



**COUNTY OF CHESTER
DEPARTMENT OF COMMUNITY DEVELOPMENT
REQUEST FOR QUALIFICATIONS (RFQ)**

Qualifications are requested from professional appraisers to provide assistance to the Chester County Department of Community Development ("DCD") for:

Residential appraisal services performed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act ("URA") in the Coatesville City Area.

A. PROPOSALS MUST:

1. Be in writing.
2. Be received no later than 4:00 p.m., November 5, 2009, at the Department of Community Development, 601 Westtown Road, Suite 365, West Chester, PA 19380-0990.
3. Respond to the selection criteria.
4. Include a proposal of flat fees for appraisals. DCD may negotiate a price for services with the firm or firms selected for the work.
5. Indicate ability to provide services from November 9, 2009 to March 19, 2013.

B. SELECTION CRITERIA:

1. DCD recognizes that procuring professional services is unique from procuring materials, equipment, supplies, or labor. The cost of professional services, although an important factor, will not be the sole consideration. Strong weight will be given to other factors, which may include but are not limited to:
 - (a) Qualifications of the firm or individual relative to the Scope of Services.
 - (b) Qualifications of the individual(s) within the firm most responsible for carrying out the Scope of Services.
 - (c) References: provide contact information for at least three clients.

NOTE: Responses to the items above should be limited to the last two years and should specifically address experience in each of the items in the Scope of Services.

- (d) Licenses and professional designations. Note: appraisers must be certified by the Commonwealth of Pennsylvania.
- (e) Ability to provide service in a timely manner. All respondents must provide a typical timeframe for appraisals, from order date to report delivery. In addition, distance from the Coatesville City Area may be considered, as property inspections are required as part of the requested appraisal services. All work performed under this RFQ will require expedited service guarantees.
- (f) Experience performing requested services within the Coatesville City Area.
- (g) Liability insurance, including Errors and Omissions coverage.
- (h) Certification as a small, minority-owned, or women-owned business enterprise. Special consideration will be given to these certified businesses.
- (i) Familiarity with U.S. Department of Housing and Urban Development (HUD) programs, DCD funding programs, and the URA guidelines.

- C. **SCOPE OF SERVICES: All appraisal services must conform with the attached U.S. Department of Housing and Urban Development URA appraisal guidelines.** Appraisers shall provide the following services on an as-needed basis. DCD cannot provide an exact quantity or level of service needed for all or any of the services identified.
1. Provide current fair market value appraisals of residential property within the Coatesville City Area.
 2. Provide fair market value appraisals of residential property in the Coatesville City Area, as improved through rehabilitation or renovation.
 3. Coordinate all services with DCD's Real Estate Professional.