



**TOWN OF FARMVILLE
REQUEST FOR PROPOSAL
APPRAISAL SERVICES**

**Proposal Due Date: 2:00 p.m.,
Thursday, June 2, 2022**

**Invitation # FIN 22-0516-001
Town of Farmville, Virginia**

**Julie Moore, Director of Finance
Office: (434) 392-3333
email: jmoore@farmvilleva.com**

**Kimberly W. Thompson, Purchasing Agent
Office: (434) 392-8465 Fax: (434) 392-3160
email: kthompson@farmvilleva.com**

1.0 PURPOSE

The intent of this Request for Proposal (RFP) is to obtain proposals from firms specializing in the appraisal of real estate in Cumberland County and other parts of Virginia and to perform a real estate appraisal on the property known as the Farmville Municipal Golf Course (“Golf Course”), 36 Wedgewood Drive, Farmville, Virginia. The primary need for this appraisal is related to a land and improvements sale. The successful firm(s) shall provide all labor, supervision, and materials required to perform the appraisal work.

2.0 COMPETITION INTENDED

It is the Town's intent that this RFP permits competition. It shall be the offeror's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source.

3.0 BACKGROUND INFORMATION

Due to the potential sale of the Golf Course property, it is anticipated that the Town of Farmville (“Town”) will require real estate appraisal services from outside Consultants. The appraisal is to be done considering the highest and best use of the property.

4.0 OFFEROR’S MINIMUM QUALIFICATIONS

Offerors must demonstrate that they have the resources and capability to provide the materials and services as described herein. All offerors must submit the documentation indicated below with their proposal. Failure to provide any of the required documentation shall be cause for proposal to be deemed non-responsible and rejected.

The following criteria shall be met in order to be eligible for this contract:

4.1 Offerors must have staff that has at least one of the following designations making them eligible to operate in the Commonwealth of Virginia: General Appraiser (MAI), Certified General Appraiser, Licensed Residential Appraiser, or an equivalent certification/license. Provide copies of licenses/certifications with proposal.

4.2 Offerers not having certified staff will not be considered for this RFP.

5.0 SCOPE OF SERVICES

All proposals must be made on the basis of, and either meet or exceed, the requirements contained herein. All offerors must be able to provide:

5.1 Requested Services

5.1.1 The Offeror(s) shall provide real estate appraisal services related to the potential sale of the Golf Course property and its improvements.

5.1.2 The Consultant(s) shall disclose any potential conflict of interest that it may have prior to commencing any appraisal services.

5.1.3 The Consultant(s) shall conduct all appraisals based on the guidelines in Section 5.2 herein.

5.1.4 The Consultant(s) shall deliver the appraisal within twenty-one (21) calendar days unless specifically agreed to otherwise in writing by the Town.

5.2 Appraisal Report

The appraisal report shall be delivered to the Town within the agreed upon schedule after authorization to proceed. The report shall be based on the Uniform Standards of Professional Appraisal Practice (USPAP) as amended and shall include the following:

5.2.1 License/Certification:

A copy of the required appraiser license or certification and a list of the appraiser's qualifications and experience with appraisal.

5.2.2 Subject Property:

The appraisal shall be performed specifically to value the property and property rights and shall include at a minimum:

- A tax map of the subject property
- A location map of the subject property

- A legal description of the subject property
- Photographs of the subject property.
- Specific information regarding any future developments within a three (3) mile radius of the subject property.

5.2.3 Use Limitations:

- The impact of the existence or lack of a permanent access right-of-way to the subject property and its impact on value shall be described in the report.
- Legal limitations of the subject property and comparable sales, including but not limited to local land use regulations and easements (conservation or otherwise), shall be described and incorporated into the report.
- Physical limitations of the subject property and comparable sales, including but not limited to soils and topography, shall be described and incorporated into the report.

5.2.4 Maps:

- The subject property and comparable sales shall be displayed and identified on a locator map.

5.2.5 Valuation:

- The valuation shall be of the fee simple interest of the subject property.
- The valuation shall be for the purpose of property sale by the Town, unless otherwise instructed.
- The appraised value shall not be based on speculative development potential or hypothetical development scenarios. The appraised value shall be based on the subject property's existing development rights and status (unimproved or improved with roads and utilities; approved for subdivision or not approved for subdivision, etc.).

5.2.6 Comparables:

A minimum of three (3) comparables shall be provided with each property appraisal utilizing the comparable sales approach.

5.3 General Requirements:

5.3.1 The Consultant(s) shall provide the Town with one (1) original and four (4) copies of the final appraisal report. The report shall become the exclusive property of the Town.

6.0 EVALUATION OF PROPOSALS: SELECTION FACTORS

The criteria set forth below will be used in the receipt of proposals and selection of the successful offeror.

The Town will review and evaluate each proposal and selection will be made on the basis of the criteria listed below.

