

# HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Housing Authority of the City of West Point, Georgia

## **REQUEST FOR PROPOSALS** **REAL ESTATE APPRAISAL SERVICES**

September 22, 2016

The Housing Authority of Columbus, Georgia (HACG) is seeking PROPOSALS for professional services to provide a multi-site real estate appraisal in West Point, Troup County, GA.

### **Introduction**

The Housing Authority of Columbus, Georgia (HACG) hereby issues a Request for Proposals (“RFP”) for appraisal services from qualified firms or persons (“Proposers”) interested in providing professional consulting services for multifamily developments located in the West Point, Georgia area. The developments are being considered for RAD conversion under the terms and definitions of the United States Department of Housing and Urban Development.

The Housing Authority of the City of West Point, Georgia is divided into four properties per HUD designations including O.J. Cook Apartments, (Phase I-110 & Phase II-55=165 units), Grant Apartments (8 units) and Pine Ridge Apartments (42 units). The three properties are adjacent to each other and located along Martin Luther King Drive in West Point.

The properties are managed by one Property Manager, whose office is located at 1200 East 12<sup>th</sup> Street, West Point, Georgia.

### **Requirements for the Appraisal**

Conduct a physical inspection of the land and improvements. Locate and review comparable land sales, adjusted to the specific circumstances of the subject property. Determine the property value based on all three appraisal methods: 1) Cost Approach; 2) Income Approach (as applicable); and 3) Market Value Approach. The appraisal must meet the requirements of the definition of an appraisal found in the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs: Final Rule. [See 49 CFR 24.2(a)(3) and 49 CFR 24.103(a)(2)].

The appraisal will need to be divided into **four** separate values.

Investigate public records for pertinent information affecting the value of the property.

Perform appraisal in accordance with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practices of the Appraisal Institute, including the Uniform Standards of Professional Appraisal Practices. Must be licensed/certified Real Estate Appraiser (State of Georgia). Provide appropriate maps, photographs, diagrams, and schematic floor plans.

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## **Requirements for Submittal of Proposals**

Submit proposals in duplicate in a sealed envelope addressed to:

By mail:

Housing Authority of Columbus, Georgia  
Proposal for Appraisal Services for West Point  
P O Box 630  
Columbus, GA 31902

By hand delivery:

Housing Authority of Columbus, Georgia  
Proposal for Appraisal Services for West Point  
1000 Wynnton Road  
Columbus, GA 31906

Proposals must be received at the Authority's Central Office at 1000 Wynnton Road, Columbus no later than 4:00 p.m. eastern time on October 13, 2016. Late submissions will not be considered.

Proposals must contain the following information which will be used to evaluate the proposer:

- Provide evidence of the firm's qualifications to perform the work
- Provide evidence of the firm's capacity to execute the work in a timely way, describing any delay in commencement, and estimating length of time for performance.
- Briefly describe the firm's experience in similar work.
- Provide the name and current contact information for a minimum of three commercial references for whom the proposer has provided similar services within the past twelve months.
- Provide a proposed fee for the appraisal of a property.

Any questions concerning the preparation of a proposal must be in writing and be submitted to Rickey C. Miles, Real Estate Development Construction Coordinator, Housing Authority of Columbus Georgia, 1000 Wynnton Road, Columbus, Georgia 31906, or by FAX at 706-571-2849. Questions must be received by Monday, October 7, 2016, before the date proposals are due, and will be answered in writing. No oral communication will be binding.

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After the deadline for receiving proposals, proposals will be subject to acceptance, and no proposal may be withdrawn for a period of 60 calendar days.

## **Evaluation of Proposals**

Proposals will be evaluated based upon the above information, using the following point values as the maximum that can be earned for each category:

Qualifications	20
Capacity	30
Experience	20
References	10
Fee	<u>20</u>
TOTAL	100 Points

Each category will be scored by a committee according to the point values shown above, points will be totaled for each proposal, a competitive range will be established, and those proposers at or above the competitive range will receive further consideration. Considered proposers may be asked to enter negotiations, and may be asked to submit best-and-final offers. HACG anticipates selecting one appraisal firm for the performance of the appraisal needed.

Two hard copies plus one electronic copy of all appraisals must be completed and submitted to HACG within thirty (30) days of project assignment. Failure to do so may result in non-selection for future assignments.

HACG reserves the right to cancel this RFP, or to reject any or all proposals, to waive any irregularities or informalities, and to select the successful proposal considered in HACG's sole judgment to be in the best interests of HACG.

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O.J. Cook Apartments, (Phase I-110)



O.J. Cook Apartments, (Phase II-55)

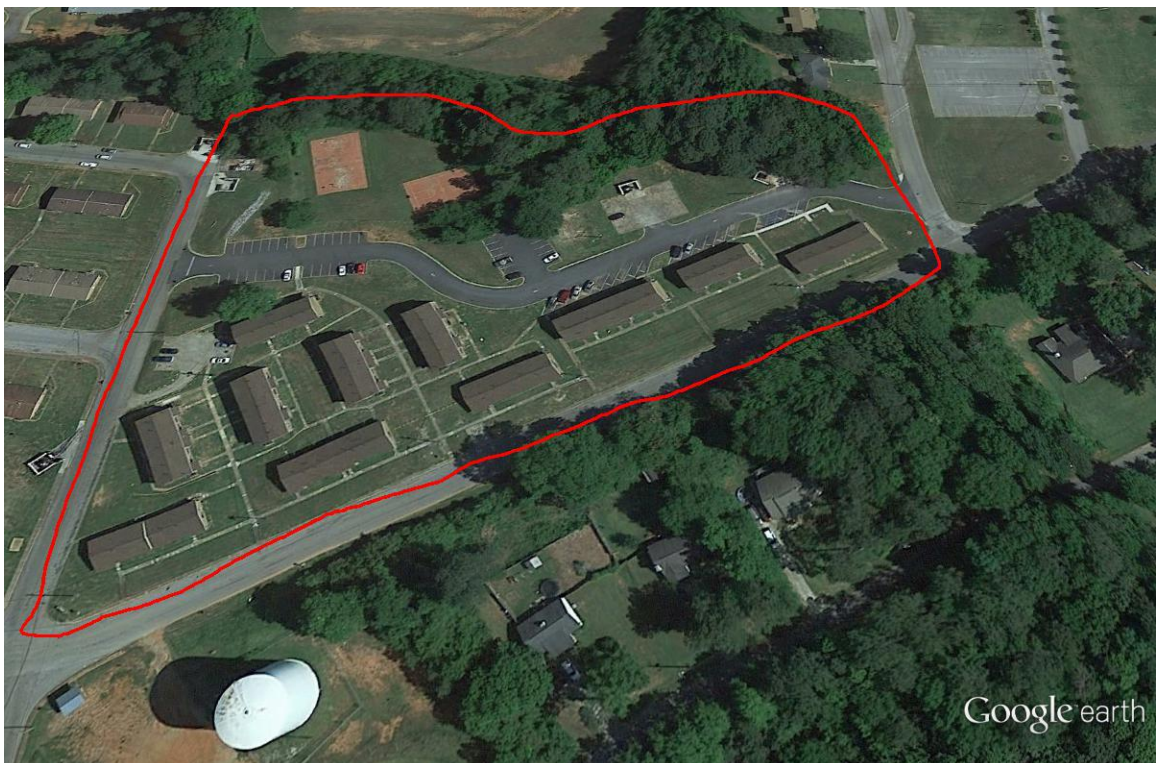


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Grant Apartments (8 units)



Pine Ridge Apartments (42 units)