

**Date:** May 7, 2018

**Proposal Deadline: 3:00 p.m., Friday, June 8, 2018**

**Denver Water**

**Property Appraisal Services RFP**

## **REQUEST FOR PROPOSALS**

Denver Water is seeking appraisers to submit a proposal to be considered for Denver Water's On-Call Property Appraisal Services List. This Request for Proposals (RFP) outlines the requirements to be considered for selection to perform appraisals and/or provide testimony for eminent domain proceedings for Denver Water on an as-needed basis.

### **SECTION 1: INTRODUCTION AND BACKGROUND**

---

#### **1.1 INTRODUCTION**

Denver Water is in need of long-term agreements for Property Appraisal Services to provide professional appraisal services and/or provide testimony for eminent domain proceedings on an as-needed basis. Contract(s) will be awarded for an initial (base) three-year period, with an option to extend for two (2) additional one-year periods. Denver Water has not set a maximum number of Task Orders to be awarded to any one appraiser, but will distribute work among appraisers in its own discretion, using this contracting mechanism for discipline-specific assignments.

#### **1.2 REQUESTS FOR INFORMATION**

This RFP contains the instructions governing the proposals to be submitted and the material to be included therein, mandatory requirements which must be met to be eligible for consideration, and other requirements to be met by each proposal.

Any requests for clarification or additional information regarding submission of this RFP shall be submitted in writing via email ([gary.booth@denverwater.org](mailto:gary.booth@denverwater.org)). Written requests for interpretation, clarification, and/or additional information must be received no later than May 24, 2018.

#### **1.3 SUBMISSION OF PROPOSAL**

Respondents are requested to submit:

- Three (3) copies of their proposal,
- One (1) electronic copy of the proposal provided as a .pdf on a USB flash drive, and
- One (1) copy of their price proposal, utilizing Attachment 2 as the template, in a separate envelope marked "Price Proposal - Confidential."

The proposals must be received no later than 3:00 p.m. local time, June 8, 2018 at Denver Water's Administration Building, First Floor Front Desk.

Responses must be in the format noted. Denver Water reserves the right to disqualify any response submitted incorrectly. Responses shall be addressed as follows:

Title: Property Appraisal Services

Attention: Amy Turney, Director of Engineering – Property

Denver Water Engineering Division, Administration Building

1600 West 12<sup>th</sup> Avenue

Denver, Colorado 80204-3412

Submittal Instructions:

1. Proposals (including both discipline and price proposal envelopes) may be either mailed or hand-delivered. If the proposal is sent by mail, please allow extra time for delivery before the deadline. Proposals received after the deadline will be discarded or returned to the Respondent unopened. (Note: No emailed or faxed proposals will be accepted.)
2. Both the service and price proposals must contain the signature of a duly authorized officer or agent of the Respondent's company empowered with the right to contractually bind the Respondent.
3. Each proposal must be sealed and addressed as stated above to ensure confidentiality of the information prior to the submission date and time. Denver Water will not be responsible for premature opening of technical proposals not properly labeled. The name of the proposing firm also must be on the outside of the envelope. Three (3) copies of the technical proposal are required to be submitted to Denver Water along with one (1) electronic copy of the proposal provided as a .pdf on USB flash drive.
4. Each price proposal must be sealed in a separate envelope and marked "Price Proposal – Confidential" to ensure confidentiality of the information prior to the submission date and time. The name of the proposing firm also must be on the outside of the envelope. Only one (1) copy of the price proposal is required to be submitted to Denver Water.
5. Proposals become the property of Denver Water upon receipt by Denver Water. The content of proposals will be kept confidential until an award is made, after which the content will no longer be kept confidential, except as provided herein.
6. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are modified shall be sealed and resubmitted according to the above instructions prior to the proposal submission deadline.

## **SECTION 2: ADMINISTRATIVE REQUIREMENTS**

---

### **2.1 OBJECTIVE OF REQUEST FOR PROPOSALS**

The objective of this RFP is to provide sufficient information to enable qualified Respondents to submit written proposals for property appraisals and related services. The RFP is not a contractual offer or commitment to purchase products or services.

Information must be legible. Corrections and erasures must be initialed. The contents of the proposal submitted by the successful Respondent of the RFP may become part of any contract awarded as a result of this solicitation.

### **2.2 ADDENDA TO THE REQUEST FOR PROPOSALS**

If it becomes necessary to revise any part of the RFP, an addendum will be placed online at <http://www.denverwater.org/DoingBusinesswithUs/business-opportunities/> prior to May 25, 2018. Respondents are responsible for checking online prior to submission of their proposal and acknowledge receipt of addendum(s) within their proposal.