Evaluation Criteria

- A. Ability to meet/exceed scope of services contained herein **(40 Points)**
- B. Related experience and credentials of the firm and the individuals to conduct appraisals **(50 Points)**
- C. Overall Quality and Completeness of Proposal **(10 Points)**

The Town will develop a composite rating which indicates the ranking of the highest rated proposals in a descending order. The Town may then conduct interviews with only the top ranked offerors, usually the top three (3) or four (4) depending upon the number of proposals received. Negotiations shall be conducted with offerors so selected.

7.0 PROPOSAL SUBMISSION FORMAT

Offerors are to make written proposals that present the offerors qualifications and understanding of the work to be performed. Offerors shall provide each of the following items below in the order presented. Failure to include any of the requested information may be cause for the proposal to be considered non-responsive and rejected.

- A. Ability to meet/exceed scope of services contained herein.
 - 1. Provide an overview of your firm's current workload.
 - 2. Describe your firm's past experience meeting required timelines and deadlines.

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3. Provide a statement of compliance with the Scope of Services. Specifically list any deviations and provide justification.
 4. Describe in detail any potential conflicts of interest your firm may have if awarded this contract.
- B. Related experience and credentials of the firm and the individuals to conduct appraisals.
1. All offerors shall include with their proposals, a list of at least three (3) current references for whom comparable work has been performed (include section 5.3). This shall include company name, person to contact, address, telephone number, fax number, e-mail address, and the nature of work performed. Failure to include references may be cause for rejection of proposal as non-responsive. Offeror hereby releases listed references from all claims and liability for damages that may result from the information provided by the reference.
 2. Include a brief statement of your firm's experience in providing services similar to those in the Scope of Services.
 3. List key professional staff to be assigned work under this contract and describe their experience as team members, emphasizing their experience in working with similar projects and local governments.
 4. Include a narrative of the typical appraisal procedure used by your firm in determining property valuation and a sample appraisal report.

8.0 INSTRUCTIONS FOR SUBMITTING PROPOSALS

8.1 Preparation and Submission of Proposals

- A. Before submitting a proposal, read the ENTIRE solicitation including the Contract Terms and Conditions. Failure to read any part of this solicitation will not relieve an offeror of the Contractual obligations.
- B. All proposals must be submitted to the Purchasing Agent in a sealed envelope/container. The face of the sealed envelope/container shall indicate the RFP number, time and date of opening and the title of the RFP.
- C. All proposals shall be signed in ink by the individual or authorized principals of the firm.
- D. All attachments to the RFP requiring execution by the offeror are to be returned with the proposal.
- E. Proposals must be received by the Purchasing Agent prior to Requests for extensions of this time and date will not be granted, unless deemed to be in

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the Town's best interest. Offerors mailing their proposals shall allow for sufficient mail time to ensure receipt of their proposals by the Purchasing Agent by the time and date fixed for acceptance of the proposals. Proposals or unsolicited amendments to proposals received by the Town after the acceptance date and time will not be considered. Proposals will be publicly accepted and logged in at the time and date specified above.

F. Proposals may be submitted via one of the following options: US Mail to Post Office Drawer 368, Farmville, Virginia 23901; or hand delivered or private carrier (UPS/FedEx) to the Purchasing Agent, 116 North Main Street, Farmville, Virginia 23901. Faxed and e-mailed proposals will not be accepted. (Please note: Offerors choosing to submit proposals via US Mail should allow sufficient time for the proposal to arrive by the deadline.)

G. Each offeror shall submit one (1) original and four (4) copies of their proposal to the Purchasing Agent, so as to arrive no later than 2:00 p.m. (eastern standard time), on Thursday, June 2, 2022.

8.2 Questions and Inquiries

Questions and inquiries, both oral and written, will be accepted from any and all offerors. However, when requested, complex oral questions shall be submitted in writing. The Purchasing Agent is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other Town staff regarding the RFP may result in the disqualification of the offeror. Inquiries pertaining to the RFP must give the RFP number, time and date of opening and the title of the RFP. Material questions will be answered in writing with an Addendum provided, however, that all questions are received by Tuesday, May 31, 2022, at 2:00 p.m. It is the responsibility of all offerors to ensure that they have received all Addendums. Addendums can be downloaded from www.farmvilleva.com.

8.3 Proprietary Information

Trade secrets or proprietary information submitted by an offeror in connection with this solicitation shall not be subject to disclosure under the Virginia Freedom of Information Act; however, **pursuant to § 2.2-4342 of the Code of Virginia, the offeror must invoke the protections of this section prior to or upon submission of the data or other materials to be protected, and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. Failure to abide by this procedure may result in disclosure of the offeror's information.** Offerors

shall not mark sections of their proposal as proprietary if they are to be part of the award of the Contract and are of a "Material" nature.

8.4 Completion

Proposal must show number of calendar days required to complete the project or services under normal conditions. Failure to state completion time obligates offeror to complete the project according to the Town's schedule.

Unrealistically short or long completion promised may cause proposal to be disregarded.

