

APPRAISAL SERVICES
Request for Qualification – DuPage County, Illinois
DuPage Community Development Commission

Purpose:

To qualify appraisers to assist DuPage County programs, including the Community Development Block Grant – Disaster Recovery program, by providing appraisal services. Parties that are found to be qualified will be put into a pool of appraisers which will then be assigned appraisals as the need arises.

Intended Use and Intended Users:

DuPage County has been allocated federal funds by the U.S. Department of Housing and Urban Development (HUD). An eligible use of the funds includes acquisition of structures that experienced flooding in April, 2013. The appraisals will estimate fair market pre-flood value of specific properties for the purpose of establishing a purchase price for the “fee simple” acquisition of real property. Although the buy-out process is assisted with Federal funds, the buy-out of property will be voluntary and any additional project that may (or may not) take place upon the acquired property at some future date is not dependent on the acquisition of any particular property. The intended user of the appraisal report is DuPage County, but its funding partners, including but not limited to HUD, may review the appraisal as part of their program oversight activities.

Request:

Qualified individuals or firms are invited to submit a statement of qualifications describing their ability to carry out the activities outlined below. It is anticipated that successful respondents will perform the following Scope of Work:

The appraiser must, at a minimum:

1. Provide an appraisal meeting the definition of an appraisal stated at 49 CFR 24.2(a)(3) (*The term appraisal means a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information*).
2. Afford the property owner or the owner’s designated representative the opportunity to accompany the appraiser on the inspection of the property.
3. Perform an inspection of the subject property that is appropriate for the appraisal problem. The inspection should include an inspection of the neighborhood for the purpose of determining what locational factors may influence the fair market value, an inspection of the real property, an inspection of the interior and exterior of any buildings on the real property, and an observation of any of the physical characteristics of the real property and/or buildings that are pertinent to a comparison by comparable sales or that would assist in determining the condition and value of the real property and/or buildings prior to the flood event of April, 2013.
4. In the appraisal report include an adequate description of the physical characteristics of the property being appraised (i.e., sketch of the property and provide the location and dimensions of any improvements) and a description of comparable sales. The appraisal report should also include adequate photographs of the subject property and comparable sales, and provide location maps of the property and comparable sales.
5. In the appraisal report, include the following:

- Property rights to be acquired (fee simple)
 - Pre April, 2013 fair market value, meaning the price at which the property would change hands between a willing buyer and willing seller, neither being under any compulsion to buy or sell and both having reasonable knowledge of the relevant facts.
 - Appraised as if free and clear of contamination at the fair market value the property would have had prior to the April, 2013 flood event that affected DuPage County
 - Date of the appraisal report and the date of valuation
 - A realty/personalty report
 - Known and observed encumbrances, if any
 - Title information
 - Location
 - Zoning
 - Present use
 - At least a 5-year sales history of the property
6. In the appraisal report, identify the highest and best use. If highest and best use is in question or different from the existing use, provide an appropriate analysis identifying the market-based highest and best use.
 7. In the appraisal report, present and analyze relevant market information, including research, analysis, and verification of comparable sales (which shall include a field inspection of the comparable sales relied upon in making said appraisal).
 8. In the appraisal report, state all relevant assumptions and limiting conditions, if any.
 9. In the appraisal report, include appraiser's analysis, opinions and conclusions.
 10. In the appraisal report, include a certification as shown in Exhibit A to this RFQ.

Selection Criteria:

Appraisers will be selected based on materials submitted in response to this RFQ, as well as possible follow up interviews. The following criteria will be utilized to determine each respondent's qualification and should be submitted in a format so that the following four categories are clearly delineated:

Identification of Respondent	Please provide the name of the party responding to this Request for Qualification and legal status (sole proprietor, corporation, etc.). If corporation, please provide names of officers. Please provide address, telephone number, e-mail address, W-9 form, and DuPage County Ethics form.
Experience	Please provide information and documentation regarding experience, education, training, certification, licensing, designations, proof of listing on the FHA appraiser roster, and other qualifications for producing appraisals acceptable to HUD. Each appraiser shall at a minimum have five years of experience, be state licensed or certified in accordance with Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.), and listed on the FHA appraisal roster.
Capacity	Please provide information and documentation as to the ability to provide appraisals, acceptable to HUD, in a timely manner.
Cost	Please provide the appraisal cost for both a residential property and a small commercial property.

Submissions:

Submissions will be accepted beginning March 10, 2015 and continue through March 31, 2015.
Submissions may be hand delivered, mailed, faxed, or e-mailed to:

DuPage Community Development Commission
421 N. County Farm Road
Wheaton, IL 60187
Attn: Carrol Roark
Phone: 630-407-6605
Fax: 630-407-6601
carrol.roark@dupageco.org

Exhibit A
CERTIFICATE OF APPRAISER

I hereby certify:

That on _____ date(s), I personally made a field inspection of the property herein appraised and have afforded the owner or a designated representative the opportunity to accompany me on this inspection. I have also personally made a field inspection of the comparable sales relied upon in making said appraisal. The property being appraised and the comparable sales relied upon in making this appraisal were as represented in the appraisal.

That to the best of my knowledge and belief the statements contained in the appraisal herein set forth are true, and the information upon which the opinions expressed therein are based is correct; subject to the limiting conditions therein set forth.

That I understand that such appraisal may be used in connection with the acquisition of property for a project utilizing U.S. Department of Housing and Urban Development funds, but that acquisitions will be voluntary.

That such appraisal has been made in conformity with appropriate laws, regulations, and policies and procedures applicable to appraisal of property for such purposes; and that to the best of my knowledge, no portion of the value assigned to such property consists of items which are uncompensable under the established laws of the State of Illinois.

That neither my employment nor my compensation for making this appraisal and report are in any way contingent upon the values reported herein.

That I have no direct or indirect present or contemplated future personal interest in such property or in any benefit from the acquisition of such property appraised.

That I have not revealed the findings and results of such appraisal to anyone other than the proper officials of DuPage County or officials of the U.S. Department of Housing and Urban Development and I will not do so until so authorized by said officials, or until I am required to do so by due process of law, or until I am released from this obligation by having publicly testified as to such findings.

That my opinion of the fair market value of the property to be acquired as of the 1st day of April, 2013 was \$_____ based upon my independent appraisal and the exercise of my professional judgment.

Signature: _____ Date: _____

Printed name: _____

(Note: Other statements, which may be required by the regulations of an appraisal organization of which the appraiser is a member or by circumstances connected with the appraisal assignment or the preparation of the appraisal, may be inserted where appropriate.)

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



Required Vendor Disclosure Statement

Company Name:			
Company Contact:		Contact Phone:	
Bid/Contract/ PO:			

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

- Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

I have made the following campaign contributions within the current and previous calendar year:

If no contributions have been made enter "NONE" below:

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

Attach additional sheets if necessary. Sign each added sheet and number each page ___ (#) of ___ (total pages).

- All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid and shall update such disclosure with any changes that may occur.

Lobbyists, Agents And Representatives And All Individuals Who Are Or Will Be Having Contact With County Officers Or Employees In Relation To The Contract Or Bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments.

The full text of the county's ethics and procurement policies and ordinances are available at <http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature _____

Printed Name _____

Title _____

Date _____