

## REQUEST FOR PROPOSALS

### APPRAISAL SERVICES – GLADE CREEK AND YELLOW CREEK ACQUISITION PROJECT

The Town of Wise has secured Federal Emergency Management Agency funding through the Virginia Department of Emergency Management Hazard Mitigation Program for the Glade Creek and Yellow Creek Acquisition Project, and herein requests proposals for professional appraisal services for the project. **Proposals will be accepted until 2:00 p.m. Friday June 7, 2019.**

Proposals should be addressed to: Ms. Beverly C. Owens, Town Manager  
Town of Wise  
P. O. Box 1100  
501 West Main Street  
Wise, Virginia 24293

The Town of Wise reserves the right to reject any and all proposals.

**Project Description:** combining FEMA and VDEM Hazard Mitigation Program funds with local funds, the Town of Wise is undertaking the Glade Creek and Yellow Creek Acquisition Project. This project entails the Town's acquisition, possession and demolition of an estimated 15 residential properties situated in the vicinity of Glade Creek and Yellow Creek in the Town of Wise, Virginia.

**Scope of Services:** Appraisals of the subject properties (approximately 15) located along Yellow Creek and Glade Creek in the flood plain in the Town of Wise, Virginia.

Proposals should include a written Statement of Qualifications to include all information about the respondent directly related to each of the Selection Criteria outlined herein. All information should be submitted succinctly. Proposal shall not include estimates of costs or man-hours to perform desired services. Each firm shall provide proof of general liability and errors and omissions insurance coverage. The Town of Wise will utilize a Selection Committee to review and evaluate all Statements of Qualifications submitted by firms responding to this RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined herein. The Town may ask the top ranked firms to attend a presentation/interview as part of the evaluation process. At the conclusion of the evaluation process, the firms will be ranked in priority order with the highest ranking firm being selected to negotiate a contract with the Town. If a contract satisfactory to both parties cannot be negotiated, the Town will then enter into negotiations with the next highest ranking firm, and so on until an agreement is reached. The respondents will be evaluated based on the following criteria and the Statement of Qualifications should address each of these areas:

1. Professional qualifications and experience of the Virginia licensed appraiser(s), and key individuals working under said appraiser that the Respondent will assign to provide the required services;
2. Local government experience of key personnel assigned to this project;
3. Capacity of the Respondent to perform the required work activities within a reasonable time frame, taking into consideration current and planned workload. The Respondent shall provide an anticipated work schedule for the Project;
4. Names, addresses and telephone numbers of clients for whom the Respondent has performed projects of a similar type and size within the past five years.

*The Town of Wise is an equal opportunity employer and provider.*