### **2.3 ANSWERS TO WRITTEN QUESTIONS**

Answers to written questions will be placed online at <http://www.denverwater.org/DoingBusinesswithUs/business-opportunities/> by close of business on May 25, 2018. Respondents are responsible for checking online for answers to written questions. Denver Water will not send out a separate communication with the answers.

### **2.4 SCOPE OF TERMS AND CONDITIONS**

The general terms and conditions listed in Attachment 1 - Property Appraisal Services Agreement shall govern any Agreements ensuing from this RFP. Appraisers selected to provide on-call appraisal services should be prepared to accept the terms and conditions as set forth in the Property Appraisal Services Agreement. Professional Liability Insurance requirements may be waived or modified at Denver Water's discretion.

### **2.5 AWARD OF CONTRACT**

Property Appraisal Services Agreements may be negotiated with Respondents whose proposal is determined to be most responsive to Denver Water's needs and most advantageous to Denver Water, considering the factors based on the criteria described herein, all as solely determined by Denver Water. Award of a Property Appraisal Services Agreement may be made without discussion after proposals are received. Denver Water reserves the right to reject any or all proposals. It is not Denver Water's intent to base selections solely on price, but to use the price proposal as the basis for future negotiations.

### **2.6 AGREEMENT**

Denver Water does not guarantee that it will request any or all services covered by the Property Appraisal Services Agreement. Issuance of a Property Appraisal Services Agreement will not give rise to a claim by Respondent for entering into such Agreement including, but not limited to, claims for anticipated profits or compensation for overhead or other related costs.

Specific services under the Property Appraisal Services Agreement will be released by a Task Order as set forth in Exhibit A of the Property Appraisal Services Agreement (draft available at: <http://www.denverwater.org/DoingBusinesswithUs/business-opportunities/>). Denver Water will request services or assistance and Respondent shall review its resources to verify that qualified individuals are available to satisfy Denver Water's request. If qualified individuals are available, Respondent will provide a

written response describing the approach to be taken for performing requested services, estimated cost, assigned appraiser, and the schedule for completion via Task Order Attachments. If a mutual agreement is reached, Denver Water will issue a Task Order for execution by both parties and authorizing the Respondent to proceed with the services. Costs associated with developing the written response shall be the financial responsibility of the Respondent.

Award of a Property Appraisal Services Agreement does not establish an exclusive agreement with the Respondent. Denver Water reserves the right to obtain services from other sources.

## **2.7 RESPONDENT RESPONSIBLE FOR PROPOSAL COSTS**

Denver Water is not liable for any cost incurred by any Respondent associated with the preparation of a proposal or the negotiation of a Property Appraisal Services Agreement for services prior to the issuance of a Property Appraisal Services Agreement.

## **2.8 ECONOMY OF PROPOSALS**

Respondent must submit a complete and concise response to the RFP, which will be retained by Denver Water. Proposals should be prepared simply and economically, while providing complete details of the Respondent's abilities to meet the requirements of this RFP.

## **2.9 PROPOSALS BINDING**

Respondents are advised that proposals shall be binding upon the Respondent for sixty (60) days from the proposal due date. A Respondent may withdraw or modify their proposal any time prior to the proposal due date by a written request, signed in the same manner and by the same person who signed the proposal.

## **2.10 NOTIFICATION**

Each Respondent submitting a proposal in response to this RFP will be notified as to acceptance or rejection of their proposal. Denver Water plans to issue such notices within forty-five (45) days of the proposal submittal date. Denver Water may delay this action if it is deemed to be in the best interest of Denver Water.

## **2.11 RIGHT TO REJECT PROPOSALS AND NEGOTIATION**

Denver Water reserves the right to reject any and all proposals and to waive any formality in proposals received, to accept or reject any or all of the items in the proposal, if it is deemed in Denver Water's best interest.

Denver Water reserves the right to negotiate any and all elements of the proposal, if such action is deemed to be in the best interest of Denver Water.

## **2.12 CONFIDENTIALITY**

Proposers acknowledge that Denver Water may be required to disclose any or all of the documents submitted with a Response, pursuant to the Colorado Open Records Act, C.R.S 24-72-200.1, et seq. Under C.R.S § 24-72-204(3)(a)(IV), Denver Water may deny inspection of any confidential commercial or financial information furnished to Denver Water by an outside party. Therefore, a Respondent must clearly designate as such any documents submitted with its Response that the Respondent deems proprietary or confidential, to aid Denver Water in determining what should be disclosed in the event of a request for documents under the Colorado Open Records Act. Proposals submitted and terms and conditions specified in each Respondent's response shall remain the property of Denver Water.

## **SECTION 3: PROPOSAL CONTENT AND SELECTION PROCESS**

---

### **3.1 GENERAL SUBMITTAL REQUIREMENTS**

The following submittal requirements must be satisfied for each section of this RFP. This information will be used as the basis for selection as well as to populate a selection matrix from which Denver Water will award future work. Respondents can select the number of disciplines for which they would like to be considered.

