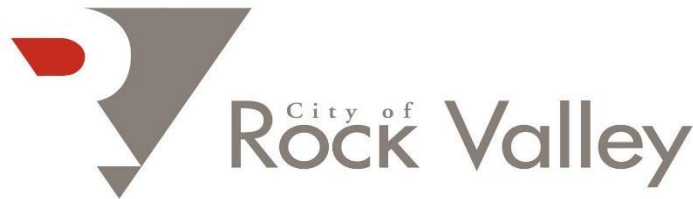


Mayor
Kevin Van Otterloo
City Administrator
Tom Van Maanen
City Clerk
Tina Vande Kamp



Council Members
Rod De Kam
Mark Faber
Char Granstra
Jeff Koldenhoven
Jeremy Van't Hul

Request for Proposal (RFP) for Residential Home Appraisal Services

RFP Number: 2024-02

Issue Date: October 2, 2024

Response Deadline: October 18, 2024

Contact Person: Tom Van Maanen, City Administrator

Contact Email: tomvm@cityofrockvalley.com

Contact Phone: 712-476-5707

Introduction

The City of Rock Valley is seeking proposals from qualified residential home appraisers to provide appraisal services for various flood impacted residential properties. The selected appraiser will assist the city in determining the market value of residential properties prior to the flooding that began on June 21, 2024.

Scope of Work

The selected appraiser will be required to:

- Conduct Appraisals:** Perform residential property appraisals in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP). The City of Rock Valley needs between 100 to 150 residential appraisals completed on flood impacted properties, which the City needs to submit an application to the Iowa Homeland Security & Emergency Management.
- Deliver Reports:** Provide detailed written appraisal reports that include:
 - Property description
 - Market analysis
 - Value conclusion
 - Photographic documentation
- Attend Meetings:** Participate in meetings as needed to discuss findings and provide expert testimony if required.
- Timely Completion:** The City requires that all appraisals be completed and submitted to the City of Rock Valley no later than December 15, 2024.
- Confidentiality:** Maintain confidentiality of all appraisal reports and associated data.

Proposal Requirements

Proposals must include the following components:

- Cover Letter:** A brief introduction to your firm and your interest in providing these services.
- Qualifications:** A summary of your qualifications, including:
 - Relevant experience in residential appraisals
 - Certifications and licenses
 - Information about key personnel who will be involved

3. **Approach:** A detailed description of your approach to conducting appraisals, including methodology and any tools or technologies used.
4. **References:** At least three references from previous clients for whom you have performed similar services.
5. **Cost Proposal:** A detailed breakdown of fees for appraisal services, including any additional costs (e.g., travel, report preparation).
6. **Insurance:** Proof of professional liability insurance.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Qualifications and experience (30%)
- Proposed methodology and approach (20%)
- Cost effectiveness (15%)
- References and past performance (15%)
- Ability to complete the 100 to 150 appraisals by December 15, 2024 (20%)

Submission Instructions

Proposals must be submitted electronically in PDF format to tomvm@cityofrockvalley.com by the deadline specified above. Late submissions will not be considered.

Timeline

- **RFP Issuance Date:** October 2, 2024
- **Deadline for Questions:** October 17, 2024
- **Proposal Submission Deadline:** October 18, 2024
- **Notification of Award:** October 24, 2024

Additional Information

For any questions or clarifications regarding this RFP, please contact Tom Van Maanen, City Administrator at tomvm@cityofrockvalley.com or (712) 476-5707.