8.5 Authority to Bind Firm in Contract

Proposals MUST give full firm name and address of Offeror. Failure to manually sign proposal may disqualify it. Person signing proposal should show TITLE or AUTHORITY TO BIND THE FIRM IN A CONTRACT. Firm name and authorized signature must appear on proposal in the space provided on the pricing page. Those authorized to sign are as follows:

- If a sole proprietorship, the owner may sign.
- If a general partnership, any general partner may sign.
- If a limited partnership, a general partner must sign.
- If a limited liability company, a "member" may sign, or "manager" must sign if so, specified by the Articles of Organization.
- If a regular corporation, the CEO, President, or Vice-President must sign.

Others may be granted authority to sign, but the Town requires that a corporate document authorizing him/her to sign be submitted with proposal.

8.6 Withdrawal of Proposals

- A. All proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.
- B. Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation prior to the time of acceptance.
- C. Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

8.7 References

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All offerors shall include with their proposals, a list of at least three (3) current references for whom comparable work has been performed. This list shall include company name, person to contact, address, telephone number, fax number, e-mail address, and the nature of the work performed. Failure to include references shall be cause for rejection of proposal as non-responsible. Offeror hereby releases listed references from all claims and liability for damages that result from the information provided by the reference.

8.8 Late Proposals

LATE proposals shall be returned to offeror UNOPENED, if RFP number, acceptance date and offeror's return address are shown on the container.

8.9 Rights of Town

The Town reserves the right to accept or reject all or any part of any proposal, waive informalities, and award the contract to best serve the interest of the Town. Informality shall mean a minor defect or variation of a proposal from the exact requirements of the Request for Proposal which does not affect the price, quality, quantity, or delivery schedule for the goods, services or construction being procured.

8.10 Proposed Changes to Scope of Services

If there is any deviation from that prescribed in the scope of services, the appropriate line in the scope of services shall be ruled out and the substitution clearly indicated. The Town reserves the right to accept or reject any proposed change to the scope.

8.11 Miscellaneous Requirements

- A. The Town will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal. All proposals shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
- B. Offerors who submit a proposal in response to this RFP may be required to make an oral presentation of their proposal. The Purchasing Agent will schedule the time and location for this presentation.
- C. Selected contents of the proposal submitted by the successful offeror and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful firm will be expected to sign a contract with the Town.

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- D. The Town reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the Town. Offerors who proposals are not accepted may be notified in writing.

8.12 Insurance Coverage

Offerors shall include with their proposal a copy of their current Certificate of Insurance that illustrates the current level of coverage the offeror carries. The Certificate can be a current file copy and does not need to include any “additional insured” language for the Town.

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OFFEROR STATEMENT

Undersigned Offeror hereby certifies that he/she has carefully examined all conditions and specifications of this Request for Proposal and hereby submits this proposal pursuant to such instructions.

Type or Print Name & Title of Authorized Person

Signature of Authorized Person Submitting Proposal

Date

SUBSCRIBED AND SWORN to before me by the above named _____ on the _____ day
of _____, 2021.

Notary Public in and for the State of _____

My commission expires: _____

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

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PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA
THIS FORM MUST BE SUBMITTED WITH YOUR BID/PROPOSAL. FAILURE TO INCLUDE
THIS FORM SHALL RESULT IN REJECTION OF YOUR BID/PROPOSAL

Pursuant to Virginia Code §2.2-4311.2, a bidder/offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its bid/ proposal the identification number issued to it by the State Corporation Commission (“SCC”). Any bidder/offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its bid or proposal a statement describing why the offeror is not required to be so authorized. Any bidder/offeror described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Purchasing Agent or his designee.

If this bid/proposal for goods or services is accepted by the Town of Farmville, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.
PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.

A. _____ Bidder/offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such bidder's/offeror's Identification Number issued to it by the SCC is _____.

B. _____ Bidder/offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such bidder's/offeror's Identification Number issued to it by the SCC is _____.

C. _____ Bidder/offeror does not have an Identification Number issued to it by the SCC and such bidder/offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets of paper if you need to explain why such bidder/offeror is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Name of Bidder/Offeror Legal

Date

Authorized Signature

Print or Type Name and Title

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CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of _____, does hereby certify in connection with the procurement and bid to which this Certification of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce: nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 Code of Virginia, 1950 as amended (&&18.2-498.1 et seq.)

Signature of Company Representative

Name of Company

Date

ACKNOWLEDGEMENT:

STATE OF VIRGINIA

_____, to wit:

The foregoing Certification of No Collusion bearing the signature of _____ and dated _____ was subscribed and sworn to before the undersigned notary public by _____ on _____.

Notary Public

My commission expires: _____

CODE OF VIRGINIA

& 18.2-498.4. Duty to provide certified statement:

The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

Any person required to submit a certified statement as provided in paragraph A, above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472) a false statement shall be guilty of a Class 6 felony. (1980, c.472)

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