### **3.2 PROPOSAL FORMAT**

The proposal format shall be as follows:

**Cover Letter.** Two (2) pages, maximum. Pages must be 8 1/2" x 11". Indicate clearly on the first page which discipline areas being proposing on. For example:

Property Appraisal Services Disciplines:

- Appraisals and Restricted Use Appraisal Reports/Third Party Appraisal Review
- Creation of Natural Resources or Conservation Appraisal Reports/Third Party Appraisal Review

**Detailed Company Background and Demonstrated Abilities.** Five (5) pages maximum. Pages must be 8 1/2" x 11". At a minimum, provide firm name and address, email address, and telephone number. Identify if the firm is one of, or a combination of: SBE, MBE or WBE (see Section 3.6). Provide resume(s) for appraiser(s).

### **3.3 DISCIPLINE SECTION DETAIL**

Each Respondent's proposal shall include the following information:

**Appraiser/Firm Experience.** List relevant experience in the discipline area including, but not limited to a list of at least five (5) relevant appraisals that have been completed during the past two (2) years by the firm. Provide two (2) previously completed appraisals for eminent domain to serve as examples of the Respondent's work product. Provide a description of experience for each discipline being proposed on. Sample appraisal(s) may be redacted or marked confidential to be exempt from a Colorado Open Records Act request as defined in Item 2.12 - Confidentiality.

**Proposed Qualifications.** Qualifications and experience of appraiser(s):

- Proposed Appraiser(s) must possess a General Appraiser License
- Appraiser(s) must demonstrate qualifications and experience in submitted resumes and example appraisals/testimony

### **3.4 DISCIPLINE AREAS**

Denver Water anticipates awarding contracts under the following discipline areas. The final number of contracts awarded under each discipline area will be at Denver Water's discretion.

- 1. Appraisal and Restricted Use Appraisal Reports/Third Party Appraisal Review**
- 2. Creation of Eminent Domain Appraisal Reports/Testifying in Eminent Domain Proceedings/Third Party Appraisal Review**
- 3. Creation of Natural Resources or Conservation Appraisal Reports/Third Party Appraisal Review**

### 3.5 PRICE PROPOSAL

In a separate sealed envelope, provide Respondent’s billing structure, including hourly rates utilizing the **Attachment 2 – Price Proposal – Standard Rate Sheet** template. The Price Proposal template is available as an Excel file at: <http://www.denverwater.org/DoingBusinesswithUs/business-opportunities/>. This template includes a table showing the Respondent’s proposal rates for each year of the three-year base contract, depicting a 2.5% escalation rate per year. The rate table must provide information on all proposed markups and fees, and will be incorporated into the selected appraiser’s Property Appraisal Services Agreement as Exhibit B. Note that Denver Water will only allow other direct costs to be billed at cost. No appraisal development costs or similar hourly cost recovery charges will be allowed as all of these costs are to be included in the hourly billing rates.

Denver Water intends to open only the envelopes of the top ranked appraisers. Denver Water will destroy unopened Price Proposal envelopes upon completion of successful negotiations with the top ranked appraisers. Information provided in the Price Proposal will serve as the basis for negotiations, but not for initial selection.

### 3.6 SELECTION PROCESS

Appraisers will be evaluated on the criteria listed below. The selection team will review the appraiser’s approach to ascertain Respondent’s relative experience. The Board recognizes the desirability, need and importance to the City and County of Denver of encouraging the development of Small Business Enterprise (SBE), Minority Business Enterprise (MBE), and Women’s Business Enterprise (WBE). Appraisers with these designations are encouraged to submit proposals. Having any of these designations does not provide preference in selection. A short list of the most qualified appraisers will be entered into the final selection matrix from which Denver Water will award future work.

Criteria	Max. Points (100 pts)
Does the Appraiser have the skills and experience to provide detailed appraisal report? Does the Appraiser have firsthand experience in this type of work?	40
Do the submitted examples demonstrate the level of appraisal thoroughness and quality expected for submitted work products?	25
Provide an estimated timeline for completion of various appraisal reports.	25
*Do the submitted example eminent domain appraisals demonstrate knowledge of such complex work?	10

\*This 10 points will be applied only to Respondents proposing on the Creation of Eminent Domain Appraisal discipline

### 3.7 SCHEDULE

The selection and schedule is tentatively set as follows:

Request for Proposal Advertisement Date	May 7, 2018
Written Questions Due	May 24, 2018
Responses to Questions Available	May 25, 2018 (anticipated)
Proposals Due	June 8, 2018 (3:00 p.m.)
Award Contract	Within 90 days of submittal