraisals would need to be performed; and in addition County staff may seek the Consultants professional opinion on identifying and appraising other properties that would provide an economic opportunity to the County, understanding that such property would need to be surplus to the County’s needs.

Scope of Work

The scope of work will include developing and completing (1) appraisals on the property known at this time, (2) appraisals of future properties that may be identified within the timeframe of the contract, and (3) professional advice from the contractor regarding other County and/or District owned property. Attachment A includes the properties known at this time that require appraisal services. Any additional properties to be appraised will need to be approved by the County prior to the work being performed. Other work will include coordinating with County staff as needed, performing site visits, gathering any data and background information needed, and all the normal work necessary in performing property appraisals. There may be times when the Consultant needs to coordinate with Department Heads and/or present information and answer inquiries from the Siskiyou County Board of Supervisors during a Board meeting. This would be done in coordination with County staff and would not be an independent presentation.

Those responding to this RFP will need to provide an estimate for appraising the properties outlined in Attachment A, and hourly rates for any and all staff that will be working under a potential contract. Hourly rates can be rolled into the estimates for the property appraisals but hourly rates must be provided separately for work outside of appraising the properties outlined in Attachment A.

Selection Process

The proposals received in response to this RFP will be screened by a selection committee. Primary consideration will be given to technical competence and ability as demonstrated in the proposal, including meeting the necessary state and local requirements for appraising the properties outlined in Attachment A.

The Evaluation Committee will consider only the proposals which have been considered responsive to the proposal. Any proposal which fails to meet the requirements of the proposal will be considered non-responsive and may be rejected. The following criteria will be used in evaluation of the consultants and their project teams. Evaluation of the proposals may include, but is not limited to:

- Possessing the necessary state and local requirements (licenses) to sell real estate;
- Experience, qualifications and references;
- Sales and marketing strategy;
- Knowledge of local and regional real estate market;
- Fee Schedule; and,
- Absence of conflicts of interest.

The County and/or staff may meet or interview with any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entity or entities submitting the proposal(s) selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected proposer(s) prove unsuccessful.

The County reserves the right to reject any and all proposals.

Submission Requirements

Formatting the proposal is at the discretion of the proposer. Successful proposals will be well organized adhering to primary tasks as outlined in the scope of work, will be sufficiently detailed and concise. All proposals should include a cover letter with a signature from an authorized representative of the proposing entity acknowledging understanding of terms and conditions of the RFP and certifying accuracy, and commitments expressed, within the proposal.

The proposal, including scope, schedule, and budget, must adhere to primary tasks outlined under this RFP. Proposed work shall include all deliverables, including the deliverables as outlined under this RFP and any additional deliverables as deemed necessary by the submitter. Proposed budgets shall be broken out by each project/property. Proposed schedules shall provide the estimated start and end date of project/property and include all milestones including the completion of deliverables.

Proposers should clearly detail their qualifications to perform the proposed work, including the requirements necessary for performing appraisals on the subject properties.

Conflict of Interest: Consultant shall disclose to The County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. A potential conflict of interest may include, but is not limited, work related to projects in the project area, or contracts with parties who may have a financial interest in the outcome of the project. At The County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

Proposals received after this deadline will not be considered.

General Information

Proposals must be submitted by way of mail or hand delivery and additionally through electronic means, as is further described below.

- Hand Delivery: Hard copy proposals submitted by hand delivery must be received at the Siskiyou County Administration Office, 1312 Fairlane Road, Yreka, California 96097 **on or before December, 2020 at 5:00 p.m. PST** (ATTN: Elizabeth Nielsen, Project Coordinator).

Mailing: Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Yreka California 96097 and **postmarked by December 4, 2020 at 5:00 p.m. PST.**

Electronic Copy Submittal (Required): In addition, proposers must submit an electronic copy of the proposal either through email, disc, or thumb drive. Electronic copies shall be sent to Elizabeth Nielsen, Project Coordinator, at enielsen@co.siskiyou.ca.us. and must be received or **postmarked by December 4, 2020 at 5:00 p.m. PST.**

Responding parties will provide three (3) bound hard copies by hand delivery or mail and one electronic copy, either on a compact disc or thumb drive or by emailing, enielsen@co.siskiyou.ca.us.

Respondents to this solicitation are asked to direct all inquiries related to the project(s) to Mrs. Nielsen at the email above or at 530-842-8012.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the task order services contract(s).

- Information, as legally allowed and reasonably attainable, in possession of the County, that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations and individuals to obtain necessary available data and/or permission to obtain new data. Data acquisition will inherently be the responsibility of the selected firm.
- Advice on the project scope of work.
- Review and validation of project deliverables.

Proposers should thoroughly review the County's Attachments to this RFP to gain a clear understanding of the work entailed.

A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, will be rejected.

By submitting a proposal, proponents agree that any significant inaccuracy in information given by the consultant to the County will constitute good and sufficient cause for rejection of the proposal.

The consultant is expected to establish and maintain a close relationship with the County and its staff.

All costs associated with preparation of the response to this RFP shall be borne by the Consultant.

All proposals submitted in response to this request become the property of the County and public record, and as such may be subject to public review.

The County reserves the right to request additional information or clarification. The County reserves the right to negotiate a final agreement and price with the successful bidder(s) providing the best overall value to the County and its local partners.

Schedule of Work

Issue RFP – November 5, 2020

Proposals Due – December 4, 2020

Review of Proposals – December 7 – 11, 2020

Notification to proposers of selected agent – December 17, 2020

Executed Agreement – January 5, 2021

Additional Information

This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure a contract for services. The

County reserves the right to accept or reject any or all proposals received as a result of this request, to make a partial award, and/or to waive any irregularity in the proposals, to negotiate with any qualified entity or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the County to do so. The prospective consultant is advised that should this RFP result in recommendation for award of a contract(s), the contract(s) will not be in force until it is approved by the Siskiyou County Board of Supervisors.

All products used or developed in the execution of any contract resulting from this RFP will become public domain.

Contract award as a result of this RFP will be made without discrimination on any basis prohibited under state or federal law.

List of Attachments

Attachment A-1 Foothill Property

Attachment A-2 Moonlit Oaks Property

Attachment A-3 1516 Mt Shasta Blvd

Attachment A-4 Dunsmuir Property

Attachment A-5 Vacant Property Located South of County Administration Building